Eastfield College
Arts and Communications Division
Fall 2018
ENGL 1301.41470 3 Credit Hours

Instructor: Robert W. Cooper
Room: On-line through Forney High School
Date/Times: Monday, Tuesday, Wednesday, Thursday, Friday

Contact Information:

Office:  Adjunct professors do not have offices. You may leave me a message in my mailbox in C236.
Phone:  Cooper cell phone 214-732-7213 EMERGENCY ONLY
Email address: rwc4420@dccc.edu

Textbooks and Other Course Materials:

*Criterion Folder (available in the book store. This is NOT optional)*
A three-ring binder with 5 dividers labeled: Syllabus, Course Calendar, Class Notes, Exercises, Research.
A USB flash drive, highlighters in at least 3 different colors, internet access.

Course Description:
ENGL 1301: Composition I

2014 Core Curriculum Foundational Component Area: 010 Communications
Course Description: Intensive grammar review and the 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. 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 ideas 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.

Operations Policy

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

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](http://www.eastfieldcollege.edu) or [http://www.dcccd.edu](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 only.

- **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**: For this course, you will need Microsoft Word to submit your typed assignments. Please save files as either an .rtf (rich text format), or doc, or docx. 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/.

• **Criterion**: You may purchase this folder in the bookstore.

**Evaluation Procedures:**

Students will write 4 essays using different rhetorical models 45%
Cultural Literacy Tests 15%
Quizzes and short writing assignments 10%
Grammar Test 15%
Discussion, class participation and writing portfolio 5%
Final Exam 10%

Grades will be number grades but will translate into letters as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59</td>
<td>F</td>
</tr>
<tr>
<td>Non attendance</td>
<td>N</td>
</tr>
</tbody>
</table>

**Attendance Policy:**

Any student who misses more than 3 classes will have the final grade lowered one letter regardless of grade average.

**Late Work Policy**: No late work is accepted in this course.

**Make-up Policy:**

Cultural Literacy Tests may be made up during the last week of the semester.

**Classroom and Internet Etiquette:**

The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others’ ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated. **Cell phones and pagers are to be turned OFF and left OFF for the duration of the class.**
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:

- Be 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 1301-4xxxx
- 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.**

Instructor’s Credentials:

Robert W. Cooper, Bachelor of Arts and Master of Liberal Arts – Southern Methodist University. Honorary Doctor of Humane Letters. I have been teaching at Eastfield College since 1990. I had 13 years’ experience teaching at W. H. Gaston in Dallas and 8 at W. H. Ford High School in Quinlan; selected Teacher of The Year for the Quinlan Independent School District in 1999. My teaching experience at Eastfield has included English 1301 and 1302 and English 22327 and 2328 American Literature. I had eight years’ experience teaching 1301 and 1302 courses through Paris Junior College while at Ford High School. I am Past President of the Dallas Council of Teachers of English. I served on the team which developed the hybrid English 1302 course through the LeCroy Center for distance learning.

**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.

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**

Please use the following link to access all up-to-date institutional policies:

**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.

**Key Semester Dates:**

- Monday, August 27: Classes begin
- Monday, September 10: Certification day
- Monday, September 3, Labor Day holiday – no class
- Thursday, November 15: Drop date
- Thursday, November 22, and Friday, November 23. Thanksgiving holiday
- Thursday, December 13 Last day of classes.