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.

Course Concurrent: Students must be registered for both DIRW 0315-41403 and ENGL 1301-41402.

Course Format: This course is online. Some course requirements will be fulfilled online via eCampus and the Read Write! website that accompanies your textbook.

ENGL 1301 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 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.

ENGL 1301 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.

**Operations Policy:** The instructor reserves the right to make changes as necessary to the content and conduct of the course.

**Class Website and Email:** You will be required to use eCampus in this course. Assignments, test dates, course documents, your grades, etc. will be posted on the eCampus website for this course. **You are responsible for monitoring this site daily for such information.** You may access the site through the internet via phttp://ecampus.dcccd.edu. You may also access eCampus by going to the Eastfield College home page and clicking on “eCampus”; the Eastfield college home page is http://www.eastfieldcollege.edu or http://www.dcccd.edu. If you do not have a computer at home, you may access eCampus in the Eastfield library. **For course and grade-related questions or sending files, please set up a free student Outlook account.** See the “Student Email” section in this syllabus.

**Technology Requirements:** Some specific software is required for this class because it is online.

- **Internet Explorer, Mozilla Firefox, Chrome, or other web browser fully updated:** To navigate eCampus, you will need a web browser that has been recently updated.
- **Microsoft Word or Google Docs:** For this course, you will need Microsoft Word or Google Docs to submit your typed assignments. Please save files as either an `.rtf` (rich text format), `.doc` (word document 97-2003), or `.docx` (word document) file extension. I **cannot open files that have a .pages or a picture of a hard drive because they are incompatible with Windows.** If you send files with these extensions or ones besides the approved ones, your work will receive a zero.
- **Adobe Reader:** You will also need to download Adobe Reader to view course learning materials. It is a free download available at [http://get.adobe.com/reader/](http://get.adobe.com/reader/).
- **A DCCCD student Outlook account:** A DCCCD student Outlook account is required for sending files or asking questions regarding grades in this class. Do not email me from personal email accounts, such as Yahoo! or Gmail, if you are writing concerning grades.

**Email Communication:** As email is vital to communication in this course, be sure to:

- Make sure your email address is complete and accurate. If you need to update your email address, go to eCampus, click on “My DCCCD.” Then go to “Tools” and click on "Personal Information." Change your email address and hit submit.
- Check to make sure that your junk mail or bulk mail filters do not delete or reroute emails sent from the user group in eCampus. Be especially carefully with this if you are using a Yahoo! or Hotmail account.
- **PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT.** This means the email I have for you is one you actually use.
- Whenever you email me, be sure that you include your first and last name, your course and section number, and a clear and concise communication or question. This way I can quickly identify emails from you in my inbox, e.g. the subject line of a student’s email might read: John Smith ENGL 1301-41449.
- **Log into both courses and check your email daily to keep up with course correspondence.**
- Emails will generally be responded to within 24-48 hours, if not sooner.
- Do not attempt to send work via email unless you are having trouble with eCampus. However, all work must be submitted by the due dates and times. All major assignments must be submitted through eCampus and ran through Safe Assign to check for plagiarism.
• Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

**Eastfield College Email Policy:** 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.

**Grading Scale:** A=90-100, B=80-89, C=70-79, D=60-69, F=0-59

**Evaluations Procedures:** Your grade will be based on the following weighted categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>50%</td>
</tr>
<tr>
<td>Short Writings/Journals</td>
<td>25%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>15%</td>
</tr>
<tr>
<td>Read Write! Post Test</td>
<td>10%</td>
</tr>
<tr>
<td><strong>NO LATE WORK IS ACCEPTED</strong></td>
<td></td>
</tr>
</tbody>
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**Category Specifications:**

**Essays**  
Students will write four essays. Essays include in and out of class papers, prewriting, drafts, peer reviews, and rewrites. Unless otherwise directed, all essays must be in MLA style, typed, double-spaced, **minimum 600 words.** Only Times New Roman, 12-point font will be accepted. Essays must be formatted in MLA style. Students are to turn in all of the work associated with each essay. Essay grades will be affected by missing outlines, drafts, or sources.

**Short Writings**  
Students will write reading responses, journals, and creative writings to enhance their reading comprehension and writing skills.

**Daily Grades**  
Students will complete shorter assignments that fall into the daily grades category. Daily grades can include but are not limited to quizzes, discussion boards, reading responses, peer reviews, grammar reviews, and homework assignments.

**Read Write! Post Test**  
Students will take the 50-question, multiple choice Post-Test

**Late Work Policy:** No late work will be accepted for this course.

**Certification:** 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.

**Writing Expectations:** Students will compose essays that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style. All written assignments must be double spaced with 1-inch margins on all sides and in Times New Roman, size 12 font, with the four-line MLA style heading and MLA style page numbering. See the video on eCampus under week 1 to learn or review how to format your paper in MLA style on MS Word.

**Email Etiquette:** Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:

- **Begin with a greeting or salutation.** This is both professional and courteous.
- Use Standard American English and proper grammar, punctuation, and spelling.
- All subject lines for this class should include your name and the course level and section, e.g. John Smith ENGL 1301-41449. This is crucial because I have six classes.
- Never type in all uppercase letters.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Sign your name at the bottom of the email. Again, this is both professional and courteous.
- **Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.**

**Discussion Board Etiquette:** Discussion boards are a significant part of almost any hybrid class. Therefore, it is important you practice proper discussion board etiquette at all times. When posting to the discussion board, you are expected to:

- Participate a minimum of three times per discussion board.
- Read and follow all directions carefully.
- Title your thread appropriately (meaning title it something that has to do with the prompt or topic).
- When responding to classmates or your instructor, include a greeting or salutation as you would with an email. This is both professional and courteous.
- Use tactful/courteous language with fellow students.
- Create an atmosphere where other students feel comfortable posting their responses.
- Provide constructive criticism to fellow classmates’ responses and essays.
- Refrain from using profanity or disrespectful language.
- When responding to classmates or your instructor, sign your name at the bottom of your response. This is both professional and courteous.
- Proofread assignments BEFORE posting.
- Respect the opinions of others even if you do not agree.
- “Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.

**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](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://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 (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:** Please use the following link to access all up to date institutional policies: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

**Responsibility:** Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct

**Tentative Calendar:**
Weekly Calendars appear in the course.

**Key Semester Dates:**
Tuesday, October 23: DIRW 0315 and ENGL 1301 online classes begin
Monday, October 29: Certification day
Saturday, December 1: drop date
Thursday, December 13: Last day of classes

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