Mission Statement: Eastfield College English faculty members help students become confident, competent writers who can communicate effectively in diverse situations to a variety of audiences, using writing skills as well as critical thinking to develop and express their ideas.

Semester dates: Semester begins Monday, August 27 Semester ends—Thursday, December 10

Instructor: Elizabeth Huston, Ph.D.

Office: C-230 Email: ElizabethHuston@dcccd.edu

Virtual Office Hours: Held in Dr. Huston’s Virtual Office located in the eCampus course site under the Discussions menu folder. Post a note. Tuesdays: 8:00—9:00 a.m. Thursdays: 12:00—1:00 p.m.

On-Campus Meetings: Please email me to set up an appointment.

English 1301: Composition I (3 credit hours)
This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

Prerequisite: One of the following must be met: (1) DREA 0093 AND DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards AND the college Writing score prerequisite requirement.

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 2313015112

REQUIRED TEXTBOOKS:

ISBN: 978-0-393-61739-9

STUDENT LEARNING OUTCOMES:
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:

- **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.

All assignments and activities in this English 1301 course are designed to help students achieve these learning outcomes and core objectives.

ASSIGNMENTS:

- **NOTE** — Specific dates for these assignments are given in the Course Schedule.

  - Orientation, Reading, and Grammar Quizzes
  - Four Written Discussion Forums
  - Four Formal Essay Assignments
  - One Timed Writing Exam and Two Exams

WRITING EXPECTATIONS: Following the English 1301 student learning outcomes and the English pathway outcomes, students will compose academic prose that demonstrates clear purpose, logical organization, and relevant support through evaluation and synthesis. Students are expected to establish and maintain a clear, controlling idea that serves as a thesis statement in each essay. In addition, students are expected to revise, edit, and proofread all written assignments for grammatical accuracy and for the appropriate use of MLA style for manuscript formatting, in-text citations, and works cited documentation.

ACADEMIC HONESTY AND PLAGIARISM: **Please pay close attention to this information. I have had to use this policy several times in the past year.**

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 (writing any course assignment with another person and claiming the document solely as your own).

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:

[Code of Student Conduct](https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/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 receive 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 an author’s sentences, words, or ideas. For such an offense, a student will receive a **zero** on the assignment and can receive an “F” for the course. You cannot mix an 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. An 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.

If you summarize, paraphrase, or quote directly from an author, you must use the appropriate documentation and because the “idea(s)” still belong to the author. Appropriate documentation means presenting an MLA parenthetical in-text citation for each use of a source and the presentation of cited sources a list of Works Cited where sources must be documented appropriately according to MLA guidelines. Simply offering a title or a URL is not appropriate. Again, failure to document resources used in your writing will result in a finding of plagiarism and a zero/0-F on the assignment.

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: Code of Student Conduct https://www1.dcccd.edu/catalog/GenerallInfo/CollegePolicies/code.cfm

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 Monday, September 10, 2018. NOTE: I will certify the class at NOON (12 p.m. CST) on this date. Students will need to participate in at least one assignment no later than this day and time to be counted and certified.

MY FAVORITE THING TO EAT: I love peanut butter toast with honey.

WITHDRAW POLICY If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by Thursday, November 15, 2018. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

EVALUATION: In this course, grades are based on each student’s performance on essay assignments, grammar/style exams, grammar quizzes, reading quizzes, discussion forums, and reflection blogs. For the grading criteria on all written assignments, please refer to the Grading Criteria document posted in the Course Library and the Assignments menu folders located in the eCampus course site. Always, grading is based on the purpose and nature of each assignment.

MY PETS: I have three Irish setter dogs and two cats.
### Course Point System

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Total Assignment Points</th>
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</thead>
<tbody>
<tr>
<td>Four Essay Assignments (E1 = 100; E2 = 110; E3 = 125; E4 = 125)</td>
<td>460</td>
</tr>
<tr>
<td>One Timed-Writing Exam</td>
<td>100</td>
</tr>
<tr>
<td>Two Exams (100 points each)</td>
<td>200</td>
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<tr>
<td>Four Discussion Forums (20 points each)</td>
<td>80</td>
</tr>
<tr>
<td>Three orientation quizzes (10 points each)</td>
<td>30</td>
</tr>
<tr>
<td>Four Reading Quizzes (20 points each)</td>
<td>80</td>
</tr>
<tr>
<td>Five Grammar Quizzes (10 points each)</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Course Points Available</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essays 1 and 2 Point/Letter Grade Values</th>
<th>Essay 2</th>
<th>Essays 3 and 4 Point/Letter Grade Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>99-110</td>
<td>112-125</td>
</tr>
<tr>
<td>80-89</td>
<td>88-98</td>
<td>100-111</td>
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<tr>
<td>70-79</td>
<td>77-87</td>
<td>87-99</td>
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<tr>
<td>60-69</td>
<td>66-76</td>
<td>75-86</td>
</tr>
<tr>
<td>59 or below</td>
<td>65 or below</td>
<td>74 or below</td>
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</table>

### Course Grade

| Semester grades will be assigned according to the following total course point to letter scale: |
|-----------------------------------------------|-----------------------------------------------|
| 900—1000                                      | A                                             |
| 800—899                                       | B                                             |
| 700—799                                       | C                                             |
| 600—699                                       | D                                             |
| 0—599                                         | F                                             |

Nonattendance (N) is given to students who do not attend class after the official drop date yet remain registered in the course. The N designation is a DCCCD grade that will affect the student’s ability to receive financial aid after the drop date. (Note: to indicate attendance in an online course, students must show participation by logging on to eCampus, by completing assignments by designated deadlines, and by contacting the instructor.)

### Turning in Assignments

**Turning in Essays:**

* All essay assignments must be uploaded to the designated assignment portal as either an MS Word or Rich Text Format document.
* Do not use any other document type. For example, do not upload PDF documents.
* Do not paste the essay into the portal.
* **Check Your UPLOAD!** Sometimes the uploading event is done incorrectly or is incomplete. Essays that are not uploaded appropriately (something other than an MS Word or RTF document) or properly (nothing appears in the portal although an upload has been attempted) will receive the grade of zero/F on the assignment.
Turning in Other Assignments:
Assignments other than essays must be turned in to the designated portal. Do not email any assignments to the professor. Emailed assignments will not be graded but will receive a zero/F for the assignment.
* Do not use any other document type. For example, do not upload PDF documents.
* Do not paste the essay into the portal.
* Do not email the assignment to Dr. Huston

Do not email any assignments to the professor. Emailed assignments will not be graded but will receive a zero/0/F for the assignment.

Penalties for Late Assignments

Students—please pay close attention to this course policy.
Deadlines are a part of the professional world and of life. Students must be timely in turning in their essays. Therefore, Dr. Huston maintains the following strict late assignment policy:

**LATE ASSIGNMENTS ARE NOT ACCEPTED.**

This policy includes essays, quizzes, discussion forums, and all other graded activities.

If you are having trouble with an assignment or have another problem, please notify the Professor as soon as possible so that we can make other arrangements.

Regarding quizzes and other assignments: When grades are tallied for the final course grade, all missing assignments will receive a zero.

NOTE: Out of respect for all of the students in this class, I follow these guidelines carefully in order to treat all students equally. So please, do not request exceptions to these guidelines and penalties.

TWO-HOUR EXAM RULE: Exams will be taken online in the eCampus course site. Students will take two exams this semester. All students are allowed two hours on Exam 3. However, at times, a student may have paperwork on file with the Disability Services Office (DSO) that allows him or her to have extra time on tests. For this reason, exams are sometimes left open for more than two hours. However, students without DSO paperwork may only have two hours. Students who take advantage of an exam being left open for more than two hours will have one point deducted for every minute the student is in the exam. This means that if a student goes ten minutes over the two-hour limit, he or she will have a ten-point deduction, and so on. So be sure to stay aware of the time spent on the exam and DO NOT depend on the exam timer to alert you to the fact that you have exceeded the two hour time limit.

EXTRA CREDIT: This course has ample materials for students to learn and to earn a fair grade. To be successful, students need to follow directions, to work through assigned materials and to turn in assignments on time. Therefore, extra credit assignments are not necessary for successful completion of this course. Please, do not ask for extra credit assignments.

ASSIGNMENT GRADING TIMES:

Essay Assignments—Please expect all essay assignments to be graded no later than 7 days after the final assignment deadline. Sometimes, you will receive your essay assignments back before the seven days. However, please do not expect them before that time. Also, please do not email Dr. Huston asking when the assignments will be returned. (Reminder—Turn essays in as MS Word or RTF documents only. Other document types will not be graded and will receive an immediate 0/F.)
Quizzes—Some quizzes are graded immediately by the computer. For those that Dr. Huston must grade, quizzes will be graded within five days after the final quiz due date. For example, if a quiz deadline is Sunday, by 11:59 p.m. CST, then the quiz will be graded by Wednesday, 11:59 p.m. CST.

Discussions—Discussions will be graded within five days after the assignment due date.

Tests—Tests will be graded within five days after the test deadline.

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.

ATTENDANCE/PARTICIPATION: While this is an online class, attendance is determined by the frequency of a student’s interaction with assignments and other materials on the course site. The eCampus system records each student’s time spent in the online course and the eCampus locations in which this time is spent. The professor checks each student’s online participation frequently. If you need any assistance to ensure that you are able to participate fully in the course, please do not hesitate to contact Dr. Huston.

ONLINE CLASSROOM ENVIRONMENT: The online academic environment is a serious one even though students and the professor interact asynchronously. Therefore, inappropriate behavior will not be tolerated. Students MUST follow all rules of Netiquette (see “Netiquette” document located in both the Start Here and in the Course Library folders) when communicating with the professor via email and Dr. Huston’s Virtual office and when interacting with other students in the Discussion forums. Students who choose to write (or behave) inappropriately will be blocked and will be prevented from entering the course until they have met with Dr. Huston to discuss the infraction and methods for improving online interaction. In addition, students who continue to exhibit inappropriate behavior may be asked to drop the class. Students are expected to behave appropriately by

- using netiquette in all communications with the professor and with class colleagues (see the Netiquette document located in the Start Here orientation folder and in the Course Library)
- using appropriate, academic language in all emails and discussion threads
- identifying yourself and signing all email correspondences—do not assume the professor knows who you are.
- being respectful of the professor and of the other class members at all times.

Note: The instructor reserves the right to amend this syllabus and the following course schedule at any time during the semester as necessary.

INSTITUTIONAL POLICIES:
All Institutional Policies relating to this course can be accessed from the following link:
Institutional Policies

URL link: https://www.eastfieldcollege.edu/syllabipolicies
Learning Unit 1—Course Overview

Dates: Monday, August 21—Sunday, August 27

START HERE—Orientation Activities:
--Read all materials in Modules 1 through 3.
--Take a (graded) module quiz at the end of each module. (Note: 3 modules and 3 quizzes)
--Due Friday, August 31, by 11:59 p.m. Central Standard Time (CST).
  -- Set up campus email account if you do not already have one. (see link in Module 3)

Reading Assignment:
--“The Rules of Netiquette” document located in Module 3 and in the Course Library menu folder.
--“Participating in Discussion Forums” document located in Module and Course Library menu folder
--Field Guide, Chapter (CH) 57—“Writing Online,” pp. 616-24

Discussion: All discussion forums are located in the Discussions menu folder
--After reading “The Rules of Netiquette” and “Guidelines for Participating in Discussion forums,”
participate in Discussion 1, “Introduce Yourself,” (20 points).
Due Friday, August 31, by 12:00 p.m. (NOON) CST

PowerPoint Assignments: View PowerPoints
--“What Is an Essay?”
--“The Writing Process”

Learning Unit 2—Writing Academically

Dates: Saturday, September 1—Wednesday, September 5

Reading Assignments:
--CH 1—“Writing in Academic Contexts,” pp. 3-9
--CH 2—“Reading in Academic Contexts,” pp. 10-22, 26-17

Grammar and Style Activities:
--Read Part 9, S-1—“Elements of the Sentence,” pp. HB 4-7.
--Take Grammar Quiz 1—due Wednesday September 5, by 11:59 p.m. CST

Learning Unit 3—Literacy Narrative

Dates: Thursday, September 6—Thursday, September 13

Reading Assignments:
--CH 10—“Writing a Literacy Narrative,” pp. 73-89
--CH 43—“Narrating,” pp. 419-27
--Take Reading Quiz 1—due Sunday, September 9, by 11:59 p.m. CST

Discussion: After completing the reading assignments, participate in Discussion 2—Writing a Literacy Narrative (20 pts) due Thursday, September 13, by 11:59 p.m. CST

Grammar and Style Activities:
--Read Part 9, S-2—“Fragments” HB-7-10
--Take Grammar Quiz 2—due Thursday, September 13, by 11:59 p.m. CST
<table>
<thead>
<tr>
<th>Learning Unit 4 — Analyzing Texts</th>
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<tbody>
<tr>
<td><strong>Dates:</strong> Thursday, September 13—Thursday, September 27</td>
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<tr>
<td><strong>Reading Assignments:</strong></td>
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<tr>
<td>-- CH 11 — “Analyzing Texts,” pp. 94-128</td>
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<tr>
<td><strong>Writing Assignment:</strong></td>
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<tr>
<td>-- Essay 1 — Analyzing a Text — due Thursday, September 27, by 11:59 p.m. CST</td>
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<tr>
<td>Reminder — Late assignments are not accepted.</td>
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<tr>
<td><strong>Grammar and Style Activities:</strong></td>
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<tr>
<td>-- Read Part 9, S-3 — “Comma Splices, Fused Sentences,” HB-10-11</td>
</tr>
<tr>
<td>-- Take Grammar Quiz 3 — due Thursday, September 27, by 11:59 p.m. CST</td>
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<tr>
<td><strong>Learning Unit 5 — Evaluation</strong></td>
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<tr>
<td><strong>Dates:</strong> Friday, September 28—Sunday, October 14</td>
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<tr>
<td><strong>Reading Assignments:</strong></td>
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<tr>
<td>-- CH 16 — “Evaluations,” pp. 197-205</td>
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<tr>
<td>-- CH 38 — “Comparing and Contrasting,” pp. 380-87</td>
</tr>
<tr>
<td>-- Part 2 — “Rhetorical Situations,” pp. 53-70</td>
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<tr>
<td>-- Natalie Standiford, “The Tenacity of Hope,” pp. 783-86</td>
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<tr>
<td>-- Take Reading Quiz 2 — due Sunday, October 7, by 11:59 p.m. CST</td>
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<tr>
<td><strong>Writing Assignment:</strong></td>
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<tr>
<td>-- Essay 2 — Evaluation — due Sunday, October 14, by 11:59 p.m. CST</td>
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<tr>
<td>Reminder — Late assignments are not accepted.</td>
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<tr>
<td><strong>Grammar and Style Activities:</strong></td>
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<tr>
<td>-- Read Part 9, S-3 — “Comma Splices, Fused Sentences,” HB-10-11</td>
</tr>
<tr>
<td>-- Read Part 9, S-5 — “Subject-Verb Agreement,” and “Pronouns,” HB-24-34</td>
</tr>
<tr>
<td>-- Take Grammar Quiz 3 — due Sunday, October 14, by 11:59 p.m. CST</td>
</tr>
<tr>
<td><strong>Learning Unit 6 — Grammar Exam 1</strong></td>
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<tr>
<td><strong>Dates:</strong> Monday, October 15—Sunday, October 21</td>
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<tr>
<td>-- Study — for Exam 1</td>
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<tr>
<td>-- Take Exam 1 — available Wednesday, October 17, through Sunday, October 21, by 11:59 p.m. CST (100 points)</td>
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<tr>
<td><strong>Discussion:</strong> Discussion 3 — Reflecting on Writing — due Sunday, October 21, by 11:59 p.m. CST (20 points)</td>
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<tr>
<td><strong>Learning Unit 7 — Informative Reports</strong></td>
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<tr>
<td><strong>Dates:</strong> Monday, October 22—Sunday, November 4</td>
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<tr>
<td><strong>Reading Assignments:</strong></td>
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<tr>
<td>-- CH 12 — “Reporting Information,” pp. 129-37, 142-55</td>
</tr>
<tr>
<td>-- CH 46 — “Finding Sources,” pp. 445-72</td>
</tr>
<tr>
<td>-- CHs 51-52 — “Documentation” and “MLA Style,” 496-548</td>
</tr>
</tbody>
</table>
NOTE: These chapters will require that you refer to them often while researching and writing Essay 3.

**Writing Assignment:**
-- Essay 3—Informative Report with Research—due Sunday, November 4, by 11:59 p.m. CST
Reminder—Late assignments are not accepted.

**Grammar and Style Activities:** Read/Study/Prepare these sections of Part 9
-- L-4—“Words often Confused,” HB-51-56
-- L-7c, “Placing Modifiers Carefully,” HB-62-64
-- Take Grammar Quiz 4

**Learning Unit 8—Writing Arguments**

**Dates: Monday, November 5—Sunday, November 18**

**NOTE:** Thursday, November 15, last day to drop with the grade of “W”

**Reading Assignment:**
-- CH 13—“Arguing a Position,” pp. 156—82
-- CH 36—“Arguing,” pp. 355-73
-- Nicholas Carr, “Is Google Making Us Stupid?” pp. 735-49
-- Alex Weiss, “Should Gamers Be Prosecuted for Virtual Stealing?” pp. 731-34
-- Take Reading Quiz 3—Due Sunday, November 11, by 11:59 p.m. CST

**Writing Assignment:**
-- Essay 4—Argument—due Sunday, November 18, by 11:59 p.m. CST
Reminder—Late assignments are not accepted.

**Discussion**—Discussion 4—Share Your Arguments, Due Tuesday, November 13 (20 points)

**Grammar and Style Activities:** Read/Study/Prepare these sections of Part 9
-- P-1—P-2—“Commas” and “Semi-Colons,” HB-77-84
-- Take Grammar Quiz 5—due Sunday, November 18, by 11:59 p.m. CST

**Learning Unit 9—Literary Analysis**

**Dates: Monday, November 19—Sunday, December 2**

**NOTE:** Thanksgiving holiday, November 22 and 23—Eastfield College closed

**Reading Assignment:**
-- William Faulkner, “A Rose for Emily,” pp. 803-12
-- Shirley Jackson, “The Lottery,” text link in eCampus (LU 9)
-- Guy de Maupassant, “The Necklace,” text link in eCampus
-- Reading Quiz 4—due Monday, November 26, by 11:59 p.m. CST

**Writing Assignment:** Essay 5 Timed Writing Exam is written completely online in a timed environment. To prepare for this essay, do all of the Learning Unit 9 reading assignments and then go to the Learning Unit 9 folder in the eCampus course site and follow the assignment’s writing guidelines carefully.

**Exam 2 availability**—Wednesday, November 28, through Sunday, December 2, by 11:59 p.m. CST

**Learning Unit 10—Grammar Exam 2**

**Dates: Monday, December 3—Sunday, December 9**

-- Study—for Exam 2
--Take Exam 2—available Wednesday, December 5, through Sunday, December 9