ENGLISH 1301.61208
FALL FLEX 2018
OCTOBER 24-DECEMBER 12

Professor: Joseph Collier BA, MA, S.C.C.T.
Email: josephcollier@dcccd.edu (Unless you and I have previously agreed that I will accept it, any assignment submitted to this address will be deleted without being read).
Office Phone Number: 214-860-8896
Office Number: W68
Office Hours: TBD
Room Number W258
Meeting Times MTWR 2:00 – 3:20
Credit Hours: 3
Division: ARCO
Office Hours: 7:30 AM – 4:00 PM
Office Phone: 214-860-8783
Office Location: E40

Course Description: Composition I is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is placed 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.

Core Objectives:
- Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills - 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 Skills – to include the ability to connect choices, actions and consequences to ethical decision-making

Learning Outcomes
After successful completion of this course the student should be able to
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.

**Communication Policy:** My office is in the same building as this class; you are always welcome to come by and visit; however, please let me know when you are coming by, so I can make sure I am going to be there. In other words, if you come by unannounced, do not get your feelings hurt if I am not there or unable to see you because of other obligations. One of the best ways to communicate with me is through email. Please include the class you are in and the meeting time(s). This way I can look at my notes and reply with the best answer.

**Course Materials/Supplies Needed** Flash Drive, notebook (for handouts) dictionary.

**Evaluation Procedures:**
- Essays (4) = 40% of your grade and 400 points (100 points each)
- Essay Outlines (4) = 10% of your grade and 200 points (50 points each)
- Attendance = 10% of your grade and 100 points
- Quizzes = 10% of your grade and 100 points
- Final Paper = 30% of your grade and 200 Points
- Total Points for the semester = 1000.

If an essay that is submitted on time, adheres to all the assignment guidelines, **AND** meets the page minimum earns **fewer than 90 points**, it may be **revised for full credit**. For this reason, extra credit is not offered.

**Grading Scale:**
- 900-1000 points = A
- 800-899 points = B
- 700-799 points = C
- 600-699 points = D *(This grade does not transfer to most universities.)*
- 0-599 points = F

**Attendance Policy:**
Punctual attendance at every class is a necessity. Arrival at 02:05 counts as **tardy**. Arrival after 02:06 counts as absent. If it is necessary to miss class, it is your responsibility to find out from the course calendar what you missed and come to the next class fully prepared, with all assignments complete. To clarify, being absent from a prior class is no excuse for not having your assignment on the day you do attend.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students who are not certified as beginning class are responsible for any payments due as a result of non-certificate, to include the dropping of courses.

**Late Work Policy:** **Late work is NOT accepted, unless we have discussed it previously.** It must be submitted **through Blackboard** on the day it is due **or before**. In the case of an emergency, you must contact me prior to the due date to discuss why you cannot finish the assignment (I will then let you know if I will accept your assignment late). In the case of a certified health emergency (Documents must be submitted to verify this), please inform me, and we will arrange a makeup work plan.
Makeup Exam Policy: N/A
College Sponsored Events: These activities do merit an “excused” absence, but any assignments due on the date of the event must be submitted on or before that due date. Written responses must be submitted in order to earn points for any participation activities missed.
Electronic Devices: Please refrain from using electronic devices for purposes besides coursework during class discussions. In other words, put your phones/tablets/laptops away unless I ask you to take them out. Also, if you have a disability please visit the office of Disability Services to determine your needs. This classroom complies with ALL the ADA requirements. However, you are not allowed to take pictures of during my class at any time to include the notes on the dry erase board, nor are you allowed to tape my lectures (without proper documentation from Disability Services). If I see any infraction you will be dealt with by Student Services with a request for removal.
The financial aid census date is October 17, 2018.

The withdraw date for this class is Nov. 30, 2018
Academic Dishonesty:
Students who are caught deliberately plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. More information is available at https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/syllabipolicies for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).
Academic Calendar

November 22 (R)        Thanksgiving Holidays Begin
November 26 (M)        Classes Resume
December 10-13 (M-R)   Final Exams
December 13 (R)        Semester Ends
December 17 (M)        Last day for faculty to submit grades electronically through eConnect to the Registrar's Office.
December 21 (F)        College buildings and offices will be closed for the holidays at end of workday.

Weekly schedule will follow at a later date.