Eastfield College
Arts and Communications Division
Fall 2018 Semester Flex 1
ENGL 1301-41234
3 Credit Hours

Instructor: Professor Ann Friederich, M.Ed.
Classroom: G - 224
Date/Times: MW 8:00 – 9:20 AM, August 27, 2018 – October 17, 2018

Contact Information:
Professor Friederich’s Office: C - 274
Phone: 972-391-1049
Email address: afriederich@dcccd.edu
Hours Available: MW 7:30 – 7:45 AM; M 1 – 3 PM; TR 9:30 – 10:45 AM

Textbooks and Other Course Materials:
- Pens, pencils, USB flash drive, highlighters, folder, composition notebook, and internet access.

Note: All supplies are required beginning day 2.

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

Course Description:
ENGL 1301: Composition I
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. (3 Lec.) Coordinating Board Academic Approval Number 23.1301.51 12

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.
Core Objectives for English 1301:

**Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information. 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.

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**Communication** - to include effective development, interpretation, and expression of idea through written, oral, and visual communication. ENGL 1301 develops **Communication** by requiring students to respond to a variety of texts in the form of revised and edited academic essays.

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**Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. ENGL 1301 develops **Teamwork** by requiring students to engage in collaborative writing and editing processes such as peer review.

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**Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making. ENGL 1301 develops **Personal Responsibility** by teaching students the ethical and accurate use of research through proper citation and documentation.

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**Evaluation Procedures:**

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance/Participation</td>
<td>5%</td>
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<tr>
<td>Visual Analysis Essay</td>
<td>10%</td>
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<tr>
<td>Research Paper</td>
<td>15%</td>
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<tr>
<td>Discussion Boards</td>
<td>15%</td>
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<tr>
<td>Reading Responses</td>
<td>20%</td>
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<tr>
<td>Grammar and Reading Quizzes</td>
<td>20%</td>
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<tr>
<td>Daily Grades</td>
<td>15%</td>
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**Grading Scale:**  
- **A** = 89.46+  
- **B** = 79.46-89.45  
- **C** = 69.46-79.45  
- **D** = 59.46-69.45  
- **F** = 0-59.45

**Attendance/Participation:**
- Students are expected to regularly attend class with text and class materials and to be on time and stay in class for the entire class meeting. Attendance will be marked daily. Being late to class (tardy) and/or leaving early from class with no valid documentation three times is equal to one absence.
- **Anyone who sleeps during the classtime, does other coursework, or uses his or her cell phone without permission may be considered absent for that day.**
- If you must be absent due to sickness or an emergency, contact your instructors by telephone or email **before** the class session. **It is your responsibility to find out what assignments you have missed during your absence and complete them.**
- Absences will only be excused by presenting the professor with valid documentation, such as a doctor's note.
- This is a hybrid class so students are also expected to maintain online presence.

**Writing Expectations:**

Students will compose essays, a research paper, and Reading Responses that adhere to grammatical and stylistic standards of edited academic American English and follow Modern Language Association (MLA) style in all particulars, including (but not limited to) double spacing, 1-inch margins on all sides, and in Times New Roman size 12 font, four-line MLA style heading, MLA style header with page numbering, and Works Cited page.
Discussion Boards:
Discussion boards – (4 @ 15 points each) are a significant part of this hybrid class. Therefore, it is important you practice proper discussion board etiquette at all times. When posting to the discussion board, you are expected to:

- Participate a minimum of three times per discussion board.
- Read and follow all directions carefully.
- Title your thread appropriately (meaning title it something that has to do with the prompt or topic).
- When responding to classmates or your instructor, include a greeting or salutation as you would with an email. This is both professional and courteous.
- Use tactful/courteous language with fellow students.
- Create an atmosphere where other students feel comfortable posting their responses.
- Provide constructive criticism to fellow classmates’ responses.
- Refrain from using profanity or disrespectful language.
- When responding to classmates or your instructor, sign your name at the bottom of your response. This is both professional and courteous.
- Proofread assignments BEFORE posting.
- Respect the opinions of others even if you do not agree.
- “Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.

Reading Responses:
These papers (four of them) will be your reflective responses to readings. You will read a text that will be assigned during the week and then write your reflections based on that text and your observations of it. Basic requirements of each Reading Response include written in MLA format, about 700 words, and use of formal language with correct spelling and punctuation. The Reading Responses will be uploaded to eCampus as assigned.

Grammar and Reading Quizzes:
The quizzes will usually be online (ecampus) and assess your understanding of the assigned readings and exercises.

Daily Grades:
Students will complete shorter assignments that fall into the daily grades category. Daily grades can include but are not limited to in-class discussions, journals, short writings, peer reviews, homework assignments such as watching podcasts, and completing worksheets.

Late Work Policy: All assignments must be completed by the due date and time. NO late work will be accepted unless I, the instructor, deem the situation or circumstances to be extenuating. Computer, internet, and technology problems are not excuses. If accepted, late work may result in less points.

Classroom Etiquette:
Each student should participate fully in all activities. It is imperative to practice courtesy with all classmates and to listen respectfully to what they say in class. It is also important to come to class prepared.
Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog:

Use of cell phones is not permitted in class unless specifically directed by the instructor.
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 phttp://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.**

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:** For this course, you will need Microsoft Word 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 for sending files or asking questions regarding grades in this class. Do not email me from personal email accounts, such as Yahoo! or Gmail, if you are writing concerning grades.

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 1301-41234.
- **Check your email daily to keep up with course correspondence.**
- **Emails will generally be responded to within 24-48 hours, if not sooner.**
- **Do not attempt to send work via email. All assignments must be submitted through eCampus. Any assignments emailed as an attachment will not be opened or graded.**
- **Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.**

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.
ACADEMIC HONESTY & PLAGIARISM—English Departmental Policy

Academic honesty is expected, and integrity is valued in the Dallas County Community College District. 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.

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:

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 POLICIES

Click here for Eastfield College’s Instutional Policies:

DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) in person or by mail by Friday, October 5, 2018. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.
CERTIFICATION POLICY AND CERTIFICATION DATE
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. The certification date for this course is Saturday, September 1, 2018.

PRINTING ON CAMPUS
Printing in the Computer Lab (L108), Library, and Learning Assistance Center (LAC) will cost 10 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print account before you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).

OBTAINING GRADES AT THE END OF THE SEMESTER
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.

Important Dates:
August 27 (M)       Fall Classes Begin
September 1 (Sa)    Certification day for this class
September 3 (M)     Labor Day Holiday (no classes)
October 5 (F)       Last day to withdraw from this class
October 18 (R)      Last day of class for Flex I courses