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 Co-requisite: Students should be registered for both DIRW 0315-41404 and ENGL 1301-41450.

Course Format: This course is available online via eCampus.

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:
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.

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.
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 http://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), .odt (open document), .doc (word document 97-2003), or .docx (word document) file extension.
- **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 careful 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 1301-41450.
- 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. All assignments must be submitted through eCampus. **Any**
assignments emailed as an attachment will not be opened or graded.

- 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>40%</td>
</tr>
<tr>
<td>Argumentative Essay with Research</td>
<td>25%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
</tbody>
</table>

Total Weight % 100

*The above grade evaluation procedures are subject to change based on the assignments for this course. Dr. Cho will notify students in ecampus if changes are made to this part of the Course Syllabus.

**Category Specifications:**

<table>
<thead>
<tr>
<th>Essays 1 and 2</th>
<th>Students will write multiple essays throughout the course of the semester. Unless otherwise directed, all essays must be in MLA style, typed, double-spaced, <strong>minimum 970 words</strong>. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with each essay.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argumentative Essay with Research</td>
<td>Students will write a persuasive/argumentative essay with research that adheres to MLA style guidelines (8&lt;sup&gt;th&lt;/sup&gt; ed.) for in-text parenthetical citations and Works Cited pages, <strong>minimum 1850 words</strong>. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with this essay. Instructions will be provided by the appropriate date.</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>Students will complete shorter assignments that fall into the daily grades category. Daily grades can include but are not limited bibliography assignments and topic proposal.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Students will submit an essay for the final exam. Instructions will be provided in eCampus.</td>
</tr>
</tbody>
</table>

**Late Work Policy:** No late work will be accepted for this course.
**Attendance:** Attendance is based on your participation and submitting work on time. You must participate in the Discussion Board Forums and submit all assignments on time. **Extra credit will not be offered for this course.**

***All assignments are sent electronically*** via eCampus. The student may check with the professor to make sure that he or she received the assignment electronically. Additionally, the professor is **NOT** responsible for any problems with servers, electrical outages, non-responsive emails, or any other entity/activity that would interfere with the essay being emailed by the due date and time, as determined by the instructor. Attach your assignment to the designated assignment via e-campus. Do not send your completed work via e-mail or digital drop box.

**Technical Issues:** Internet accessibility is mandatory, so home outages and/or computer problems do not excuse late work. Please plan accordingly. In the event of technical issues, screenshots (PrtSc, Ctrl+v) must be emailed to the instructor as evidence; **burden of proof is on the student.** You may also contact eCampus technical support and forward any messages they send you to me. I will review them and consider the issue. Tech support tickets **do not** automatically excuse late work; each situation will require assessment. In extenuating cases, consideration is given if documentation of the error can be provided by you or by eCampus technical support.

**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.

**Classroom Etiquette:** Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. No food or drinks are allowed in the classroom. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (Code of Student Conduct) will be followed. It is important that you read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

- Be on time for class and stay the entire class meeting.
- Turn off/silence cell phones and other electronic devices upon entering the classroom.
- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Come prepared for each class by having completed assignments.
- Bring required texts and other materials to each class period.
- Notify the instructor prior to a necessary absence.
- Will not bring food or drinks into the classroom.
- Will use respectful verbal and body language toward all persons in the classroom.

**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 1301-41450.
- 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.

Plagiarism is taking ownership of someone else’s published or unpublished work, ideas and etc. Basically, plagiarism is WRONG. The act of Plagiarism displays academic dishonesty, and it will result in failure of the course. **If you plagiarize an assignment, you will fail the assignment and fail the course. Please be careful.**

**For Additional 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](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.

**Intellectual Property:** All course materials and course content in eCampus are the intellectual property of the professor or college. As a result, recording audio or video of the class, as well as the duplication of or forwarding of e-mail and Blackboard postings is prohibited without written permission. For example, you may not post materials from the class, audio of lectures, or video of the class to personal web pages, Facebook, YouTube or any other electronic or print medium without the written consent of the professor.

**Course Calendar:**

If you are repeating this course, please do not submit the same assignments from a previous course. Resubmitting work from another course will result in a failing grade.

**Week 1:** 10/23 – 10/26

View Course Syllabus, Course Orientation, and E-Mail etiquette information in ecampus.
View the main MLA header and Basic Formula for Writing an Essay in eCampus.

**Post your student introduction via Discussion Forum on/before 10/24.**
**Submit the Receipt of Syllabus and Orientation via eCampus on/before 10/25.**

Set-up your DCCCD Student E-mail account for future e-mail communication. Please see page 8 of this syllabus for DCCCD Student E-mail information. Also, read the E-mail Etiquette information in eCampus.

Send a short e-mail message to Dr. Cho by using your DCCCD Student E-mail on/before 10/26. Include your course and section numbers in the subject area or in the message. This e-mail assignment is not for a grade; however, it is a requirement.

Read HB3 – HB28 in the Handbook section (coded in yellow color) of the textbook.
**Grammar and Syntax Exercises are due on/before 10/26.**

**Week 2: 10/29 – 11/2**

**Paragraph and Thesis Statement Exercises are due on/before 10/29.**
Read pages 306-317.
Read pages 380-387 and 803-841.
Submit Rough Draft for Essay #1 via eCampus on/before 10/30 for brief review and feedback.
Late drafts will not be accepted.
View the posted reading assignments in the “MLA” folder.
Discussion Forum is due on/before 11/1.
Short Writing Response 1 is due on/before 11/2.

**Week 3: 11/5 – 11/9**

Read 4 more short stories and more information about Essay #2 in the “Additional Reading” folder in eCampus.
Read pages 730-763.
Read pages 355-373.
Submit Essay #1 via eCampus on/before 11/7.
Discussion Forum is due on/before 11/8.
Short Writing Response 2 is due on/before 11/9.

**Week 4: 11/12 – 11/16**

Read pages 156-182.
Submit Rough Draft for Essay #2 on/before 11/14 for brief review and feedback.
Late drafts will not be accepted.
Submit your topic proposals for Essay #3 on/before 11/15.
Discussion Forum is due on/before 11/15.

**Week 5: 11/19 – 11/23**
Read pages 188-196 on Annotated Bibliographies.
View more information on Annotated Bibliographies and Samples in the “Additional Reading” folder.
Refer to pages 500-548 for the MLA style and Works Cited information for Essay 3.

Short Writing Response 3 is due on/before 11/19.
Essay #2 is due on/before 11/21.

Week 6: 11/26–11/30

Refer to pages 500-548 for the MLA style and Works Cited information for Essay 3.
In-Text Citations and Works Cited Exercises are due on/before 11/26.
Annotated Bibliographies are due on/before 11/27.
Discussion Forum is due on/before 11/29.

Week 7: 12/3 – 12/7

Read pages 68-70 and 116-28 and the assigned material on “Visual Arguments” in the “Additional Reading” folder.
Essay #3 with Research is due on/before 12/5.

Week 8: 12/10 – 12/13

Please submit the final exam on/before Wednesday, 12/12.
Late final exams will not be accepted.

Key Semester Dates:
October 23: Flex 2 classes begin
October 29: Certification day
December 1: Drop date
December 13: Last day of flex 1 classes

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