Arts and Communications Division
Fall 2018 / Harv esterm (Flex) 2 (10/23-12/13 -- 8 weeks)
ENGL 1302.41203
3 Credit Hours

Room: L – 311 A
Date/Times: Mondays and Wednesdays, 8:00 AM – 9:20 AM
Instructor: Professor Ann Friederich, M. Ed.
Office: C – 274
Phone: 972-391-1049
Email address: afriederich@dcccd.edu
Hours Available: M 11:30 AM – 3:30 PM; T 11:00 AM – 12 noon; W 11:00 AM – 12:30 PM
and by appointment

Textbook: Critical Thinking, Reading & Writing: A Brief Guide to Argument, the 9th edition by Barnet,
Bedau, and O'Hara. ISBN# is 9781319035457

Course Format: This course is combination lecture/online (hybrid). Some course requirements will be
fulfilled online via eCampus/Blackboard.

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.
► English 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.
► English 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.
► English 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 Criteria:
A = 89.46+ B = 79.46-89.45 C = 69.46-79.45 D = 59.46-69.45 F = 0-59.45

Evaluation Procedures:
Timed Writing 3%
Essay #1 15%
Essay #2 15%
Research Paper 20%
Discussion Boards 15%
Daily Participation 27%
Attendance 5%

Timed Essay - on Day 1
This is a rough draft of a short essay (about 300 words long) and a diagnostic. It will be counted as a completion grade (full credit for doing it).

Essays #1 and #2 - 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. Use Times New Roman 12-point 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. Third person pronoun will be used in all assignments only unless noted otherwise. Do not email any assignments.

Research Paper - Students will write a persuasive research paper that adheres to MLA style guidelines for intext parenthetical citations and Works Cited pages. Significant outside research is required for this assignment. Instructions will be provided by the appropriate date.

Attendance - You are expected to be in attendance for every class meeting, on time, with text and materials, and prepared to participate. Please note:
  a. Any student who is late to class (up to fifteen minutes) will be considered tardy.
  b. Three tardies equal one absence. Any student arriving more than fifteen minutes late will be counted absent for the day.
  c. Early departures in excess of fifteen minutes count as absences.
Daily Participation - Students will complete shorter assignments that fall into the daily participation category. Daily tasks can include but are not limited to grammar reviews, quizzes, reading responses, journals, short writings, and discussions. Daily assignments will be completed both inside and outside of class.

Discussion Boards - (10 of them) Discussion boards are a significant part of almost any hybrid class. Therefore, it is important that students practice proper discussion board etiquette at all times. When posting to the discussion board, students are expected to:

- Participate a minimum of three times per discussion board.
- Read and follow all directions carefully.
- Title your thread appropriately (meaning title it something that has to do with the prompt or topic).
- When responding to classmates or your instructor, include a greeting or salutation as you would with an email. This is both professional and courteous.
- Use tactful/courteous language with fellow students.
- Create an atmosphere where other students feel comfortable posting their responses.
- Provide constructive criticism to fellow classmates’ responses and essays.
- Refrain from using profanity or disrespectful language.
- When responding to classmates or your instructor, sign your name at the bottom of your response. This is both professional and courteous.
- **Proofread assignments BEFORE posting.**
- Respect the opinions of others even if you do not agree.
- **“Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.**

Classroom Etiquette: Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. No food or drinks are allowed in the classroom. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (Code of Student Conduct) will be followed. It is important that you read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

- Be on time for class and stay the entire class meeting.
- Turn off/silence cell phones and other electronic devices upon entering the classroom.
- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Come prepared for each class by having completed assignments.
- Bring required texts and other materials to each class period.
- Notify the instructor prior to a necessary absence.
- Will use respectful verbal and body language toward all persons in the classroom.

Late Work Policy: All assignments must be completed by the due date and time. NO late work will be accepted unless I, the instructor, deem the situation or circumstances to be extenuating. Computer, internet, and technology problems are not excuses. If accepted, late work may result in less points.
Email Etiquette: When emailing the professor:
- Begin with a greeting or salutation. This is both professional and courteous.
- Use Standard American English and proper grammar, punctuation, and spelling.
- All subject lines for this class should include your name and the course level and section, e.g. John Smith ENGL 1301-41237.
- Never type in all uppercase letters.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Sign your name at the bottom of the email. Again, this is both professional and courteous.
- **Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.**

**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](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](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

Click here for Eastfield College’s Institutional Policies: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

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 December 1, 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 October 29, 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.