Instructor: Megan Carlton
Room: L305
Date/Times: Mondays 5:30-8:20
Contact Information:
  Office: C 236 (adjunct office)
  Phone: (972) 391-1047 (adjunct office)
  Email address: megancarlton@dcccd.edu

Textbooks and Other Course Materials:
Critical Thinking, Reading & Writing Edition: 9th
Author: Barnet
ISBN: 9781319035457
Copyright Year: 2017
Publisher: Bedford Saint Martin's (MPS)

Course Description:
2014 Core Curriculum Foundational Component Area: 010 Communications
Course Description: Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. (3 Lec.) Coordinating Board Academic Approval Number 23.1301.51 12

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
Core Objectives:
ENGL 1302 develops the following Core Objectives:
  **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
  **Communication** - to include effective development, interpretation, and expression of idea through written, oral, and visual communication.
  **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
  **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making.

Core Objective Development Statements:
ENGL 1302 demonstrates **Communication** by requiring students to produce a clearly written research-based argumentative/persuasive college-level essay.
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:
Quizzes/Participation: 10%
Essay 1-15
Essay 2-20
Essay 3-20
Essay 4- 35

**No late assignments will be accepted in this class. If you are absent the day an assignment is due, you MUST email me a completed copy of the assignment ON THE DUE DATE. This also goes for rough drafts and final drafts.**

Attendance Policy:
After the 1st two absences, 5 points will be deducted from your final average per absence.
Tardy Policy: 3 tardies= 1 absence
Please communicate with me; let me know if you will be absent or tardy.
Course Outline:

**Week One: 8/27**
Syllabus review
Basic Grammar Review
Writing Pre-Assessment
HWK: Rd Chapters 1-5

**Week 2: 9/10**
Grammar Quiz
Comma Review
Paragraph Structure
Library: How to conduct academic research
HWK: 3 sources read & annotated

**Week 3: 9/17**
Grammar Quiz
Passive vs Active Voice
Essay Structure
HWK: outline & RD 1

**Week 4: 9/24**
Grammar Quiz
Semi-Colon & Colon rules
Writing Workshop-
  Self revision
HWK: RD 2

**Week 5– 10/1**
Grammar Quiz
Writing Workshop-
  Self revision
  Peer Edit
HWK: Final Draft

**Week 6– 10/8**
FINAL DRAFT ESSAY 1 DUE
Parallel Structure
Intro Essay 2:
  Types of support
  Counter-arguments
HWK: Outline & RD 1
Week 7– 10/15
Grammar Quiz
Subject Verb Agreement
Writing Workshop-
  Self revision
HWK: RD 2

Week 8– 10/22
Grammar Quiz
Writing Workshop-
  Self revision
  Peer Edit
HWK: Final Draft

Week 9– 10/29
FINAL DRAFT ESSAY 2 DUE
Intro Essay 3:
  Concessions
HWK: Outline & RD 1

Week 10– 11/5
Grammar Quiz
Writing Workshop-
  Self revision
HWK: RD 2

Week 11– 11/12
Writing Workshop-
  Self revision
  Peer Edit
HWK: Final Draft

Week 12– 11/19
Research Day

Week 11– 11/26
FINAL DRAFT ESSAY 3 DUE
Intro Essay 4:
HWK: Outline & RD 1

Week 12– 12/3
Final Grammar Quiz
Writing Workshop-
  Self revision
HWK: RD 2

Week 13– 12/10
FINAL DRAFT ESSAY 4 DUE
Classroom Etiquette: Cell phone Policy: The expectation is that students will silence their cell phones while in class; students should also refrain from using their cell phones while in class.

Classroom Environment: Students are expected to complete all reading assignments prior to class, so they can participate in class discussions. Students are also expected to complete all rough drafts and final drafts before coming to class. I highly recommend that you save your work in google docs, so that you always have access to your writing assignments. Students are expected to arrive on-time and to stay for the entire class period; see the attendance policy for information on how absences and tardies will affect your grade.

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://www1dcccd.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 June 27th.**

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 6/8/18.

**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.