Arts and Communication Division  Fall 2018  
English Composition I/ENGL 1301-41703  3 Credit Hours  
Classes meet 8 Weeks on Tuesdays and Thursdays from 5:30 PM-6:50 PM  
Eastfield Main Campus in L-302

Learning Community:  
ENGL 1301-41703 is part of a learning community; this means students have completed DIRW 0315-41700.

Learning Communities Student Learning Outcomes (LCSLOs)

1. Students will be able to synthesize significant issues that connect the courses.
2. Students will be able to work collaboratively and productively with others.
3. Students will be able to foster a sense of belonging to a community of learners.
4. Students will be able to engage in civic-minded activities to enhance their cultural competency.

ENGL 1301: Composition I 2014 Core Curriculum Foundational Component  
Area: 010 Communications  
Course Description: ENGL 1301 provides an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (3 Lec.)  
Coordinating Board Academic Approval Number 23.1301.51 12

Student Learning Outcomes: Upon the successful completion of this course, students will be able to:

- 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.

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Office Hours:  
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Required Course Text:  

ISBN: 978-0393617399

Required Course Materials:  
Pens (black or blue), lined loose-leaf notebook paper, USB flash drive, highlighter pen, binder, dividers, and internet access.
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.

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.

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>
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<tbody>
<tr>
<td>Essays</td>
<td>25%</td>
</tr>
<tr>
<td>Mini Research Paper</td>
<td>30%</td>
</tr>
<tr>
<td>Literature Analysis Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
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</tbody>
</table>

Category Specifications:

| Essays                                | Students will type a minimum of 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 800 words. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with each essay. Essay grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days. |
| Mini Research Paper                   | ENGL 1301 students will construct a mini-research paper that adheres to MLA style guidelines (8th ed.) for in-text parenthetical citations and Works Cited pages, minimum 800 words. Instructions will be provided by the appropriate date. |
| Literature Analysis Assignments       | ENGL 1301 students will analyze multiple readings from literature, contemporary media, visual media, or other resources (minimum four) of varying lengths, some of which will correspond to the rhetorical modes used to construct their essays and/or reflection papers. Assignment specifications will be assigned by the instructor by the appropriate date. |
Daily Grades

Students will complete in-class and homework assignments, not limited to but including book work, website and grammar work, journaling, and short reading and writing assignments.

Attendance

ENGL 1301 students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. The following attendance policy will be adhered to:

- 0-3 absences = full credit for attendance
- 4 or more absences = no credit for attendance
- 3 tardies = 1 absence
- Leaving early 3 times = 1 absence
- Any combination of tardies/leaving early equaling 3 = 1 absence
- After 3 absences, you lose all attendance points.

Late Work Policy: Major coursework such as essays, research paper, and discussion boards and will not be accepted late.

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 typed assignments must be double spaced and in Times New Roman, size 12 font. Papers failing to meet all requirements will not be accepted.

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this course found guilty of cheating on an examination or of plagiarism 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 instructor may submit the student’s information to the dean who may choose to suspend the student from the college and the district.

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.
- Will use classroom computers and printers for Learning Community assignments ONLY.

Attendance:
ENGL 1301 students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. After three absences, you lose all attendance points.
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:

- Use your DCCCD student netmail account for emails relating to this course.
- 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 1301-41703.
- 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 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.

Tentative Calendar:
Week 1: Introduction to the class and review of the reading and writing processes
Week 2: Introduction to literature analysis, research process and mini research project
Week 3: Literature analysis, research project and website assignments
Week 4: Literature analysis, research project and website assignments
Week 5: Literature analysis, argument writing and website assignments
Week 6: Literature analysis, collaborative writing and website assignments
Week 7: Literature analysis, collaborative writing and website assignments
Week 8: Final exam

The 2018-2019 Common Book is Maus. Check out the flyer attached. Also, see the LibGuide with the faculty resources page at https://libguides.eastfieldcollege.edu/Maus.

INSTITUTIONAL POLICIES
The link below is to additional institutional policies that you need to review so that you can be a successful student.


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.

Withdrawal 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 **Saturday, December 1**. 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 C-119), or contact the division office.

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.

**DCCCD Emergency Operating Procedures**: [http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv](http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv)

Key Semester Dates:
- **Tuesday, October 23**: Class begins
- **Monday, October 29**: Certification date
- **Thursday & Friday, November 22 & 23**: Thanksgiving Break; classes will not meet.
- **Saturday, December 1**: Drop date
- **Thursday, December 13**: Semester ends

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