Arts and Communication

Welcome to ENGL 1301-41807 – MW – 2:30 – 3:50 p.m. – room L303

Kassandra Buck
kbuck@dccc.edu
Office Location: C Building – Near the Pit – Second Floor- C277
972-860-7046 (e-mail is MUCH better!!)

Please Come and Visit Me!

OFFICE HOURS (CST): TR – 9:00 – 11:00 a.m. and R - 2:30 – 4:30 p.m.

All other times scheduled by appointment only.

Note: All matters associated with this course are subject to change at the instructor’s discretion. Any changes will be communicated to students in writing through eCampus.

YOU ARE RESPONSIBLE FOR KNOWING EVERYTHING ON THIS SYLLABUS

WELCOME!

I am very excited to have this opportunity to work with you at the start of your college journey. Believing in your ability to perform well, the course requirements will be academically and personally challenging yet accomplishable. It is my expectation that you will grow as a learner this semester via increased knowledge and the ability to think critically, applying, and integrating information learned. It is also my hope that you will experience success now and in the future. You can expect this semester to be filled with lively discussions, activities, and challenging assignments. It is important for you to know that support is available to you. To assist you in meeting with success, I am available via office hours, email, and phone (e-mail is better). Please reach out to me and let me know how your semester is going! The Writing Lab, Tutors, and Librarians are also available. Forming in-person and on-line study groups are also wonderful ways to expand your academic support system.

This course will be a hybrid-like course meaning that the first part of the class will be lecture, the middle part will be group work, and the last part will be individual work in the library.
OPTIONAL TEXTBOOK:

ISBN: 978-1-60329-262-7

WHAT IS THIS COURSE ABOUT?

ENGL 1301: Composition I

Course Description:

2014 Core Curriculum Foundational Component Area: 010 Communications

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. (3 Lec.)

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 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

**METHOD OF EVALUATION:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>50% total</td>
</tr>
<tr>
<td>Rough Drafts</td>
<td>30% total</td>
</tr>
<tr>
<td>Participation</td>
<td>20% total</td>
</tr>
</tbody>
</table>

**Essays**: 50% total


**Rough Drafts**: 30% total


**Participation**: 20% total

**WRITING EXPECTATIONS**: Students will compose essays that adhere to grammatical and stylistic standards of academic American English and that follow Modern Language Association (MLA) style. Essays will need to adhere to stylistic, topic, and length requirements designated for each assignment. Essays will be graded according to students’ ability to follow specific assignment guidelines, grammatical instruction, and MLA style requirements.

- **Essays and Rough Drafts**: Students will be required to write several essays during the course of the semester. Essays include in and out of class papers, peer reviews, and rough drafts. Unless otherwise directed, all essays must be in MLA format, typed, and double-spaced. Please use Times New Roman font. Word count varies depending on prompt. Final essays should be typed on one side. Please keep a copy of your drafts and final essay on a USB. Also keep a copy of each graded essay. Failure to follow directions will result in a zero (0). Third person pronoun will be used in all assignments only unless noted otherwise. Failure to follow directions will result in an automatic 50. DO NOT EMAIL Professor Buck ANY assignments. Any assignment emailed to me will result in a zero (0). Note: All drafts, including final, must be submitted when and as required in order to successfully complete this course. All drafts and final papers will be submitted to SafeAssign by 11:59 p.m. CST on the assigned due date. Failure to do so WILL result in a failing grade.

- **Participation**:
  I measure class participation based on the following criteria: participating in class discussion over assigned readings, asking well-thought out questions over the assigned readings, paying close attention to emails from me and classmates, and directions; keeping a regular (1-2 emails or office visits a week) communication with me throughout the semester; your ability to be fully engaged in your learning. If you are unable to meet the above criteria, I will take away participation points throughout the semester. Keep in mind you start the semester with ALL your points, so don’t lose them!

- **Rubrics**
  All assigned essays will be graded with a rubric. See in the Start Here! button for a copy of the rubric. Do not ask for me to bump grades. I do not round up your grades.

This course will be a hybrid-like course meaning that the first part of the class will be lecture, the middle part will be group work, and the last part will be individual work in the library.

**PARTIAL WORK AND RE-DOs**:

Work partially done will automatically earn a zero, and there are NO re-do’s on ANY assignments.

**LATE WORK**: Deadlines are a part of the professional world and of life. All drafts, including final, must be
submitted when and as required in order to successfully complete this course. All final papers will be submitted to Safeassign. This is an online course, so you need to have technology, and late work is NOT accepted despite technology difficulties. DO NOT EMAIL Professor Buck ANY assignments. Any assignment emailed to me will result in a zero (0).

*******Late assignments will not be accepted*******

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.

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

Institutional Policies relating to this course can be accessed from the following link: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

LAST DAY TO WITHDRAW FROM THIS COURSE: Thursday, Nov. 15th
CERTIFICATION DATE: Monday, Sept. 10th
PRINTING ON CAMPUS
Printing in the Computer Lab (L108), Library, and Learning Assistance Center (LAC) will cost 10 cents a page. You must bring a one, five, ten, or twenty dollar bill to the lab to create a print account before you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).

STUDENT E-MAIL:
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.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.

PARTIAL WORK AND RE-DOs:
Work partially done will automatically earn a zero, and there are NO re-do's on ANY assignments.

LATE WORK: Deadlines are a part of the professional world and of life. All drafts, including final, must be submitted when and as required in order to successfully complete this course. All final papers will be submitted to Safeassign. This is an online course, so you need to have technology, and late work is NOT accepted despite technology difficulties. DO NOT EMAIL Professor Buck ANY assignments. Any assignment emailed to me will result in a zero (0).

******Late assignments will not be accepted******

ATTENDANCE: Attendance is mandatory. Because each class period will consist of a mixture of lecture, discussion, group work and free-writing, your thoughtful, attentive, and active participation is ESSENTIAL (and will form a portion of your grade). Be on time – class will start promptly at time stated on your schedule. Leaving early (without prior approval) will count as an absence. Attendance is absolutely crucial to your success in ENGL 1301. I encourage you to come to every class meeting; otherwise, you will miss a great deal of information and material you need to succeed in this course. Therefore, there are no excused absences (emergencies will be considered on a case by case basis). Each student is allowed three (3) missed classes, no questions asked. Save them for when you really need them. Each ADDITIONAL absence above the noted three will cost you a full letter grade off your semester grade.

NOTE: If there is an assignment due the day you are absent, you are STILL responsible for turning in your assignment to me in order to get credit for the assignment.

PUNCTUALITY: Constant tardiness to class is disrespectful to both your instructor and your peers. Persistently arriving late to class will affect your participation grade in the course. Three (3) tardies will result in one (1) absence for the course; I will consider you absent if you arrive more than 15 minutes late to class. If an assignment is due the day you are tardy, you will earn a 10-point deduction off the assignment due for the first offense. Any offense after, you will earn a zero (0). If there is an assignment due (i.e. think pieces, essays, rough draft, etc) the day you are absent, your assignment will not be accepted. Quizzes: If you are late to class, you will not be able to have the allotted time that was given to the class from the beginning of the quiz. Also, if you miss the quiz, there is no make-up. You will earn a zero (0).

PERSONAL COMMUNICATION DEVICES: Use of interactive technology is allowed only when it is required for the assignment, for contacting group members, or research. Place device in your belongings
when not in use. Photos and video may not be taken in class without prior permission. Personal use only allowed outside the classroom. Cell phone use for the purposes of texting, email, or other social media NOT RELATED to the course is NOT permitted. Earphones for music are encouraged during writing work days, as long as the volume allows you to hear announcements.

**CLASS PARTICIPATION:** Your success in this course is a function of your level of engagement. I am interested in the quality of your remarks rather than the quantity. Please use your analysis of the readings, your weekly responses, and prior research and/or study when responding orally in class, and please be prepared to back up any points/opinions you make. Students will be responsible for completing peer review with other students in this course. I measure class participation based on the following criteria: participating in class discussion over assigned readings, asking well-thought out questions over the assigned readings, paying close attention to emails from me and classmates, and directions; keeping a regular (1-2 emails or office visits a week) communication with me throughout the semester; your ability to be fully engaged in your learning. If you are unable to meet the above criteria, I will take away participation points throughout the semester. Keep in mind you start the semester with ALL your points, so don’t lose them!

**CLASSROOM ENVIRONMENT:** The academic environment is a serious one and is not a “party” atmosphere. Students in this class are expected to behave with decorum and courtesy to the professor and to all their fellow course students. **Bad behavior will not be tolerated.** Students who choose to behave inappropriately will be dropped from the class and may not return until they have met with the professor to discuss inappropriate behavior and methods for improving in-class behavior. In addition, students exhibiting inappropriate behavior may be asked to drop the class.