Instructor: Professor Jennifer Conway

Contact Information
Phone: (972) 882-7600
Email address: JenniferConway@dcccd.edu
Hours Available: By appointment only.

Textbook and Other Course Materials:

Suggested materials: Composition notebook, blue, black, and red pens, yellow, blue, orange, pink, green, purple highlighters

Course Prerequisites
One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards.

Course Description:
2015 Core Curriculum Foundational Component Area: 010 Communications Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively with an 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.)

Textbooks and Other Course Materials: TBD

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 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.

**DCCC Core Curriculum Intellectual Competencies:**

1) **Reading:** the ability to analyze and interpret a variety of printed materials—books, documents, and articles—above the 12th grade level
2) **Writing:** the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience—above the 12th grade level.
3) **Speaking:** the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience — above the 12th grade level
4) **Listening:** the ability to analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing and reading— above the 12th grade level

**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 \textbf{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).

\textbf{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 \textbf{one} or more of the following penalties:
\begin{itemize}
  \item The grade of \textbf{zero (0)} on that particular assignment.
  \item Disciplinary action, including office referrals or ISS
  \item The professor may request that the student drop the class.
\end{itemize}

\textbf{Attendance Policy:} Students are expected to check the syllabus, the course materials and announcements on eCampus regularly. Keeping track of upcoming due dates is the student’s responsibility, and so is time management. Students who fail to log by the Certification Date will be certified as “never attended.”

\textbf{Online Classroom Environment:} The online academic environment is a serious one even though students and the professor interact virtually. Therefore, \textbf{inappropriate behavior will not be tolerated}. Students MUST follow all rules of Netiquette when communicating with the professor and when interacting with other students, particularly in the Discussion forums. Students who choose to write (or behave) inappropriately will be prevented from entering the course until they have met with me to discuss the infraction and methods for improving online interaction. In addition, students exhibiting inappropriate behavior may be asked to drop the class.
\begin{itemize}
  \item Use appropriate, academic language in all emails, discussion threads, and group activities (no abusive or colloquial language).
  \item Be respectful of the professor and the other class members at all times.
\end{itemize}

\textbf{E-mail Policy:} Please identify yourself by both your last and first names either in the subject line or in the body of your message. Anonymous emails will not be answered. Please allow at least 24 hours for instructor’s response.

\textbf{STUDENT EMAIL: Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts.} You must open a student e-mail account. The account is free. You may set it up by going to http://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx.

\textbf{Assignment Submission Policy:} All essays must be submitted on eCampus in MS Word file format as a single file. If you do not have MicroSoft Word, please save and submit your essays as .rtf files. Most word processing programs allow that option. PLEASE DO NOT EMAIL ASSIGNMENTS TO ME: everything must go through eCampus (SafeAssign), and I will not accept email submissions. Late work will not be accepted, except for officially documented emergencies. Save your work often on a flash drive or any other portable memory device. Technological problems (computer, Internet, printer, ink, paper, etc.) do not excuse you from due dates. There are computers on campus, in public libraries, and at work, so if you save and backup your work often, you will be able to finish it on time. The only exception would be a documented eCampus malfunction. Acceptable documentation includes photographs of error messages and copies of e-mail communication with Technical Support. You will be responsible for reading all material listed on this syllabus and posted to eCampus, participating in class, and
completing all assignments. All assignments must be turned-in on the due date and time. Remember: it is always better to turn-in something than to turn-in nothing.

**INSTITUTIONAL POLICIES**


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

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<thead>
<tr>
<th>Course Component</th>
<th>Percentage</th>
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<tr>
<td>Daily work</td>
<td>30%</td>
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<td>Quizzes</td>
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<tr>
<td>Essays</td>
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<tr>
<td>Exams</td>
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**Written assignments will be graded on focus, clarity, grammar, syntax, mechanics, spelling, organization, and MLA format**

Grade Scale:  
A 90-100  
B 80-89  
C 70-79  
D 60-69  
F 0-59

**Course Evaluation**

Weeks 1 - 6 (August 20 - September 28)  
Major Works: *The Narrative in the Life of Frederick Douglass*  
Essays Projects: Argument writing and analysis, narration, description  
Census: September 10, 2018

Weeks 7 - 11 (October 1 - November 2)  
Major Works: Various non-fiction pieces  
Essays/Projects: Definition, classification

Weeks 12 - 17 (November 5 - December 21)  
Major Works: Various non-fiction pieces  
Essays/Projects: Research

*****Note: All final drafts must be submitted through Safeassign by the due date and time.