Professor: Al Kyle
Email: akyle@dcccd.edu
Office Phone Number: N/A
Office Number: N/A
Office Hours: N/A
Meeting Days & Time: T/Th 6:00 to 7:20 PM
Room Number: 279A
Credit Hours: Three

Division: ARCO
Office Hours: M-Th 7:30 AM to 5:00 PM
Office Phone: 214-860-8783
Office Location: E40

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 Pre-requisites: None

Course Materials/Supplies Needed

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
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.

Course Outline:
Unit 1: MLA and Writing Prompt Essay (benchmark paper)
Unit 2: Selected Readings and Expository Essay
Unit 3: Selected Readings and Compare/Contrast Essay
Unit 4: Selected Readings and Argumentative/Persuasive Essay
Unit 5: MLA and Writing Prompt Essay (exit paper)

Calendar:
Wk 1 Tues Writing Sample due
Wk 3 Tues Essay 1 due
Wk 6 Thurs Essay 2 due
Wk 8 Tues Mid-Term Exam
Wk 10 Thurs Essay 3 due
Wk 14 Tues Essay 4 due
Wk 15 Tues Final Exam

Evaluation Procedures:
• Essays 60%
• Grammar Exercises 20%
• Mid-Term Exam 10%
• Final Exam 10%

Insert for WICS Sections:
• In support of the MVC Quality Enhancement Plan and its goal for improving your writing skills, this course includes a number of written assignments addressing subjects specifically related to your course and its content. During the development of your papers, you may receive assistance from one or a combination of the following sources:
• 1) instructor feedback on early drafts,
• 2) guided peer reviews of your compositions at various stages of development, and/or
3) guidance from a Writing Specialist in the MVC Academic Center for Writing (W114).
Additionally, you may receive feedback through use of the MVC Writing Rubric that will indicate both the strengths of your writing as well as areas that need attention.
Grades assigned on your writing exercises will constitute at least 30% of your final grade in the course.

Instructor Attendance Policy:
Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.

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 noncertification, to include the dropping of courses.

Grading Scale (Based on overall %)
<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90 to 100</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69</td>
<td>D</td>
</tr>
</tbody>
</table>

Late Work Policy: Late work accepted once with seven point penalty
Makeup Exam Policy: If Mid-Term Exam is missed, Final Comprehensive Exam will count twice
College Sponsored Events: See instructor in advance
Electronic Devices: All electronic devices must be silenced and concealed

The withdrawal date for this class is __________, 2018.

Academic Dishonesty:
Students that caught 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/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf 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.).