Eastfield College
Arts and Communications Division
Fall 2018
ENGL 1301.41250
3 Credit Hours

Instructor: Professor Jubran
Room: L302
Day/Times: S 9:00AM—10:50AM

Contact Information:
Office: C236
Phone: (972) 391-1047
Student Help Desk: (972) 669-6402 or helpdesk@dcccd.edu
Email address: SamJubran@dcccd.edu
Office hours: By appointment only

Textbooks and Other Course Materials:
Students are not required to purchase any textbook. Students are encouraged to bring flash drives to class to save written work.

Course Description:
ENGL 1301: Composition I
2014 Core Curriculum Foundational Component Area: 010 Communications
Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (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 writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Core Objectives:
ENGL 1301 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 1301 develops Critical Thinking by requiring students to analyze a variety of texts in terms of audience, purpose and style. This analysis serves as the basis for written responses that require the justification of ideas through support and attribution.
ENGL 1301 develops Communication by requiring students to respond to a variety of texts in the form of revised and edited academic essays.
ENGL 1301 develops Teamwork by requiring students to engage in collaborative writing and editing processes such as peer review.
ENGL 1301 develops Personal Responsibility by teaching students the ethical and accurate use of research through proper citation and documentation.

CLASS POLICIES

Tests must be submitted online no later than the first ten minutes of class on the due date listed on the Course Outline. Late tests will not be accepted unless the professor determines that an emergency prevented the student from submitting the assignment on time. If absent, students still are responsible for submitting that day’s test on time.

Essays must be typed and formatted according to MLA guidelines and submitted no later than the first ten minutes of class on the due date listed on the Course Outline. Late essays will not be accepted unless the professor determines that an emergency prevented the student from submitting the assignment on time. If absent, students still are responsible for submitting that day’s essay on time. Essays will be graded according to detailed rubrics provided to students and fully discussed prior to essays being assigned. Plagiarized essays will receive zero points.

Announcements are emailed to all students following each class; students are responsible for any information provided through emailed announcements.

Attendance Policy:

While no points are designated for weekly attendance, students are expected to attend all classes and arrive on time. Due to the rapid pace and highly progressive nature of this course, it is imperative for students to attend regularly and punctually to maximize learning. Students must be in attendance for the Final Exam to receive credit for their Academic Argument Revisions; absence on the Final Exam date will result in a “0” for the Final Exam.

Classroom Etiquette:

Students are expected to act responsibly and respectfully at all times. The instructor reserves the right to drop students whose behavior in any way interferes with the learning of others. Cell phone use, including texting, is absolutely prohibited during class; phones must be either silent or off before students enter the classroom. Students will be expected to leave the room should they need to use their phones.
Course Outline:
ENGL 1301.41250   S 9:00AM—10:50AM   L302

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Schedule</th>
<th>Assignments Due</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/01</td>
<td>Course Overview&lt;br&gt;Words and Sentences&lt;br&gt;Paragraph Structures&lt;br&gt;MLA Format&lt;br&gt;Title Page&lt;br&gt;Description Essay</td>
<td>Student Contract (in class)</td>
<td></td>
</tr>
<tr>
<td>9/08</td>
<td>In-Class Description Essay</td>
<td>Word and Sentence Test Description Essay</td>
<td>100</td>
</tr>
<tr>
<td>9/15</td>
<td>Academic Research</td>
<td>Definition Essay</td>
<td>150</td>
</tr>
<tr>
<td>9/22</td>
<td>Opposition Summary Essay</td>
<td>Research Prep</td>
<td></td>
</tr>
<tr>
<td>9/29</td>
<td>Academic Argument Essay</td>
<td>Opposition Summary Essay</td>
<td>200</td>
</tr>
<tr>
<td>10/03</td>
<td>Last Day to Drop with “W”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/06</td>
<td>Academic Argument Essay</td>
<td>Academic Argument Essay</td>
<td>200</td>
</tr>
<tr>
<td>10/13</td>
<td><em>FINAL EXAM</em>&lt;br&gt;Academic Argument&lt;br&gt;Student Led Discussion/Debate</td>
<td>Academic Argument Essay Revision</td>
<td>200</td>
</tr>
</tbody>
</table>

**Evaluation Procedures:**
No extra credit will be granted; stay current with your assignments and submit them on time!

Please check Blackboard frequently for grade updates. Grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test: Words and Sentences</td>
<td>100</td>
</tr>
<tr>
<td>Definition Essay</td>
<td>150</td>
</tr>
<tr>
<td>Description Essay</td>
<td>150</td>
</tr>
<tr>
<td>Opposition Summary Essay</td>
<td>200</td>
</tr>
<tr>
<td>Academic Argument Essay</td>
<td>200</td>
</tr>
<tr>
<td><strong>FINAL EXAM</strong>&lt;br&gt;Academic Argument Essay Revision</td>
<td>200</td>
</tr>
</tbody>
</table>

**TOTAL POINTS** 1000

**Final Grades** will be determined by points only. No percentages will be used.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>900-1000 points</td>
</tr>
<tr>
<td>B</td>
<td>800-899 points</td>
</tr>
<tr>
<td>C</td>
<td>700-799 points</td>
</tr>
<tr>
<td>D</td>
<td>600-699 points</td>
</tr>
<tr>
<td>F</td>
<td>&lt;600 points</td>
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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://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.
Obtaining Final Course Grades Using eConnect
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Financial Aid Statement for Distance Learning Classes
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Repeating This Course: (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement
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.

**Food and Drink Policy**

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**ADA Statement**

The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**
Eastfield 972-860-8348

**A Note on Harassment, Discrimination and Sexual Misconduct**
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the
Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety. We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

College Title IX Coordinators
Eastfield
972-860-7358
Rachel Wolf
TitleIX-EFC@dcccd.edu

Dallas Colleges Online
972-669-6672
Le’Kendra Higgs
TitleIX-LEC@dcccd.edu

District Title IX Coordinator
Office of Institutional Equity
214-378-1633
LaShawn Grant
TitleIX-District@dcccd.edu

Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by October 3, 2018. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

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