Arts and Communications Division

English Composition II 1302.41211
Flex II Course: Fall 2018 (3 Credit Hours)

Class Times and Location:
Tuesdays and Thursdays 11:00 to 12:20
Eastfield Campus Room G128
Flex II: October 23 to December 13, 2018

Instructor: Prof. Kelly Savage
Contact Information:
Office: N209
Office Hours will be posted in our eCampus course Contacts menu section.
Tentatively, office hours will be Wednesdays and Thursdays 1:30-3:30;
Virtual Office Hours (via Blackboard IM, Skype, text, phone, etc.) Mondays 1:30-2:30 and by appt.
Email address: KellySavage@dcccd.edu
The best way to reach me is by email. Please include your course number (1302.41211) and full name in all emails. I will do my best to respond within 24 hours. If you have a time-sensitive issue, you are welcome to text me at 214-403-1060 or call and leave a message that I will return as soon as possible. Please remember to include your name and the class number in the text!

Required Textbook and Other Course Materials:
➢ Microsoft Word – essays and other assignments that are required to be submitted through eCampus course links must be saved and sent as Microsoft Word files. No other file types will be accepted. As a student of DCCCD, you are eligible for a free Microsoft Office account; just follow the link in the “Student Email” section below.

Student Email:
All email communication regarding grades or course progress must be through your DCCCD Office365 student email account, per Eastfield’s confidentiality policies. The account is free. You may set it up by going to http://www.dcccd.edu/MSOffice.

Always include your full name and course section number when emailing. NEVER send an attachment with a blank email; always write a note to explain what you are sending. ALL emails must include a subject, salutation, body, and signature. See the attached PowerPoint for email etiquette related to emailing instructors (this is also posted in our course if you have trouble accessing it here): Email Etiquette.

Mission:
Eastfield College English faculty help students become confident, competent writers who can communicate effectively in diverse situations to a variety of audiences, using writing skills as well as critical thinking to develop and express their ideas.
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. Approval Number: 23.1301.51 12

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

English 1302 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 PROCEDURES

Overview: You will be required to complete three argumentative essays and a longer, more in-depth research paper. The research project will include an annotated bibliography and a short presentation. You will also be responsible for completing exercises, video quizzes, and journal responses. The class will end with a final exam. Please also note that you are responsible for reading 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:
You will be given an assignment sheet that lists the particulars for each of the 3 argumentative essays. You are also required to read the chapters that correlate to the assigned essay type and sample essays from the textbook and/or the supplemental readings section of our course. These reading assignments will develop both your argumentative strategies and critical thinking related to the various essay genres. Essay 2 will undergo a peer review; instructions and prompts for the peer review will be given to you in class. All essays must follow MLA format requirements and must not contain plagiarism in any way.

Please note that while topics are primarily “open topic” so you can follow your interests related to the specific writing genre assigned, NO essay will be accepted if it supports any kind of discrimination against any group of people. The belief that ALL people, regardless of gender, sexuality, race, ethnicity, religion, socioeconomic background, etc., are equal and deserve equal rights must be respected in all interactions in this class.

Essays will be submitted through the course links on eCampus as Microsoft Word documents. No other file types will be accepted. If you are asked to submit an essay in print, you will also be required to submit the electronic file through the eCampus course links. Please keep a 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.

Essay Revisions After Grading: If you receive a low score on an essay, you may revise and re-submit the essay 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. If the original essay was submitted and returned in print form, submit the re-write in print form with the original essay and rubric stapled behind it. Include a note that explains the types of corrections you made in the revised essay.

If the original essay was submitted as a file through the course links, you can email the revised essay as a Word attachment. The body of the email must include a note explaining the areas you improved. Re-writes will NOT be accepted unless an explanation of the corrections is included. You have THREE DAYS from the day the paper is returned to you to email the revisions. 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.
**Research Project:**
You will be given an assignment sheet 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. The paper 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 practice those skills throughout the course. In addition to the research paper itself, the project includes an annotated bibliography and a short presentation of your argument and findings.

**Exercises:**
There are 4 exercises you are required to complete during the course. The orientation/syllabus quiz is the first of these. The second exercise deals with argumentative claims. Exercises 3 and 4 are related to practicing MLA source documentation with in-text citation parentheticals and works cited page 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 7 journal entries in the designated section of our course website on eCampus. Some of the journal prompts will relate 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 to 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 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. Please note that ALL Journals must be written directly into the assignment textbox; they cannot be submitted as file attachments.

**Video Quizzes:**
Three videos will be posted in our course and assigned to be viewed on dates noted in the Course Schedule. Additional videos will be posted in the course that may not be assigned or connected to a quiz; those are just extra resources for you should you choose to take advantage of them. After viewing videos that are specifically assigned in the Course Schedule, you are asked to complete corresponding multiple-choice or short answer quizzes.

**Final Exam:**
This will be a timed, cumulative exam that will be related to arguing the future along with a film that you will watch at the end of the semester. You will be given a list of films to choose from. The exam will consist of general questions about the topics we cover during the semester (writing arguments, claims and thesis sentences, source documentation, etc.) and essay writing based on the film.
GRADING SYSTEM

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.

Here is the breakdown of how your final grade for the course will be determined:

<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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<tr>
<td>Peer Review for Essay 2</td>
<td>25 pts.</td>
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<td>Essay 2: The Value Argument (Pop Culture)</td>
<td>100 pts.</td>
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<tr>
<td>Essay 3: Analyzing an Argument</td>
<td>100 pts.</td>
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<tr>
<th>The Research Project:</th>
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</thead>
<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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<tr>
<td>Presentation of RP</td>
<td>75 pts.</td>
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</tbody>
</table>

| 7 Journals @ 20 pts. each                    | 140 pts.   |
| 3 Video Quizzes @ 20 pts. each              | 60 pts.    |

<table>
<thead>
<tr>
<th>4 Exercises to total 100 pts:</th>
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<tbody>
<tr>
<td>Ex. #1: Orientation/Syllabus Quiz</td>
<td>15 pts.</td>
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<tr>
<td>Ex. #2: Claims</td>
<td>25 pts.</td>
</tr>
<tr>
<td>Ex. #3: In-text Citation Parentheticals</td>
<td>30 pts.</td>
</tr>
<tr>
<td>Ex. #4: Works Cited Page Practice</td>
<td>30 pts.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50 pts.</td>
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TOTAL POINTS POSSIBLE: 1000

Course Grading Scale:
A = 900-1000       B = 800-899       C = 700-799       D = 600-699       F = anything below 600

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.
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 set at 12-point size
- Double-spaced with 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 1302-41211), 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 skip lines** between paragraphs. No lines should be skipped anywhere in the essay unless you choose to insert one line ONLY between the title and the first line (though I don’t recommend even skipping that one unless you have a lengthy title). **NOTE:** 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) and clicking on “Remove Space Before/After Paragraph.” Step-by-step instructions to fix this issue are posted in the course.
- 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 issues that may cause you to do a mandatory re-write before the essay is accepted for grading include:

- An excessive number of run-on sentences or fragmented/incomplete sentences
- Excessive misspellings (especially with words like it’s/its, they’re/their/there, too/to, and others of a similar nature)
- Use of second person “you” – you are allowed to use first person or 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 PAPERS, EXTRA CREDIT

Attendance Policy/Participation:
Regular class attendance and participation in class discussions are important parts of the learning experience in this class. 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 your writing if you do not practice your speaking skills and participate in intellectual debates and conversations.

Attendance is particularly important since this is a flex class that only meets for half of the semester. Therefore, a point-penalty will be applied to your final grade if you are absent for more than THREE class sessions. In other words, you can miss 3 classes throughout the semester without any explanation or documentation without your grade being affected. Your 4th absence will cause a 25-point deduction, and every absence after that will cause an additional 25 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.

Additionally, 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).

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 Center for help BEFORE the paper is due. Late essays 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! Peer review drafts and the end-of-semester presentations also must be completed by the due date; the late-policy does not apply to those time-sensitive assignments.

Exercises, journals, and quizzes 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, they will not be accepted or graded. If that late policy does not apply to any other journals or assignments, you’ll be notified in class, the Course Schedule, and/or the Course Announcements.
Extra Credit:

You can earn extra points for your essays by working with the Eastfield Writing Center.
You can earn extra points on your class grade by writing Cultural Event Papers. Details below!

Extra credit can be earned by visiting Eastfield’s Writing Center, which is located on the right side of the Eastfield library. It offers tutoring services to students at no charge and with no appointment necessary. Bring a printed copy of your essay to The Writing Center, and a tutor will sit down with you and offer advice and suggestions. The tutor will give you a paper that verifies your session, and you can turn that in with your essay for 5 points extra credit added to the essay’s grade.

The Writing Center also offers online tutoring. Links and information for using that service are posted in our class site. If you submit your draft to the online tutors at least 48 hours before the paper is due, they should be able to return the draft with comments to you in time for you to make corrections. You can then send me an email notifying me of your use of the online tutoring service and attach the files they sent to you OR forward the email the tutors sent to you to my email address. I will add 5 points to your paper’s final grade if you use The Writing Center’s online tutoring service or see them in person. These points will be added to individual essay grades and will not be part of the maximum number of points allowed for extra credit (you can do it once for each essay). No extra credit is given for working with tutors on the exercises or journals. Please note that documentation of your work with the Writing Center must be submitted to me BEFORE the essay is graded.

Another way to earn extra credit points 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 (double-spaced, Times New Roman font, etc.). 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 multiple 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. 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.

I encourage you to attend Eastfield events related to this year’s Common Book, Maus by Art Spiegelman. All common book events qualify as appropriate “cultural events” to use as the basis of an extra credit paper, and you may be offered extra credit just for attending them (if so, we will discuss it in class and/or via course Announcements). Other occasions for extra credit may arise during the semester. If there is a relevant event or workshop offered at Eastfield, I will do my best to let you know about it via the Announcements section of our course or in class. If you hear of something at our school or an event you feel is noteworthy outside of our school, please let me and your peers in the class know about it!

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 Writing Center, discussed above). There is NO link for you to submit extra credit papers on the course site. You can submit them to me in class OR email them to me at KellySavage@dcccd.edu as Microsoft Word attachments. Remember to include your full name and class section number in all emails along with a note explaining what you have attached.
PLAGIARISM

The biggest error you can make in any paper is to commit plagiarism, which carries severe penalties even when the plagiarism may be unintentional. To protect yourself, read what your book says about plagiarizing, pay attention to class discussions we have about it and announcements and documents posted, and read up on the terms and explanations given on the informative and helpful website Plagiarism.org. Claiming that you didn’t realize you were plagiarizing will NOT be a valid excuse; you are expected to understand what plagiarism is and avoid it at all costs. Plagiarism will receive an automatic zero and could lead to your dismissal from the class or suspension from the college, so please, BE ORIGINAL. Have fun writing what YOU like, saying what YOU want to say, and developing the skills to get your own thoughts, opinions, wisdom, and experiences across to others.

A plagiarized paper will be given a grade of zero. Depending on the severity of the plagiarism offense, you may also receive a Failing grade for the entire course. Intentional plagiarism may carry heavier penalties and will be reported to school officials. If you are unfamiliar with what offenses constitute plagiarism, please refer to the Eastfield College Student Code of Conduct as explained in the Eastfield College and the district catalogs. In addition to obvious plagiarism such as copying another student’s work or buying papers from individuals or from the internet, plagiarism also occurs in the following circumstances:

- Writing quotations that do not give credit to the original author, either student or professional, either in print or from electronic sources; quotations must be clearly indicated by quotation marks or indentions (in the case of block quotes) and not only by in-text citations.
- Using material that is so closely paraphrased that it includes the original author’s exact words or order of sentences, or writing ideas and concepts that come from source material and are not your original thoughts; even writing just a few words that are copied directly from the source without proper documentation is plagiarism. When paraphrasing from a source, try to write from memory and avoid reading the source as you write to avoid this problem. When you take notes from a source, include quotation marks around the source’s language so you do not make mistakes as you include the information in your essays.
- Using summary information without giving credit to the source or substituting words for some of the specific language and not crediting the source for the basis of the information;
- Including facts, statistics, or other research information without citing the source;
- Citing a source in the in-text citation but not in the works cited page or failing to include a works cited page;
- Listing sources in a works cited page but not citing the source in the body of the paper.

If you have any doubt about whether your work could qualify as plagiarism, ask! Do NOT take a chance on being charged with this serious offense. I reserve the right to submit any paper to the college’s SafeAssign website to check for plagiarism.

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 un-administered 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, words, without proper documentation. For such an offense, a student will receive a **zero** on the assignment and can 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 that you put in quotation marks. 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. **If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the “idea(s)” still belong to the author.**

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).

**Consequences for Academic Dishonesty and/or Plagiarism:**

Any student in this English class found guilty of cheating on an examination or of Plagiarism 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.

**IMPORTANT DATES**

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<tr>
<th>Date</th>
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<tr>
<td>October 23 (T)</td>
<td>First class meeting!</td>
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<tr>
<td>October 29 (M)</td>
<td>Certification day for our class (see note below)</td>
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<tr>
<td>November 22-25 (Th-Su)</td>
<td>Thanksgiving Holidays</td>
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<tr>
<td>December 1 (Sa)</td>
<td>Last day to withdraw from this class (see note below)</td>
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<tr>
<td>December 13 (Th)</td>
<td>Last day of class</td>
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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, OCTOBER 29**.

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 SATURDAY, DECEMBER 1**. 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**.

If you are receiving any form of financial aid, you should check with the Financial Aid Office before withdrawing from classes. If you withdraw, it may affect your eligibility to receive aid in the future and could cause you to have to repay funds you received for the current semester. If you fail to attend or participate after the drop date, this policy will also affect you. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at **fac@dcccd.edu**, or visit one of our campus Financial Aid Offices (dcccd.edu/FinancialAidOffices).

CLASS POLICIES

The academic environment is a serious one whether students and the professor interact virtually or on campus. Therefore, **inappropriate behavior will not be tolerated**. Students must be respectful and considerate to each other and to the professor when working together on campus and online.

This class will focus on developing your skills related to argument and persuasion, so healthy intellectual debates will be a major component of our class. One important part of argumentation is examining all sides of an issue, so it is great when students can disagree and offer different perspectives and opinions on issues. However, the disagreements must be handled in an intelligent, adult, mutually respectful manner. There cannot be any name-calling or snide comments such as “people who think that are ……….” (fill in the insult). Instead, consider what others say and think through why you should or should not agree with it. **Comments that are derogatory towards people based on race, gender, religion, or sexual preference will NOT be tolerated.** Please be polite to your instructor and your peers even when you disagree with them!
Students who choose to write or behave inappropriately will be prevented from entering the course until they have met with the professor to discuss the infraction and methods for improving face-to-face or online interactions. In addition, students exhibiting inappropriate behavior may be asked to drop the class.

- Use appropriate, academic language in all emails, texts, discussions, and group activities (no abusive language or name-calling EVER).
- Be respectful of the professor and the other class members at all times.

This class is designed to develop your writing skills, which can only be done with practice, so get ready to write, write, write. Together we will explore issues that have meaning in our lives and learn about new people, places, and things that may affect how we view the world. The more personal and adventurous you can get with your writing, the more we will all enjoy it and the more everyone’s writing will improve. Because we want to have the freedom to get personal, however, I'll expect everyone here to be considerate at all times. Being open-minded will help you learn more about the way other people think; and being objective will make you better at recognizing opportunities for improvement in your writing. It is important to use your own voice in your writing and to use your position and experiences in life to express your views through your writing. As we delve into discussions that may be controversial at times, arguing and expressing opposing views will be expected and even appreciated; but disagreements must be voiced appropriately. Reasoning and academic words are the only weapons welcome in this class. We are now a community of writers, so let's be supportive of each other’s efforts!

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE:
The instructor reserves the right to amend this syllabus as necessary. It is your responsibility to go over the contents of the syllabus carefully in order to understand what is expected of you in order to be successful in this class.

INSTITUTIONAL POLICIES and SERVICES

Institutional Policies relating to this course can be accessed from the following link: