“Always question. Do not accept answers as definitive. Answers change. Questions don’t. Always question those who are certain of what they are saying. Always favor the person who is tolerant enough to understand that there are no absolute answers, but there are absolute questions.”

--Holocaust Survivor and Nobel Peace Prize Recipient Elie Wiesel

Instructor: Angie Cook
Location: Online

Contact Information: Contact me via Canvas mail or my school email (angiecook@dccc.edu).

Textbooks and Other Course Materials:

Various printed and digital handouts provided throughout the course of the semester.

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.

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 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.

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 and Communication** by requiring students to read, reflect, and respond critically to a variety of texts in essays, as well as other possible projects, produced both in and out of class.

ENGL 1301 develops **Personal Responsibility** by requiring students to attend scheduled conferences on time and prepared; and by submitting work on time and in the manner determined by the instructor.

**Evaluation Procedures:**

All assignments must be completed and earn a passing grade in order to pass this course. The following is the grade breakdown for this course:

**Major Essays:**
- Essay 1: Unequal Education Essay 20%
- Essay 2: Iconic Photograph Essay 25%
- The Other Side Proposal and Annotated Bibliography 10%
- Essay 3: The Other Side Essay 25%

**All Other Writing Assignments:**
- Daily Assignments (includes discussion board postings as well as all other assignments) 20%

**Attendance Policy:** If you miss a week’s worth of assignments, turning in nothing, you may either be dropped from this course or fail this class. Don’t, however, depend on me to do your paperwork: it is your responsibility to drop this course if you are unable to complete the semester. If something comes up and you are unable to participate in class for a few days, please email me to tell me what is going on.

**Required Materials**
- **An actual computer**: while your iPhone may grant you internet access, it is not adequate for accessing and contributing to this online course.
- Working email address.
- Reliable and readily available computer and internet access.
- Reliable and readily available computer storage method (jump drive, google storage, icloud, etc.) so if your computer crashes, you have a backup.

- A program (google docs works) that can save a file in one of these formats (Canvas cannot open .pages files, so do not save your documents in that format): .doc, .docx, .pdf, or .rtf.

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**Classroom Etiquette:**

A key distinguishing feature of an online course is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

- **Tone Down Your Language**
  Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting it, in order to remove any strong language.

- **Be Forgiving**
  If someone states something that you find offensive, mention this directly to the instructor. Remember that the person contributing to the discussion is also new to this form of communication. What you find offensive may quite possibly have been unintended and can best be cleared up by the instructor.

- **The Recorder Is On**
  Think carefully about the content of your message before contributing it. Once sent to the group, there is no taking it back. The grammar and spelling of a message do reflect on you, and your audience might not be able to decode misspelled words or poorly constructed sentences. It is a good practice to compose and check your comments in a word-processor before posting them.

- **Test For Clarity**
  Messages may often appear perfectly clear to you as you compose them, but turn out to be perfectly obtuse to your reader. One way to test for clarity is to read your message aloud to see if it flows smoothly. If you can read it to another person before posting it, even better.

- **Avoid Distractions**
DO NOT TYPE IN ALL CAPS. This is regarded as shouting and is out of place in a classroom. Acronyms and emoticons (arrangements of symbols to express emotions) are popular, but do not use them in college discussion boards.

- **Remember Your Place**
  An online classroom is still a classroom, and comments that would be inappropriate in a regular classroom are likely to be inappropriate in a Web-based course as well. Treat your instructor and your fellow students with respect.

- **Stick To The Point**
  Contributions to a discussion should have a clear subject header, and you need to stick to the subject. Don’t waste others’ time by going off on irrelevant tangents.

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**Academic Honesty and 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](http://www1.dcccd.edu/cat0506/ss/code)

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://www1.dcccd.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: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

Drop/Withdrawal Policy and 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 before the deadline. 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.

**Student Email**

*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](http://www.dcccd.edu/MSOffice). All communication should be conducted through your official student email account.

**End-of-Semester Grades**

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.

**Disclaimer**

The instructor reserves the right to amend this syllabus or course schedule as necessary.

**Course Content**

**Unit One:** Unequal Education
Comparative Essay (embedding quotations)

**Unit Two:** Iconic Images
Research Essay (introduction to research)

**Unit Three:** The Other Side/Civil Conversations
Analyzing Argument Essay (independent research)