Instructor: Emily Sallee
Room: G130
Date/Times: MW 11:00am – 12:20pm

Contact Information:
  Office: C236 (Faculty Center for Excellent in Teaching and Learning)
  Phone: (972) 391-1047 (FCETL Office)
  Email address: EmilySallee@dcccd.edu
  Hours Available: By appointment

Textbooks and Other Course Materials:
ISBN: 978-1319035457
All other readings will be handed out in class or available through eCampus.

Suggested materials:
MLA Handbook for Writers of Research Papers, 8th Edition
USB drive, notebook or spiral, folder or binder, pen, pencil, highlighter

Course Description:
ENGL 1302: Composition II
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. (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 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 **Communication** by requiring students to produce a clearly written research-based argumentative/persuasive college-level essay.
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 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 1302 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: All homework assignments and essays are due at the beginning of class.
Daily responses: 20%
Quizzes and in-class assignments: 10%
Essay 1: 20%
Essay 2: 20%
Final Project: 30%
Total: 100%
Final Grade Breakdown: 90-100 = A ● 80-89 = B ● 70-79 = C ● 60-69 = D ● 0-59 = F

I do not “bump” final grades. Do not ask. What you earn during the semester is what you receive!

Classroom Policies and Etiquette:
**Attendance/Tardiness:** You are expected to attend class and arrive on time, especially in an accelerated summer course. Arriving late is disruptive to the learning environment. If you miss class due to illness, it is your responsibility to find out what you missed. I will cover essential material in class that is not in the text. I do not post class notes. There are no excused absences except for religious holidays and military service.
**Turning in Assignments/Late Work:** Late work will not be accepted. Not turning in assignments on time will result in a ZERO. This includes all homework assignments, pop quizzes, and papers. If you are late to class and miss a quiz, it is a zero. NO EXCEPTIONS.
- ALL assignments must be typed, with an MLA heading, and printed out to turn in. I do not accept handwritten or emailed assignments.
Laptops and Other Electronics Devices: Cell phones should be turned off or switched to silent when you are in class. Do not use them in class. Disregard of the no cellphone policy will result in dismissal from class for the day. All other electronics should be used for classwork only. I reserve the right to amend this policy as needed if perpetual abuse of technology in the classroom takes place. **Photographing/recording/taping of lectures, PowerPoints, and other class notes is strictly prohibited.**

If a student becomes disrespectful and disruptive to the learning environment, including sleeping in class or repeated cellphone use, they will be excused from class for the day.

**Course Calendar**

**Daily Responses:** Each class day, you will respond to a question, prompt, or article posted on eCampus. These will be posted at the beginning of class. Monday’s responses will be due Wednesday by the beginning of class and Wednesday’s responses will be due Friday by noon. Yes, I’m aware that we do not have class on Fridays, but these are online assignments so that is irrelevant. I will grade them on eCampus and give you feedback (20 total responses, ½ - 1 pg. each)

**Week 1 Topics:** Introduction to course and argument, essay structure review
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HW: Monday, Aug. 27: No homework – Get your textbook!
   Wednesday, Aug. 29: 1st class response due by Friday at noon!

**Week 2 Topics:** Begin reading *Critical Thinking, Reading, and Writing (CTRW)*
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HW: Monday, Sept. 3: NO CLASS – Labor Day Holiday
   Wednesday, Sept. 5*: CTRW Ch. 1 pp. 3 – 30
   *Our class will not meet on Wednesday, but you will have a daily response and are responsible for the reading! You might have your first quiz on Monday…

**Week 3 Topics:** Critically thinking and reading, begin images as arguments
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HW: Monday, Sept. 10: Ch. 2 pp. 35 – 47 (stop at “Summarizing and Paraphrasing”) (Cert. Day)
   Wednesday, Sept. 12: Ch. 2 pp. 47 – 61, 64 – 67

**Week 4 Topics:** Critical Reading: Getting Deeper into Arguments
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HW: Monday, Sept. 17: Ch. 3, pp. 80 – 96
   Wednesday, Sept. 19: Ch. 3, pp. 96 – 110

**Week 5 Topics:** Essay 1: Arguing Definitions
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HW: Monday, Sept. 24: Research due next class
   Wednesday, Sept. 26: Rough draft due Monday

**Week 6 Topics:** Finish essay 1, Images as Arguments
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HW: Monday, Oct. 1: Essay 1 due next class
   **Wednesday, Oct. 3:** Ch. 4, pp. 139 – 160

**Week 7 Topics:** Images as Arguments continued, begin essay 2
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HW: Monday, Oct. 8: Ch. 4, pp. 160 – 178
   Wednesday, Oct. 10: Image choice, prewriting, and thesis for essay 2
Week 8 Topics: Essay 2
HW: Monday, Oct. 15: Work on essay 2
    Wednesday, Oct. 17: Essay 2 rough draft due next class

Week 9 Topics: Finish essay 2, introduction to sources and the library
HW: Monday, Oct. 22: Essay 2 due next class
    Wednesday, Oct. 24: Ch. 7, pp. 261 – 282

Week 10 Topics: Research and MLA
HW: Monday, Oct. 29: Ch. 7, pp. 283 – 314
    Wednesday, Oct. 31: MLA Works Cited practice

Week 11 Topics: MLA citations, Toulmin Argument
HW: Monday, Nov. 5: Ch. 8
    Wednesday, Nov. 7: Ch. 9, pp. 352 – 365

Week 12 Topics: Begin Final Project (Annotated bibliography and essay)
HW: Monday, Nov. 12: Research
    Wednesday, Nov. 14: Research (Thursday, Nov. 15: Last day to drop a course)

Week 13 Topics: Library time, incorporating quotes and sources into your writing
HW: Monday, Nov. 19: All sources (MLA Works Cited format) due next class
    Wednesday, Nov. 21: Essay 3 due Monday
    Thursday, Nov. 22 and Friday, Nov. 23: Thanksgiving Holiday (No classes)

Week 14 Topics: Annotated bibliography due Monday, begin essay
HW: Monday, Nov. 26: Detailed outline due next class
    Wednesday, Nov. 28: Work on essay

Week 15 Topics: Final essay work days/conferences/rough drafts
HW: Monday, Dec. 3: Work on essay
    Wednesday, Dec. 5: Complete rough draft due online by midnight

Week 16: FINAL EXAM WEEK (TBA)

All essays due by the end of your class’ final exam period
(Either Monday, Dec. 10 or Wednesday Dec. 12)

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. 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.

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:
  o The grade of zero (0) on that particular assignment.
  o A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
  o The professor may request that the student drop the class.

INSTITUTIONAL POLICIES

Click here for Eastfield College’s Institutional Policies:

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. 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.**

**PRINTING ON CAMPUS**
Printing in the 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](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/](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.
Student Acknowledgement of the Syllabus
for English 1302.41003

I understand the above course policies for Prof. Sallee’s ENGL 1302 class including course requirements, grading policies, and all other class and institutional policies.

_______________________________      __________________________________       ____________________
Printed Name                                                         Signature                                                         Date