Instructor: Prof Cheri Hampton  
Room: C224  
Date/Times: MW / 8:00 to 9:20 a.m.  
Monday, August 27, 2018 through Wednesday, December 12, 2018  

Contact Information:  
Office: C236  
Phone: (972) 391-1047  
Email address: CherylHampton@dccc.edu  
Hours Available: By Appointment

Textbooks and Other Course Materials:  
ISBN: 978-1-3190-3545-7  
ISBN: 978-0141014081  
Optional:  
ISBN: 978-1-60329-262-7

COURSE DESCRIPTION: ENGL 1302: Composition II (3 Credit Hours)  
2014 Core Curriculum Foundational Component Area: 010 Communications  
Course Description: Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts: emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Coordinating Board Academic Approval Number 23.1301.51 12

Course Prerequisites: ENGL 1301 and have met Texas Success Initiative (TSI) standard in Reading and Writing.

Student Learning Outcomes:  
Upon successful completion of this course, students will:  
1. Demonstrate knowledge of individual and collaborative research processes.  
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.  
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g. APA, CMS, MLA, etc.).

**Core Objectives:**
ENGL 1302 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 1302 demonstrates **Critical Thinking** by requiring students to use effective research strategies in the evaluation of sufficient, reliable, evidence-based library information sources to be incorporated into a research essay.
ENGL 1302 demonstrates **Communication** by requiring students to produce a clearly written research-based argumentative/persuasive college-level essay.
ENGL 1302 students demonstrate **Teamwork** through peer editing and peer review of research essay drafts and through the collaborative exploration of English components including logic, ethics, merit, credibility, synthesis, grammar, punctuation, etc., prior to final essay submission.
ENGL 1301 develops **Personal Responsibility** by requiring students to write multiple drafts, follow student codes of conduct in regards to plagiarism in the research essay writing process (e.g., summarizing, paraphrasing, directly quoting, parenthetical in-text citing, etc.) and to practice academic honesty as a standard for their academic rigor and a representation of themselves.

**EVALUATION PROCEDURES**

**Overview:**
Assignments in this class include three argumentative essays and a longer, more in-depth research paper, assignments connected to the research paper, including an annotated bibliography and a short presentation; a peer review session for at least one essay; exercises related to course content, writing strategies, and source documentation; journal responses; quizzes; and class participation. Please also note that you are responsible for all assigned pages and documents, including sample essays, textbook pages, announcements posted on our course site, and feedback given to you on graded assignments.

**ASSIGNMENT DETAILS:**

**Essays 1-3:**
The particulars for each of the three argumentative essays will be posted on eCampus. You are also required to read the chapters the correlate to the assigned essay type and sample essays from the textbook and/or the supplemental readings section of the course. These reading assignments
will develop both your argumentative strategies and critical thinking related to the various essay genres. Each of these three essays will be three to five pages long and will require a specific number and type of sources. All essays must follow MLA format requirements and must not contain plagiarism. Each essay is worth 100 points. Essays will be submitted through the course links on eCampus as Microsoft Word documents with the extension .docx or .doc. You may also be required to print copies of the essays to submit in class. Please keep an electronic copy of all essays in case of technical difficulties. The instructor reserves the right to run any and/or all essays through the SafeAssign plagiarism checking system.

Research Project:
You will be given an assignment for the research paper project that gives you the details about length and number of required sources as well as details about each assignment related to the project. You should start thinking about a topic that interests you, that you feel a certain passion for, right away. The research paper project will be stronger and more fun to complete if you choose a topic you really care about. You must demonstrate an understanding of MLA formatting and source documentation strategies in the research paper in order to receive a passing grade. It must have a works cited page and in-text citation parentheticals. You will hopefully already be familiar with source documentation, but we will review and strengthen those skills throughout the semester.

Source Documentation: Essays 2, 3 and the Research Project will require you to use MLA style source documentation. Those essays must have quotation marks around source language, in-text citation parentheticals, and works cited pages. Learning how to correctly document and integrate sources in your writing is an important part of your writing journey in this class. Your research paper will not be accepted for grading if it is missing in-text citations or the works cited page.

Essay Revisions After Grading: If you score a low grade on an essay, you may revise and resubmit the work once for additional points. I will give extensive feedback on your graded essays; it’s up to you to apply the suggestions you deem most beneficial and work to make the paper stronger. Submit a print copy of the revised essay and staple the original essay and graded rubric behind it. Also include a note about what kinds of corrections you made. If the original essay you are revising was only submitted in electronic form, you can email the revised essay to me along with a note explaining the areas you improved. You have THREE DAYS from the day the paper is returned to you to turn the essay in at the beginning of class or to email the revised draft as applicable. The research paper is an exception to this policy; it can only be submitted once and no revisions or corrections after it is graded will be allowed.

Peer Reviews:
Essay 2 and the Research Paper will be peer-reviewed by two classmates. Participation in peer reviews is a mandatory element of this class. You will be given specific, step-by-step instructions to guide you through the process. If you have an excused absence (such as a medical problem, death of an immediate family member, etc.) that is documented (excuses may not be issued by a parent or family member), you will be given an opportunity to make up the assignment. Peer reviews cannot be made up with an unexcused absence. If you arrive without a rough draft for review, you will be expected to assist with the review of other essays but will forfeit the peer review points for the assignment.
Exercises:
There are four exercises you are required to complete during the course worth 25 points each for a grand total of 100 points of your final grade. The orientation/syllabus quiz is the first of these. The second exercise is related to developing claims for argumentative papers. Exercises 3 and 4 are related to practicing MLA source documentation with in-text citation parentheticals and works cited page source entries.

Journals:
In addition to writing essays, you are required to do the assigned reading that is listed in your schedule. This will include chapter readings that explain various genres and writing strategies, student and professional essays, and/or short stories. Throughout the semester, you will be asked to write journal entries in the designated section of our course website on eCampus. Some of the journal prompts will related to one or more of the assigned readings. The journals should show that you are reading the assignments and thinking critically about the information contained in the essays and stories. Usually 2-3 FULL paragraphs will be sufficient to get your points across in the journal entries; you will not earn credit for journals that are only a few sentences long. Some of the journals are based on other prompts, such as argumentative questions that give you an opportunity to consider controversial issues and offer your opinions and arguments about them. There are five assigned journals worth 10 points each, for a total of 50 points.

Quizzes:
In addition to writing essays, you are required to do the assigned reading that is listed in your schedule. This will include chapter readings that explain various genres and writing strategies, student and professional essays, and/or short stories. Throughout the semester, you will be asked to complete quizzes in class over the assigned readings. The quizzes should show that you are reading the assignments and thinking critically about the information contained in the essays and stories. Quizzes will be administered at the beginning of class and cannot be made up if you are tardy or absent. There are ten quizzes worth 10 points each, for a total of 100 points.

Final Exam:
The last component of the course is the final exam, which will be a short presentation on your research paper topic.

Point Totals:
The course will have a total of 1000 points, and the points that you earn will determine your grade according to the scale written below. If you find that you are within a few points of reaching a higher letter grade, please talk to me before the last few days of class! It often happens that doing an extra credit assignment or re-writing an essay can have a huge impact on your final grade.
### GRADING SYSTEM

<table>
<thead>
<tr>
<th>Essays:</th>
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<tr>
<td>Essay 1: The Definition Argument</td>
<td>100 pts.</td>
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<td>Essay 2: The Value Argument (Pop Culture)</td>
<td>100 pts.</td>
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<td>Essay 3: The Visual Argument</td>
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<tr>
<th>The Research Project:</th>
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<tbody>
<tr>
<td>Annotated Bibliography</td>
<td>100 pts.</td>
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<tr>
<td>Research Paper</td>
<td>150 pts.</td>
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<td>Peer Reviews</td>
<td>1 @ 10 pts., 1 @ 15 pts.</td>
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<th>Exercises:</th>
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<tr>
<td>Ex. #1: Orientation/Syllabus Quiz</td>
<td>25 pts.</td>
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<td>Ex. #2: Claims</td>
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<td>Ex. #3: In-text Citation Practice</td>
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<td>Ex. #4: Works Cited Page Practice</td>
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<td>Journals</td>
<td>5 @ 10 pts. each</td>
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<tr>
<td>Reading Quizzes</td>
<td>10 @ 10 pts. each</td>
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<td>FINAL EXAM: Research Presentation</td>
<td>75 pts.</td>
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<td>Class Participation</td>
<td>100 pts.</td>
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<td>TOTAL POINTS POSSIBLE:</td>
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**Course Grading Scale:**

- A = 900-1000
- B = 800-899
- C = 700-799
- D = 600-699
- F = 599 and below

**NOTE:** Scores will NOT be rounded up. If your total is 799, you will still receive a C for the class. Please keep track of your point totals on the grade center in eCampus. You can click on the section “My Grades” to see what your grades are. If it looks like you are only a point or two away from a higher letter grade, please talk to me about extra credit work or opportunities to raise your grade **BEFORE** the last week of the semester. I do not like to see effort go unrewarded and will be happy to work with anyone who is truly driven to succeed in this class.

**General Writing Expectations:**

Students will compose essays that adhere to grammatical and stylistic standards of academic American English and that follow Modern Language Association (MLA) formatting and documentation 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.

In addition to the research paper itself, which is worth 150 points, the project includes an annotated bibliography due before the research paper that is worth 100 points. An oral presentation of the research paper is required during scheduled class times and will be worth up to 75 points. Each presentation will require a visual aid and specific time limits. More information will be provided in the assignment for the research paper.

Attendance on the scheduled presentation days is required. Please see the note in the **Attendance** section of the syllabus below for details about penalties for missing presentation days.
Class Participation:

**Students should come to class having done the reading assigned for the day and be prepared to discuss their thoughts and ideas.** It is difficult to improve your ability to express yourself through written argument and persuasion if you do not practice your speaking skills and participate in intellectual debates and conversations. Active classroom participation is worth a total of 100 points.

Students who attend class but do not participate (meaning they do not speak or contribute to discussions, have not read assignments, are consistently unprepared, and/or they spend time in class sleeping, going to non-related websites on the computer or phone, or texting) can also be counted as absent (and will be notified of such) and subject to the attendance policy in addition to losing participation points.

Due Dates:

A complete and detailed course schedule of all weekly assignments will be posted in eCampus.

**MLA FORMATTING REQUIREMENTS**

All essays must be submitted in MLA format. **If, by the second essay, you are still not in compliance with MLA standards, I reserve the right to not accept your paper for grading until it is corrected (late penalties will apply).** Please be aware of the following basic requirements for your essays:

- Typed with Times New Roman font set at 12-point size
- Double-spaced and margins set at 1-inch
- Heading **on the top left of the first page ONLY**, which should include your name, the class name (**English Comp II 1302**), my name, and the date due or the date of submission. The heading should be double-spaced but cannot have extra spaces between the lines.
- Your last name and page number should be in the upper right-hand corner of each page of the essay (you do NOT have to put it on the first page, but you will not lose points for that either way).
- The first line of each paragraph should be indented the length of one tab (one-half inch).
- **Do NOT add extra spaces** between paragraphs or before or after the title. Some computers add an extra line automatically in the default template settings; in Microsoft Word, it is easy to take that space out by going to the Line and Paragraph Spacing button in the Paragraph section at the top of the page (the same place you go to change the spacing to single or double – it usually has a blue up and down arrow pictured on the button) and clicking on “Remove Space Before/After Paragraph.” When you look at that section of the Word menu, the last two items in the pull-down menu should both give you the option to “Add Space Before/After Paragraph” which is an option you do NOT want to click on. If it says “Remove” instead of “Add,” you must click on the “Remove” to get rid of the extra spaces between paragraphs or you will not be in compliance with MLA format.
- The whole document should be set to align left; do not justify any paragraphs.
- The title of your paper must be centered and must be **original** – do not title it with the name of the assignment; instead, choose a title that reflects the content of the essay and
shows some creativity. Do NOT use bold, italics, underlining, increased font, or any other special effects on your title unless you are including a title within the title or have another specialized reason.

Other issue that may cause you to do a mandatory re-write before the essay is accepted for grading include:

- An excessive amount of run-on sentences or fragmented/incomplete sentences.
- Excessive misspellings (especially with words like it’s/its, they’re/their/there, too/too, and others of a similar nature).
- Use of second person “you” – you are allowed to use first person and third person in this class, but second person “you” or “your” is NOT allowed in academic writing! (NOTE: Many English instructors are uncomfortable with the use of first person “I” or “We” also, but I’m fine with it IF you deem it appropriate for the voice and style of your essay.)
- An obvious lack of proofreading and editing effort that makes your work difficult to understand.
- Missing core requirements for the assignment (for example, submitting an essay with no sources when sources are required or not coming close to the required minimum page length on an assignment, etc.)

If you format your work correctly and take the time to revise, edit, and proofread drafts before they are submitted, you can avoid losing points unnecessarily. Any work that you are asked to re-write that is not submitted in the three-day period that follows the return or by an otherwise mutually agreed upon time will not be accepted. This is a college-level writing class, and I will expect professionalism and effort to be reflected in all of your work. It is critical that you work with a rough draft and revise and edit it more than once before submitting a final draft.

ATTENDANCE, LATE PAPER POLICY, EXTRA CREDIT

Attendance Policy / Participation:

Regular class attendance and participation in class discussions are important parts of the learning experience in this class. Therefore, a point-penalty will be applied to your final grade if you are absent for more than FOUR class sessions. In other words, you are allowed to miss 4 classes without any explanation or documentation without your grade being affected. Your fifth absence will cause a 10-point deduction, and every absence after that will cause an additional 10 points to be deducted from your final grade. Absences can be excused with no point penalty only if documentation from an official source (such as a doctor) is provided. Notes from family members cannot make an absence excused.

Please note that attendance is especially important on the scheduled peer review day. If you miss class on that day, you will need to provide documentation for the absence AND make up the peer review by working independently with classmates. Otherwise, you will lose the points for the peer review assignment.

Also, at the end of the semester, class days are scheduled for presentations. Attendance penalties will be doubled for those presentation days. Missing one of those days will count as TWO absences; missing both of those days will count as four absences. If you have already missed four class days in the semester, 20 points will be deducted from your final grade for missing either of the presentation days; 40 points will be deducted if you miss both of those class days. Presentations cannot be rescheduled. You must be prepared to present on the FIRST
presentation day or you will be given a zero. If you miss the presentation due to absences, you will be given a zero unless documentation for the absence is provided. If you have an excused absence (such as a medical problem, death of an immediate family member, etc.) that is documented, you must speak to the instructor to make arrangements for making up the presentation.

Late Papers:

Students sometimes come to me with creative and interesting reasons to miss a due date for an essay. While these can be entertaining, they will not be considered relevant. Computer problems, technical difficulties, errors with saving, confusion about formatting, not understanding what the essay was supposed to be about, not being able to think of a topic, etc., are not reasons that will dismiss the late point penalty. If you’re having trouble with an essay, please talk to me, read the assignment sheet and textbook chapter(s), and/or take the paper to the Writing Skills Center (which is called “The Link,” and is located in the Eastfield library) for help BEFORE the paper is due. Late Papers will receive 10 points off for each day they are late, including weekend and non-school days, unless prior arrangements have been made. Extensions for the due date will only be given in special circumstances; and students may only request ONE extension during the semester. Any essay not turned in within three days of the due date will receive a zero.

NOTE: Please be advised that absolutely NO research papers will be accepted after the due date listed in the schedule. Any research papers submitted after that due date will receive a grade of 0/F. No exceptions will be given to this deadline for any reason!

Exercises, journals, and other assignments submitted late will receive a point-penalty at the discretion of the instructor; if these assignments are submitted more than three days late OR if answers to the assignments have been posted or discussed in class, they will not be accepted or graded.

Extra Credit:

Extra credit can be earned by visiting Eastfield’s Writing Center, which is called “The Link,” and working on an essay draft. The Link is located on the right side of Eastfield’s library. It offers tutoring services to students with no appointment necessary. Bring a printed copy of your essay to The Link, and a tutor will sit down with you and offer advice and suggestions. The tutor will give you a paper that verifies your session. Please staple that paper and the draft you worked on at The Link to the back of the final draft of your essay or (if the final draft is not being submitted as a printed draft) give it to me at the beginning of the next class; then I will be happy to add 5 points to the paper’s final grade. The Link is a free service Eastfield provides for students and should be utilized as much as possible. The tutors there are glad to help you revise drafts, and the service can be beneficial to both novice writers and those with more experience. Please note that the extra credit will only apply to essays taken to The Link before the final draft is due; no extra credit will be given for working with The Link on journals, exercises, etc.

Another way to earn extra credit is to attend any Cultural Event and turn in a typed, double-spaced, two-page response to it. Cultural events papers should be written in paragraphs, have original titles, and be in MLA format. Each response can earn up to 20 points that will be added to your final grade-point total for the semester. You can attend and then write about up to three events for a maximum of 50 extra points. A cultural event can be any event that is out of the ordinary and in which you can find a cultural viewpoint to discuss. Most school-sponsored
activities can qualify as a cultural event. Things like plays, concerts, performances, readings, etc., are excellent sources for observation and can be both easy and fun to write about. Eastfield events or workshops may arise during the semester. If there is a relevant event or workshop at Eastfield, I will do my best to let you know about it in class and/or the Announcements section of our course. If you hear of something at our school or an event you feel is noteworthy outside of our school, please let me and/or your peers in the class know about it. Your response should clearly explain the circumstances/setting/details of the event, describe the sights, sounds, activities, and/or people that were seen, and should explain what your experience was like in general.

You may do any or all of the extra credit options listed above; however, the **maximum number of points that can be added to your final grade is 50** (this does NOT include the extra credit points that are added to individual essays taken to The Link). There is NO link for you to submit extra credit papers on the course site. You must submit them in print at the beginning of a class meeting.

**COMMUNICATION**

**Email is the best way to reach me.** I am not always in my office and the message service is not always reliable. Note also that **only emails sent from a @student.dcccd.edu email address will be responded to**; this is to protect your privacy. During the week, emails are typically responded to within 24-hours and by Monday for those sent over weekends. Keep this in mind ahead of time. On due dates, an email sent an hour before the deadline may not be seen until the following day—*after* the assignment link has already closed.

**All emails must have the course prefix, number, and section in the subject line, along with the issue the email regards.** This helps identify student concerns from administrative or junk emails in my inbox. All emails should be sent with business formal tone, diction, and salutations, as well as proofread and spell checked language. For more on proper email correspondence, visit the [Purdue OWL’s guide](http://www1.dcccd.edu/cat0506/ss/code.cfm).

If you are having trouble logging into your email or Blackboard, contact the [Help Desk](http://www1.dcccd.edu/cat0506/ss/code.cfm) at 1-866-374-7169. **Account accessibility issues are the student’s responsibility and not valid excuses for incomplete or missing coursework.**

**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://www1dcccd.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

Click here for Eastfield College’s Institutional Policies:
https://www.eastfieldcollege.edu/syllabipolicies

DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) in person or by mail by Thursday, November 15, 2018. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.
CERTIFICATION POLICY AND CERTIFICATION DATE

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. The certification date for this course is Monday, September 10, 2018.

ACADEMIC HONESTY POLICY/CODE OF CONDUCT

Academic honesty is expected, and integrity is valued in the Dallas County Community College District. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but it 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/cat0406/ss/code.cfm. In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.

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.
OBTAINING GRADES AT THE END OF THE SEMESTER

Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE

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