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

Student Learning Outcomes:
Upon successful completion of this course, students will be able to:
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.)

Class Website and Email: You will be required to use eCampus in this course. You may access the site through the Internet by typing this address: http://ecampus.dcccd.edu. You may also access eCampus by going to the Eastfield College Home Page and clicking on “eCampus”; the Eastfield college home page: http://www.eastfieldcollege.com; or http://www.dcccd.edu. If you do not have a computer at home, you may access eCampus from the Library Computer Center in L200. For course and grade-related questions or sending files, please set up a free student Outlook account. See the “Student Email” section in this syllabus.

Required Course Text:

Technology Requirements: Some specific software is required for this class because it is online.
- Internet Explorer, Mozilla Firefox, or other web browser fully updated: To navigate eCampus, you will need a web browser that has been recently updated.
- **Microsoft Word:** For this course, you will need Microsoft Word (at least version 97-2003 or higher) to submit your assignments. Please save files as either an .rtf (rich text format), .doc (word document 97-2003), or .docx (word document) file extension.

- **Adobe Reader:** You will also need to download Adobe Reader to view course learning materials. It is a free download available at [http://get.adobe.com/reader/](http://get.adobe.com/reader/).

- **A DCCCD student Outlook account:** A DCCCD student Outlook account is required for sending files or asking questions regarding grades in this class.

**Email Communication:** As email is vital to communication in this course, be sure to:

- Make sure your email address is complete and accurate. If you need to update your email address, go to eCampus, click on “My DCCCD.” Then go to “Tools” and click on ”Personal Information.” Change your email address and hit submit.

- Check to make sure that your junk mail or bulk mail filters do not delete or reroute emails sent from the user group in eCampus. Be especially careful with this if you are using a Yahoo or Hotmail account.

- **PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT. This means the email I have for you is one you actually use.**

- Whenever you email me, be sure that you include your first and last name, your course and section number, and a clear and concise communication or question. This way I can quickly identify emails from you in my inbox, e.g. the subject line of a student’s email might read: John Smith ENGL 1301-3803

- Check your email daily.

- Emails will generally be responded to within 24-48 hours, if not sooner. If you email me on Friday, Saturday, or Sunday, you will not receive a response until Monday.

- Only send me work via email unless if there was a problem with your submission and/or the system is not functioning properly. Otherwise, assignments must be submitted through eCampus.

**Operations Policy:** The instructor reserves the right to make changes as necessary to the content and conduct of the course.

**Grading Scale:** A=90-100, B=80-89, C=70-79, F=0-69

**Evaluations Procedures:** Your grade will be based on the following weighted categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Essay(s)</td>
<td>25%</td>
</tr>
<tr>
<td>Discussion Threads</td>
<td>25%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>35%</td>
</tr>
</tbody>
</table>
Quizzes
Quizzes in English 1302 will cover information from the chapters as well as MLA format. They may be short answer, true and false, fill in the blank, multiple choice or even essay. **Please do not wait until the last day to take the quizzes; should you have technical problems, and you wait until Friday to take the quizzes, I will not be able to assist you. You are also advised not to take your quizzes on your cellular phones.**

Essays
Excluding the research paper, students will be required to write one or two essays during the course of the semester. Unless otherwise directed, all essays must be in MLA format, typed, double-spaced, 1000-1500 words. Pay attention to spelling, punctuation, and grammar. Please note that I do not read drafts. If you need assistance, solicit your classmates, schedule an appointment (three days before the due date) or visit the Library Commons (EFC Writing Center in the Library). Feedback is provided on essays; it is important that you read all comments and implement those ideas on your succeeding assignments to find the comments, once your grade is posted, click on the grade and you should see an attachment. To ensure that you are able to see all of the comments, click on Review; Track Changes; All markup. If you do not see an attachment, please notify me immediately.

Use Times New Roman or Courier font and point size 12. Consult an updated MLA 2009 handbook, the Purdue University OWL (Online Writing Lab), or the MLA section in another handbook.

- Please pay attention to the perspective indicated for the writing assignments; failure to write an essay in the correct perspective will result in a loss of 20 or more points; if you do not understand point of view, please ask questions (long before the assignment is due).
- Use MLA heading (1” margins) and double-space paper. Please insert page number and last name in header for essays.
- Each paragraph in the intro, body, and conclusion should be five or more sentences in length.
- Unless otherwise notified, all essays are due on the given date by and time on calendar.
- Unless being utilized in dialogue or a direct quote, second person “you” is never acceptable.
- Please make sure that you have attached your assignments in MS Word in one of the following formats: Doc. Docx, or RTF format. **Failure to submit essays in the correct format will result in a grade of ‘0’ on the assignment.**
- Follow MLA (Modern Language Association) Format; this also includes documentation.
- Please make sure that you submit the correct document when you upload your assignment; you will only get one opportunity.
- **Special note: If Blackboard is not properly accepting your document, send it as an attachment in the correct format directly to me (by the due date and time).**

Discussion Threads
Discussion Threads are another writing platform; in this area, you will respond to questions about the reading(s). For each discussion week, students are required to respond to the weekly discussion question, as well as make two substantive posts to classmate’s posts in order to receive full credit for the discussion thread. Discussion question responses should range from 300-500 words. **Word count for your posts will be verified.** Please make sure that you utilize the text and/or an outside source to support your claim.

Participation posts (response to another student) must reflect critical thought and reflect substantive contribution to the class discussion (generally a minimum of 200 words). Rather than simply posting that you agree or disagree with another student’s post or restating his/her post does not constitute a substantive response. **Thoroughly read your classmate's argument. If you agree, you must explain. If you disagree, you must also explain. Add additional ideas; support them with evidence from the text. Pose questions and/or challenge your classmate based on what you have read in his/her post.** Additionally, you will be
graded on grammar, so proofread your submissions prior to posting. It may be helpful to type your responses in a word document before cutting and pasting them into your submission; this will also ensure that you have a copy of your submission in the event that you have technical issues in submitting your responses. Students are also expected to incorporate in-text citations from the reading/chapter to support response. Please do not forget to create a Works Cited area at the end of your response. See Discussion Thread format.

Additional note: Unless the question directly states “What do you think?” or “What would you do?” you are to write your post to the questions in third person perspective; respond to your classmate(s) in first person. You should have a total of three posts.

**Research Paper**
Weighted 30%, the argumentative research paper covers a topic that is open to debate and provides evidence and reasons to support one’s claim (thesis). Not only does it help demonstrate the student’s ability to effectively write, but it also depicts the appropriate use of the MLA format as well as knowledge, comprehension, and critical thinking. Research paper is to be a minimum of 7 pages in length and must be written in third person perspective; please make sure that it includes the appropriate documented—whether information is summarized, paraphrased, or directly quoted. Also note that the ‘six pages’ is not inclusive of the Works Cited page.

**Late Work Policy:** No late work will be accepted for this course.

**Writing Expectations:** Students will compose discussion threads and a research paper that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style.

**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](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.

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this ENGL 1302 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 instructor may submit the student’s information to the dean who may choose to suspend the student from the college and the district.

**Netiquette Expectations:** 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. 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. Below are some specific expectations of you as an online student.

**Email Etiquette:** Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:

- 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 1301-43801
- 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.**

**A Note on Emails:** Emails not adhering to the email expectations for this course will be returned with the request to meet expectations before a response is given. Once email expectations are met, the instructor will respond appropriately. Following directions the first time will result in the student receiving a faster response.

**Responsibility:** Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct

**INSTITUTIONAL POLICIES**

**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.

**Texas Success Initiative:** The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level coursework. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes, such as English 1301/1302, History 1301/1302, and Math 1414. Students who do not meet assessment standards may complete prerequisites by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases, retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. **Additional information is available from the TSI Office. [https://www1.dcccd.edu/cat00910/admiss/tsi.cfm?loc=4](https://www1.dcccd.edu/cat00910/admiss/tsi.cfm?loc=4)**

**Eastfield College Email Policy:** 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.
NOTE: A student email address is required in this class.

**Attendance Policy:** You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. (Eastfield College, Dallas County Community Colleges Catalog).

If a student is unable to complete a course (or courses) in which he/she is registered, **it is the responsibility of the student to withdraw from the course by the appropriate date. The last date to withdraw from this class with a grade of “W” is October 5, 2018.** If a student does not withdraw, he/she will receive a performance-based grade, usually a grade of “F”.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.

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.**

**Certification:** 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 September 1, 2018.**

**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 charges. 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 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.**
**Food and Drink Policy:** Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**DCCCD OIE Faculty Syllabi Statement-Fall 2016:** 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**

<table>
<thead>
<tr>
<th>College</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
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<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td><strong>Eastfield</strong></td>
<td><strong>972-860-8348</strong></td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
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**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

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
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District Title IX Coordinator

<table>
<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>LaShawn Grant</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
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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 5, 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. By remaining in the class, you adhere to all of the aforementioned policies. This contract becomes null and void when you withdraw/drop the class.