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 0315-41215 and ENGL 1301-41241.

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:

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 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.

Required Course Text:

The Norton Field Guide, 4E by Bullock, Goggin, and Weinberg.
ISBN: 9780393617399

Additional Required Course Materials:
Pens, pencils, loose-leaf notebook paper, USB flash drive, highlighters of at least three different colors, composition notebook, and internet access.

Note: All supplies are required beginning day 2.
ENGL 1301 Core Objective Development Statements:

<table>
<thead>
<tr>
<th>Objective Development Statement</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>ENGL 1301 develops <strong>Critical Thinking</strong> 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.</td>
</tr>
<tr>
<td>Communication</td>
<td>ENGL 1301 develops <strong>Communication</strong> by requiring students to respond to a variety of texts in the form of revised and edited academic essays.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>ENGL 1301 develops <strong>Teamwork</strong> by requiring students to engage in collaborative writing and editing processes such as peer review.</td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td>ENGL 1301 develops <strong>Personal Responsibility</strong> by teaching students the ethical and accurate use of research through proper citation and documentation.</td>
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</table>

**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 “Eastfield College Email Policy” section in this syllabus for more information on this.

**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 DCCC student Outlook account:** A DCCC 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 assignment materials and/or 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 DCCC.” 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 ADDRESS 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 in the subject line. 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 1301-41241.

- 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 submit 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, or if you have a question about your grade, you must do so through your 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>
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<tbody>
<tr>
<td>Essays</td>
<td>60%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>25%</td>
</tr>
<tr>
<td>Rough Drafts</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
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</tbody>
</table>

**Category Specifications:**

<table>
<thead>
<tr>
<th>Essays</th>
<th>Students will write multiple essays throughout the semester. 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 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Grades</td>
<td>Students will complete shorter assignments that fall into the daily grades category, including but not limited to: quizzes, discussion boards, class discussions, peer reviews, reading responses, and short writings.</td>
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<tr>
<td>Rough Drafts</td>
<td>Students will be required to submit all drafts of the essays they write this semester, beginning with a rough draft evaluated for the “Rough Drafts” category. Although the writer may decide to chance scope, scale, stance, perspective, and tack, students will not switch topics from draft to draft.</td>
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<tr>
<td>Attendance</td>
<td>Students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. Attendance begins week two. The following attendance policy will be adhered to:</td>
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<td></td>
<td>▪ 0-3 absences = full credit for attendance</td>
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<td></td>
<td>▪ 4 or more absences = no credit for attendance</td>
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<td></td>
<td>▪ Three tardies = 1 absence</td>
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<td></td>
<td>▪ Leaving early three times = 1 absence</td>
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<td></td>
<td>▪ Any combination of tardies and leaving early that equals three = 1 absence</td>
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<tr>
<td></td>
<td>▪ After three absences, you lose all attendance points.</td>
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</tbody>
</table>
Late Work Policy: Because of the quick pace of this course, turning in assignments early is encouraged, and late work is not recommended. However, should an emergency arise, you may turn in one assignment late with no penalty. Any subsequent late assignment will be penalized 10% for every day that it is late past the due date.

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 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 “How to Format Assignments” sheet on eCampus to learn or review how to format your paper for this course.

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 of respect 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 meeting.
▪ 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 1301-41241.
▪ Do not use only capital letters when you type.
▪ Use courteous language and tone; write professionally—all college writing is business formal in tone, not the tone you’d most likely write when communicating with friends or family.
▪ Sign your name at the bottom of the email. Again, this is both professional and courteous.
▪ Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.
Discussion Board Etiquette: Discussion boards are a significant part of almost any 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: your original post plus two meaningful responses to classmates. A “meaningful response” is three sentences that address what your classmate has written—asking them a question about their logic, practice, or perspective is especially helpful!
- 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 and essays.
- 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 whether or not agree with them.
- “Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.

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://www1dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this 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:** Please use the following link to access all up to date institutional policies:

**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 day
- Thursday, November 22 and Friday, November 23: Thanksgiving holiday—no class
- Saturday, December 1: Drop date
- Thursday, December 13: Last day of flex 2 classes

Please ask your instructor if you have any questions regarding the information in this syllabus. The instructor reserves the right to amend this syllabus as necessary.