Instructor: Megan Carlton
Room: H105 (JHHS)
Date/Times: 1A 8/27-12/13

Contact Information:
Office: H105
Phone: ext 6865
Email address: mcarlton@dcccdd.edu
Hours Available: Tuesday 8:10am/ Thursday 8:10am/ Wednesday 4:10pm

Textbooks and Other Course Materials: Textbooks are provided by MISD; DC students do not have to purchase a textbook.

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 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.

Evaluation Procedures:
10%- Participation (journals, bellringers, & rough drafts)
50% - Essays
20%- 6 weeks test
20%- quizzes/projects

Classroom Etiquette:
My class rules are simple:
o Show respect for yourself, your classmates and your teacher.
o Be on time. Be prepared.
o Follow directions the first time they are given.
o Clean up after yourself.

Be prepared for class every day. This means you should come to class with the following:
o Writing utensils
o A journal
o A 3-ring binder, set of five dividers & notebook paper
o An open mind and a positive attitude

Attendance: you must follow the MISD attendance policies
You are responsible for any missed work due to an excused absence. I expect you to retrieve your makeup work the day you return to school, even if you do not have my class that day. This will keep you from becoming too far behind. It is your responsibility to pick it up. You will have the same number of classes you missed to complete and turn in the missed work. Again, the class website should come in very handy in case of an absence.

- Remember if your absence is unexcused (you skipped), you cannot make up the assignment and will receive a zero. This goes for tests, homework, projects, essays and all daily work.
- Tests that were announced before your excused absence will be taken the day you return. Papers/projects that were announced before your excused absence will be due the day you return.

Cell Phones:
- Cell phones need to be off during school hours. Cell phones that are on during class will be confiscated. This includes text messaging, checking the time, playing games, taking or sending photos, and of course making/receiving phone calls.
- At the beginning of class I will give you a reminder to silence phones. After that brief period of amnesty, phones will be taken up if out during class or are in use during class. Phones that are taken up will be handled according to the school policy.

Course Outline:
- Week One: 8/20-8-24
  Introduction- Syllabus, Class expectations, Basic Grammar Review

- Week Two: 8-27-8-31
  Writing Workshop—Paragraph structure,

- Week Three: 9/4-9/7
  Intro Exemplification Essay (ESSAY 1)

- Week Four: 9/10-9/14
  Writing Workshop
  Revising and Editing

- Week Five: 9/17-9/21
  Writing Workshop Revising and Editing

- Week Six: 9/25-9/28
  Essay 1 Due- 9/25
  6 weeks test: 9/27

- Week Seven: 2nd 6 weeks 10/1-10/5
  Intro Cause & Effect Essay (essay 2)
Essay Structure

Week 8: 10/9-10/12
Writing Workshop –paragraph structure

Week 9: 10/15-10/19
Writing Workshop cont
Editing & Revising

Week 10-10/22-10/26
Writing Workshop cont
Peer Editing and Self-Revising
Essay 2 Due: 10/26

Week 11: 10/30-11/2
Intro Final Essay (Academic Research)
6 weeks test 11/2
Week 12: 11/5-11/9 (3rd 6 weeks starts)
Writing Workshop-
Essay & Paragraph structure

Week 13: 11/12-11/16
Writing Workshop-
Self Revision / Editing

Week 14: 11/26-11/30
Writing Workshop
Peer Editing

Week 15: 12/3-12/7
Final Essay Due 12/7

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://www1dccc.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 (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 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. 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.

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).

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.

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.