Instructor: Robert O’Bert
Room: L305
Date/Times: Tuesdays and Thursdays, from 8:00 am to 9:20 am

Contact Information:
Office: C236
Phone: (972) 391-1047
Email address: RobertObert@dcccd.edu
Hours Available: By appointment.

Textbooks and Other Course Materials:
Required


Course Description
ENGL 1301: Composition I
2014 Core Curriculum Foundational Component Area: 010 Communications
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. (3 Lec.) Coordinating Board Academic Approval Number 23.1301.51 12
**Student Learning Outcomes:**
Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

**Core Objectives:**
ENGL 1301 develops the following 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 ideas 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.

**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.

**Evaluation Procedures**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class Essay</td>
<td>5%</td>
</tr>
<tr>
<td>Essay #1 Description</td>
<td>20%</td>
</tr>
<tr>
<td>Essay #2 Narration</td>
<td>20%</td>
</tr>
<tr>
<td>Essay #3 Evaluation</td>
<td>20%</td>
</tr>
<tr>
<td>Essay #4 Analysis of Image</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes and Final Exam</td>
<td>10%</td>
</tr>
<tr>
<td>Participation / Workshops</td>
<td>10%</td>
</tr>
</tbody>
</table>
Essays
Students will write five essays that respond to assigned topics that will be given in class. Each essay will require support for the claims made about the topic. All evidence must be clearly attributed to sources and when specified, documented correctly using MLA format, including in-text citations and a works cited page. Essays must have a clear thesis, clear supporting evidence, and logical analysis and evaluation of evidence. Essays should be well-organized and free of errors of grammar, punctuation, and mechanics. Essays must follow guidelines of standard MLA page layout. All out-of-class essays must be typed and double-spaced with one inch margins, using Times New Roman 12 point font. Out-of-class essays must be submitted via SafeAssign.

Workshops and Participation
The participation grade reflects 1. attendance, 2. punctuality, and 3. constructive engagement in class activities.

1. Attendance:
   • Attendance is crucial to success in this class. Students who miss class are missing material that they will be responsible for in their essays. It is the students’ responsibility to be in class, and, on those rare occasions when they are legitimately unable to attend, the established procedure is to ask a peer in the class to share his or her notes. This peer should be someone trusted to have accurate notes that can be relied upon.
   • Students will not receive credit for participation on those days they miss, regardless of circumstances. The only exception is an incapacitating illness or the demise of an immediate family member. In such situations, documentation is required.

2. Punctuality - late arrival to class is a distraction. To minimize these kinds of disturbances, the late policy is as follows:
   • The first tardy will have no penalty. However, each subsequent tardy will result in a deduction in that day’s daily participation grade (minus 10% for the 2nd tardy, minus 20% for the 3rd tardy, minus 30% for the fourth tardy, and minus 40% for any tardies thereafter).
   • Since classroom computers are synchronized with time on the internet, the clock on the instructor’s computer is the reference point for determining punctuality.
   • If a student is late and a quiz is taking place, he or she will be asked to wait outside of class until the quiz has been completed.
   • Each time a student is late, he or she is asked to explain the reason. This should be done immediately after class.

3. Constructive Engagement in Class Activities
   • In each class, students will be asked to work together in groups to discuss material presented in readings and lectures. An active engagement in these group discussions, and the whole-class discussions that follow, is necessary to fully understand course concepts and their skillful application. Listening carefully to what one’s peers say in these discussions is just as important as contributing one’s
own ideas and observations. For this reason, students who stay on task and treat each other with respect will earn the maximum points possible.

- It is equally important to treat the educational process with respect. Each lecture and activity is designed to promote the development of the class. Distracting, off-task, or disruptive behavior lowers the energy in the classroom and erodes the quality of learning.

Distracting Behavior or Ignoring Class Rules

- Getting up in the middle of a lecture or activity – except for emergencies (minus 15%).
- Leaving phone and/or bag on desk (first two times will result in just a warning; after that, subsequent instances result in a minus 10% for that day’s participation grade).
- Other behavior that distracts the instructor or class (minus 10%). However, if the distracting behavior becomes chronic or more severe, it falls under the disruptive category (see below).

Off-task Behavior

- Not prepared for class i.e. not doing assigned homework (minus 30%).
- Clearly not paying attention during the lecture – reading something off-task, staring off into space, back turned toward whatever is going on, etc. (minus 20%).
- Doing homework for another class (minus 25%).
- Texting during a lecture or activity (minus 30%).

Disruptive Behavior

- Side-conversations during a lecture (first two times will result in a warning; after that, minus 25% for that day’s participation grade). If problem becomes chronic, the student will be asked to meet with the Dean of Students.
- Refusing to comply with class policies or otherwise creating a scene (zero for the day and will be asked to leave the class; incident reported to the Dean)
- Any behavior that noticeably derails instruction.

Quizzes

Students will be given short readings as part of class activities or assigned for homework. Quizzes based on the readings will be given on a regular basis. The quizzes are intended to gauge reading comprehension and to help focus the class discussions that follow. Occasionally, quizzes may be assigned outside of class. Some quizzes will be focused on sentence-level grammar and punctuation.
Make-Up or Late Work
In-class essays cannot be made up except in extreme circumstances such as hospitalization of the student or a death in the student’s immediate family (parent, child, sibling, significant other), with proper documentation. Excused and/or unexcused absences will be determined at the discretion of the instructor.

Late papers are allowed in this class. However, late essays within seven days of the original deadline will be penalized by 10 percent, regardless of the reasons for failing to submit the essay on time. Late papers submitted more than seven days after the original deadline, but before the last day of classes before final exam week, will be penalized by 50 percent. Any submissions after the last day of classes before final exam week will not be accepted. Failure to turn in all parts of an assignment (including required hard copies of sources) is the same as not submitting the assignment at all. Late essays will receive minimal – if any – commentary.

Course Outline
This course calendar is for proposed due dates of major assignments, exam dates, projects, etc. The syllabus and course schedule may change to meet the needs of the class. When changes occur, the instructor will let students know in writing in class or by e-mail.

<table>
<thead>
<tr>
<th>Week 1  8/28, 8/30</th>
<th>Getting Acquainted / Introduction to Course and Syllabus / Blackboard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Moves of Academic Writing</td>
</tr>
<tr>
<td></td>
<td>Unity and Coherence</td>
</tr>
<tr>
<td></td>
<td>Paragraph Basics / Essay Basics</td>
</tr>
<tr>
<td></td>
<td><strong>In-class Essay</strong></td>
</tr>
<tr>
<td>Week 2  9/4, 9/6</td>
<td>MLA Page Formatting</td>
</tr>
<tr>
<td></td>
<td>In-text Citations and Works Cited Lists</td>
</tr>
<tr>
<td></td>
<td>Feedback on In-class Essay</td>
</tr>
<tr>
<td></td>
<td>Research Fundamentals</td>
</tr>
<tr>
<td></td>
<td>Safe Assign / Defining Plagiarism and Avoiding It</td>
</tr>
<tr>
<td></td>
<td>How to Summarize Sources, Create In-text Citations from Them, and Use as Evidence in a Body Paragraph</td>
</tr>
<tr>
<td>Week 3  9/11, 9/13</td>
<td>How to Summarize Sources, Create In-text Citations from Them, and Use as Evidence in a Body Paragraph (continued)</td>
</tr>
<tr>
<td></td>
<td>Essay #1 Description – Assigned</td>
</tr>
<tr>
<td>Week 4  9/18, 9/20</td>
<td><strong>Description Essay is due.</strong></td>
</tr>
<tr>
<td></td>
<td>Narration</td>
</tr>
<tr>
<td></td>
<td>Essay #2 Narration – Assigned</td>
</tr>
<tr>
<td></td>
<td>Feedback on Description Essay</td>
</tr>
<tr>
<td></td>
<td>Arguing a Position</td>
</tr>
<tr>
<td></td>
<td>Using Examples</td>
</tr>
<tr>
<td>Week 5  9/25, 9/27</td>
<td><strong>Narration Essay is due.</strong></td>
</tr>
<tr>
<td></td>
<td>Essay #3 Evaluation - Assigned</td>
</tr>
<tr>
<td></td>
<td>Practice doing evaluations (continued)</td>
</tr>
<tr>
<td>Week 6  10/2, 10/4</td>
<td>Feedback on Narration Essay</td>
</tr>
<tr>
<td></td>
<td>Practice doing evaluations (continued)</td>
</tr>
</tbody>
</table>
Classroom Etiquette

Class Cancellation
In case of class cancellation (due to weather, illness, or any other reason), students should keep up with the assigned reading and check the Blackboard course page and Eastfield e-mail for assignments so that they don’t get behind.

Students should be aware that sometimes they don’t get group e-mails that are sent from instructors’ homes, so they should make sure to check for announcements on Blackboard and check their “spam” folders.

Students will be responsible for keeping up with the required work regardless of class cancellation. Papers submitted via SafeAssign will be due regardless of class cancellation.

Inappropriate Behavior
Certain behaviors interfere with the educational process of the class and will not be tolerated. These include verbal outbursts, talking during class, text-messaging, arriving after class has begun, leaving before class is dismissed, getting up in the middle of a lecture or discussion to go to the bathroom or to toss something in the trash can or to sharpen a pencil, etc. When a student engages in inappropriate behavior, he/she should expect the instructor to:

1. make a note of it,
2. pull him/her aside to discuss the behavior,
3. ask the student to leave the class, and/or
4. report the behavior to the Dean of Students who will evaluate the situation and take appropriate disciplinary action.

Note: All cell phones, laptops, and other electronic devices must be turned off and put away in purses, backpacks, or pockets before class begins. These devices should never be in students’ hands or on desks during class.

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 another author’s sentences or words without quotation marks. For such an offense, you will receive a **zero** on the assignment and could even receive an **F** for the course. Students cannot mix an author’s words with their own or “plug” 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, and 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://www1dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English class found responsible for cheating on an examination or for plagiarism (using the definitions given for both terms in this 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).
- A request that the student drop the class.

Note: Students are allowed to submit a previous topic idea or research resources in this course. However, students are **NOT** allowed to submit or re-submit an essay, project, journal, lab, general assignment (in whole or in part) from another course or institution. The academic penalty for doing so will result in a failing grade for that particular assignment.

**Institutional Policies and Services**

Institutional Policies relating to this course can be accessed from the following link: https://www.eastfieldcollege.edu/syllabipolicies