Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Course Co-requisite: Students should be registered for both DIRW 0315-41204 and ENGL 1301-41224. DIRW 0315 will take place during the first 8 weeks of the semester, after which students will transition to ENGL 1301 for the second 8 weeks.

Course Format: This course is combination lecture/online (hybrid). Some course requirements will be fulfilled online via eCampus.

ENGL 1301 Student Learning Outcomes:
Upon successful completion of this course, students will:
- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

ENGL 1301 Core Objectives:
- Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- Communication - to include effective development, interpretation, and expression of idea through written, oral, and visual communication.
- Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making.

ENGL 1301 Core Objective Development Statements:
ENGL 1301 develops Critical Thinking by requiring students to analyze a variety of texts in terms of audience, purpose, and style. This analysis serves as the basis for written responses that require the justification of ideas through support and attribution.
ENGL 1301 develops **Communication** by requiring students to respond to a variety of texts in the form of revised and edited academic essays.

ENGL 1301 develops **Teamwork** by requiring students to engage in collaborative writing and editing processes such as peer review.

ENGL 1301 develops **Personal Responsibility** by teaching students the ethical and accurate use of research through proper citation and documentation.

**Operations Policy:** The instructor reserves the right to make changes as necessary to the content and conduct of the course.

**Class Website and Email:** You will be required to use eCampus in this course. Assignments, test dates, course documents, your grades, etc. will be posted on the eCampus website for this course. **You are responsible for monitoring this site daily for such information.** You may access the site through the internet via http://ecampus.dcccd.edu. You may also access eCampus by going to the Eastfield College home page and clicking on “eCampus”; the Eastfield college home page is http://www.eastfieldcollege.edu or http://www.dcccd.edu. If you do not have a computer at home, you may access eCampus in the Eastfield library. For course and grade-related questions or sending files, please set up a free student Outlook account. See the “Student Email” section in this syllabus.

**Technology Requirements:** Some specific software is required for this class because it is online.

- **Internet Explorer, Mozilla Firefox, Chrome, or other web browser fully updated:** To navigate eCampus, you will need a web browser that has been recently updated.
- **Microsoft Word or Google Docs:** For this course, you will need Microsoft Word or Google Docs to submit your typed assignments. Please save files as either an .rtf (rich text format), .odt (open document), .doc (word document 97-2003), or .docx (word document) file extension.
- **Adobe Reader:** You will also need to download Adobe Reader to view course learning materials. It is a free download available at http://get.adobe.com/reader/.
- **A DCCCD student Outlook account:** A DCCCD student Outlook account is required.

**Email Communication:** As email is vital to communication in this course, be sure to:

- Make sure your email address is complete and accurate. If you need to update your email address, go to eCampus, click on “My DCCCD.” Then go to “Tools” and click on "Personal Information." Change your email address and hit submit.
- Check to make sure that your junk mail or bulk mail filters do not delete or reroute emails sent from the user group in eCampus. Be especially careful with this if you are using a Yahoo! or Hotmail account.
- **PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT. This means the email I have for you is one you actually use.**
- Whenever you email me, be sure that you include your first and last name, your course and section number, and a clear and concise communication or question. This way I can quickly identify emails from you in my inbox, e.g. the subject line of a student’s email might read: John Smith ENGL 1301-41224
- Check your email daily to keep up with course correspondence.
- Emails will generally be responded to within 24-48 hours, if not sooner.
- **Only** send me work via an email attachment if there was a problem with your submission and/or the system is not functioning properly. Otherwise, assignments must be submitted through eCampus. **Due date and time are still applicable.**

**Eastfield College Email Policy:** Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts as attachments to an e-mail
(and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to http://www.dcccd.edu/MSOffice. All communication should be conducted through your official student email account.

**Grading Scale:** A=90-100, B=80-89, C=70-79, D=60-69, F=0-59

**Evaluations Procedures:** Your grade will be based on the following weighted categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>40%</td>
</tr>
<tr>
<td>Mini-research paper</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Journals</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Category Specifications:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>Students will write multiple essays. Essays include in and out of class papers, prewriting, drafts, peer reviews, and rewrites. Unless otherwise directed, all essays must be in MLA style, typed, double-spaced, <strong>minimum 900 words</strong>. Only Times New Roman, 12-point font will be accepted. Essays must be formatted in MLA style. Students are to turn in all of the work associated with each essay. Essay grades will be affected by missing, drafts, or sources, and being absent on peer review days.</td>
</tr>
<tr>
<td>Mini-research paper</td>
<td>Students will write a persuasive mini-research paper that adheres to MLA style guidelines, <strong>minimum 1200 words</strong>. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with each essay. Essay grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days.</td>
</tr>
<tr>
<td>Quizzes</td>
<td><strong>Quizzes pertaining to readings or notes only have one attempt.</strong> So that you will not be too overwhelmed with quizzes and writing assignments, quizzes will close on Friday night. Once they have closed, they will not be reopened. Please do not wait until the last day to take the quizzes; should you have technical problems, and you wait until Friday to take the quizzes, I will not be able to assist you. You are also advised not to take your quizzes on your cellular phones.</td>
</tr>
<tr>
<td>Journals</td>
<td>Journals are shorter writing assignments that further assist you in developing your writing skills. They are to be 1 and ½ pages in length; do not exceed two (2) pages. Also note that journals should be in MLA format: 1-inch margins, heading, typed, double spaced, Times New Roman, 12-point font, and submitted via Blackboard.</td>
</tr>
</tbody>
</table>
| Attendance           | Students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. The following attendance policy will be adhered to:  
  ▪ For every day that you are absent, you will lose 10 points in this area. So, if you miss one day throughout the eight weeks, 5% of you grade will be a 90. |

**Late Work Policy:** Please note that no make-up quizzes, essays, journals/responses, discussion threads or exams will be given. All assignments, including essays, are **due by the date noted on the course calendar**. No late work will be accepted for this course.

If Blackboard is not working, you are still responsible for submitting essays and journals via an email attachment by the due date and time. Failing to do so will result in a grade of ‘0’.

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Certification: You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above. Failure to do so will prevent you from being certified and will affect your financial aid.

Writing Expectations: Students will compose essays (3 pages each) that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style. All written assignments must be double spaced with 1-inch margins on all sides and in Times New Roman, size 12 font, with the four-line MLA style heading and MLA style page numbering. See the video on eCampus under week 1 to learn or review how to format your paper in MLA style on MS Word. Please note that I do not read drafts. If you need assistance, solicit your classmates, schedule an appointment (three days before the due date) or visit the “Link” (EFC Writing Center in the Library). Feedback is provided on essays and journals; it is important that you read all comments and implement those ideas on your succeeding assignments; to find the comments, once your grade is posted, click on the grade and you should see an attachment. To ensure that you are able to see all of the comments, click on Review; Track Changes; All markup. If you do not see an attachment, please notify me immediately. Consult an updated MLA 2009 handbook, the Purdue University OWL (Online Writing Lab), or the MLA section in another book.

- Please make sure that you have attached your assignments in MS Word in one of the following formats: Doc, Docx, or RTF format. Failure to submit essays in the correct format will result in a grade of ‘0’ on the assignment.

Classroom Etiquette: Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. No food or drinks are allowed in the classroom. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (Code of Student Conduct) will be followed. It is important that you read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

- Be on time for class and stay the entire class meeting.
- Turn off/silence cell phones and other electronic devices upon entering the classroom.
- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Come prepared for each class by having completed assignments.
- Bring required texts and other materials to each class period.
- Notify the instructor prior to a necessary absence.
- Will not bring food or drinks into the classroom.
- Will use respectful verbal and body language toward all persons in the classroom.

Email Etiquette: Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:

- Begin with a greeting or salutation. This is both professional and courteous.
- Use Standard American English and proper grammar, punctuation, and spelling.
All subject lines for this class should include your name and the course level and section, e.g. John Smith ENGL 1301-41224

Never type in all uppercase letters.

Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.

Sign your name at the bottom of the email. Again, this is both professional and courteous.

ACADEMIC HONESTY & PLAGIARISM—English Departmental Policy

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college. In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words without quotation marks. For such an offense, a student will receive a zero on the assignment and could even receive an F for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write, unless you are using a direct quote. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (https://www1.dcccd.edu/cat0608/ss/code.cfm).

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this English class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document) will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

Institutional Polices: Please use the following link to access all up to date institutional policies: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx
Responsibility: Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

Tentative Calendar:
Attached

Key Semester Dates:
Tuesday, October 23: Flex 2 classes begin
Monday, October 29: Certification date
Thursday, November 22, and Friday, November 23: No classes—Thanksgiving holiday
Saturday, December 1: Drop date
Thursday, December 13: Last day of flex 2

The instructor reserves the right to amend this syllabus as necessary.