Instructor: Ms. Frances Griffin  
Room: L117

Contact Information  
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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

This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. MISD-This college level course focuses on developing a student's ability to build an understanding of clear, concise, academic writing. Students will practice strategies and skills necessary to produce clear, correct, and coherent prose adapted to purpose, occasion and audience. Critical reading and thinking skills will enhance the student's ability to analyze and interpret a variety of printed materials. The course includes reading and analysis of significant works from British literature. Eastfield- Students attain writing, research and critical reading skills.

Textbooks and Other Course Materials  
Required texts:


Supplies
1 Binder
Notebook paper
Blue or black pens (writing in pencil will not be allowed)
1 flash drive (2 gig or higher)

English 1301 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.

Course 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.

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.

Guidelines
English 1301 courses will require the following:
1. Students will write a minimum of 35 double-spaced pages or equivalent word count, exclusive of Works Cited (in the form of Essays, Journals, Discussion Boards, etc.), for a variety of audiences and purposes, using appropriate rhetorical strategies, and written in Edited American English.
2. One essay must be an analysis of a visual/visual media (advertisement, photos, art, film, etc), constructed according to MLA format and documentation guidelines, submitted as a digital file, including one minimum source and a strong controlling idea.
3 A minimum of one written assignment under timed conditions, such as entirely in class.
4 At least one assignment undergoes collaboration.
5 At least one required essay incorporates the basic concepts of research and MLA documentation.
6 At least one required essay introduces argumentation.
7 Formatting for all essays adheres to Modern Language Association (MLA) style guidelines.
8 All required writings, other than the one written under timed conditions, must be typed and submitted electronically to campus Learning Management System (LMS). The use of SafeAssign for essay submission is highly recommended.

**Evaluation Procedures: Assignments:** This is a college course with college expectations. College students do not determine which assignments will be completed. You are expected to turn in *every* assignment on time regardless of absences, illnesses, or other responsibilities. **Late work will not be accepted.** Only assignments missed due to **excused absences** will be accepted and must be completed within two days. Whether the absence is excused or unexcused will be determined by the MHS Attendance Office. It is the responsibility of the student to schedule an appointment with the professor to make up missed assignments.

**Writing Expectations:** Students will compose essays and other writings that adhere to the grammatical and stylistic standards of academic American English and that follow Modern Language Association (MLA) style. Essays/critical responses will adhere to topic and length requirements designated for each assignment. Correctly following specific assignment guidelines, grammatical instruction, and MLA style will impact the student’s success in the course. **All essays and critical responses must be typed in MLA format. Submissions must be both a digital copy to Eastfield and a hard copy to the instructor.** If you do not adhere to the guidelines given, the instructor is not required to accept your work. If you do not submit both a digital copy to Eastfield and a hard copy to the instructor, you will receive only half credit. **Late essays will not be accepted under any circumstances!** Also see the Academic Honesty and Plagiarism section.

**Grade Allocation:** Class work and homework = 50%, essays/critical responses = 30%, six weeks tests 20% (per six weeks). The semester test will be 20% of the semester grade.

**Attendance Policy:** MISD guidelines as related to state attendance requirements must be observed. 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.
**Classroom Etiquette:** No disruptive or disrespectful behavior will be tolerated. You are expected to conduct yourself in a manner which represents your desire to participate in a college-level course. Cell phones and other electronic devices are not allowed except when directed by the instructor. If you have device out—whether in use or not, whether on or off—I will ask you to surrender it. First time—you may have it back at the end of class. After that the phone will be taken to the office. If you refuse to surrender the phone, you will be sent to the office.

**Food and Drink Policy** Food and drinks (except water) are prohibited in classrooms.

**Course Outline**

1st Six-Weeks

Overview

- Class Procedures
- Expectations

Writing Workshop

*Beowulf, Sir Gawain and the Green Knight, Canterbury Tales,* etc.

Assign Expository: Analysis – visual piece

Cont. close readings *Beowulf*

Writing Workshop:

- Expository: Analysis – lit (draft & peer review)
- MLA format – expectations
- Rhetorical situation – style

Writing Workshop:

- Expository: Analysis – lit (final)

Writing Workshop:


Writing Workshop:

- Persuasive (global – no social issues): draft & pr
- Students read related articles

Timed Writing – Persuasive based on a stimulus [defend, challenge, or qualify]

2nd Six-Weeks

Historical context: Medieval to Contemporary

*Canterbury Tales*

Rhetorical Situation

- Establish elements of rhetorical situation for mini research

Assign research

Format:

- MLA (no Wikipedia, encyclopedia, etc)
- Proposal
- Paper: Heading, title, page #, embedded quotes, etc.
- Draft (typed)
- Works cited page

Sources must be quoted at least twice within the paper (paraphrase or direct quote)
Library
Proposal for mini Research due
Writing Workshop
  Finish writing (peer feedback, teacher conferencing available)
  Paper due at end of the week

3rd Six-Weeks
Macbeth
Rhetorical Situation
Historical Context
  Close readings
Assign Expository
Writing Workshop
  Peer feedback
Assign: Literary essay
Reading for elements of rhetorical situation
  Expository
  Persuasive
Semester Exam

Tests will be given at the end of each six weeks.  *Unannounced quizzes will be given to check that out of class readings have been done.* Make sure you read all your assignments!

**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 un-administered test, and substituting for another person to take a test. Submission of work in this course that was previously used in this or another course will also constitute cheating. *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 will 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. 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 guilty of cheating on an examination or of plagiarism-no matter how much-(using the definitions given for these terms above) 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**

**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 11/15/18. 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 9/10/18

***STOP BEFORE YOU DROP: THE 6 DROP RULE***
For students who enrolled in college level courses for the first time in the fall of 2007, Texas
Education Code 51.907 limits the number of courses a student may drop. You may drop **no more than six courses during your entire undergraduate career** unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**DISTRICT THIRD ATTEMPT POLICY/ REPEATING A COURSE**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: [http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/](http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/).

**FINANCIAL AID STATEMENT**
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not withdraw or stop attending any class without first consulting the Financial Aid Office (C237). Non-attendance or withdrawals may affect your eligibility to receive further financial aid and could cause you to be in a position of repayment for the current semester. Also, students who do not withdraw from a class but fail to attend or participate after the drop date are also subject to this policy, that is, may be in a position of repayment for the current semester.

**TEXAS SUCCESS INITIATIVE (TSI)**
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level coursework. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at [https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm](https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm).

**ADA STATEMENT—STUDENTS WITH LEARNING, MENTAL, OR PHYSICAL DISABILITIES**
The [Office of Institutional Equity](https://www1.dcccd.edu/) in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.
Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a
disability, please contact the college Disability Services Office (DSO). Please note that all
communication with DSO is confidential. If you are eligible for accommodations, please
provide or request that the DSO send your accommodation letter to the college coordinator as
soon as possible (students are encouraged to contact DSO at the beginning of the semester). For
more information regarding the College Disability Services Office, please visit the Student
Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at
(214) 378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and
inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment,
discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual
harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination
based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender
identity, and/or gender expression, please contact your College Title IX Coordinator or the
Office of Institutional Equity. We treat this information with the greatest degree of
confidentiality possible while also ensuring student welfare and college safety.
We are concerned about the well-being and development of our students, and are available to
discuss any concerns. There are both confidential and non-confidential resources and reporting
options available to you. If students wish to keep the information confidential, please contact
the college Counseling or Student Health Services. As required by DCCCD policy, incidents of
discrimination and/or sexual misconduct shared with faculty will be reported to the College Title
IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the
student and determine if further investigation is needed. For more information about policies,
resources or reporting options, please contact your college Title IX Coordinator or visit
www.dcccd.edu/titleIX.

College Title IX Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825
Cedar Valley Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181
Eastfield Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358
El Centro Shaniee’ Moore TitleIX-ECC@dcccd.edu 214-860-2138
Mountain View Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
North Lake Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992
Richland Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386
Dallas Colleges Online Le’Kendra Higgs TitleIX-LEC@dcccd.edu 972-669-6672

District Title IX Coordinator
Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633
FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ACADEMIC HONESTY POLICY/CODE OF CONDUCT
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 it 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. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm. In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.

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).

RELIGIOUS HOLIDAYS/OBSERVANCES
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.

STUDENT E-MAIL:
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.

INCLEMENT WEATHER STATEMENT
In the event there is inclement weather that affects regular scheduled classes and events on the Eastfield College campus, the Dallas County Community College District and Eastfield College web pages will display a notification of any closings or delays. **If there is no notice of changes or delays, then classes are in session as usual.** You also may refer to announcements on major television and radio stations (like KEOM-FM radio 88.5) in the event that the DCCCD or Eastfield College Internet sites cannot be accessed.

**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/](http://econnect.dcccd.edu/). Telephone number: 972-613-1818.

**SYLLABI POLICY LINK**

[https://www.eastfieldcollege.edu/syllabipolicies](https://www.eastfieldcollege.edu/syllabipolicies)

**DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE**

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