Welcome to English 1301.42400 Wintermester!

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 is 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

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Fax: 972-860-7248

The more you read and write, the better you will become. Eventually, your comfort level will change. Please give yourself enough time to complete assignments. Use the sample essays as a guide. Please email me if you have a question or concern that cannot be answered by the course syllabus and calendar.

Course Content:
This particular course is broken into modes (narrative, descriptive, definition, classification and division, process, and analysis). We will not go through every reading assignment in the book; we will only cover the areas that you will need to either establish a foundation and/or utilize to better understand which type of mode you should be writing your paper in.

Required Textbook:
ISBN: 978-8-393-26411-1
Student Learning Outcomes:
Upon successful completion of this course, students will be able to:
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 ideas 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.
General Course Policies

ATTENDANCE
Though you do not ‘physically’ attend the course, please note that your certification is dependent upon you logging into the course and/or completing the assignments on the morning of or prior to the 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 December 13, 2017

If you need accommodations due to a disability, please contact Disability Services in C-237. For any testing accommodations, you must go through the EFC Disability Services Office. Call (972) 860-8348 or email efcdso@dccc.edu.
STUDENT EMAIL
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.

DROP/WITHDRAWAL POLICY
If you decide to withdraw from this class for any reason, it is your responsibility to formally drop or withdraw from the course. Your instructor cannot withdraw you from the course. Failure to do so will result in your receiving a performance grade, usually a grade of “F.” You must withdraw through the Admissions/Registrar’s Office (C119) in person. You may also withdraw through eConnect. The last day to withdraw with a Grade of “W” is December 22, 2017. You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

Important information you need to know about dropping courses. Under section 51.907 of Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.”

STOP BEFORE YOU DROP
For students who are 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.
DISTRICT THIRD ATTEMPT POLICY/ REPEATING A COURSE
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate 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 higher 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. More information is available at: http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/.

DIVERSITY POLICY
The course content and the course environment are dedicated to an understanding of an acceptance of all people. Disparaging remarks in relation to others’ ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated.

SEXUAL HARASSMENT
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

Title IX and Disability Services
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.
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.

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<th>College Title IX Coordinators</th>
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<tr>
<td><strong>Brookhaven College</strong></td>
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CHANGE OF ADDRESS
If your address changes, you must immediately notify (in person or in writing) the campus admissions office where you are enrolled in order to be certain that you received all necessary information. This is important. If you have enrolled before and your address has changed since then, please point this out to the registrar. In addition, please notify your instructor of any change of address or change of e-mail address.

FINANCIAL AID
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.”
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.

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.
TEXAS SUCCESS INITIATIVE (TSI)
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 course work. 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. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.
Grading Policies & Grading Scale

GRADE OF N= given to students who do not attend class regularly after the official drop date yet remain registered in the course. The “N” will affect the student’s ability to receive financial aid, and the student may be asked to return funds received for the course not being attended.

LATE ASSIGNMENTS
Please note that no make-up quizzes, essays, journals/responses, discussion threads or exams will be given. All assignments, including essays, are due by the date noted on the course calendar. Late will not be accepted.

ACADEMIC HONESTY & PLAGIARISM
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, words. 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. 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 1301 class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) 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.

**INCOMPLETE GRADES**

An incomplete grade of “I” may be given when an unforeseen emergency prevents you from completing the work in a course. The “I” must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the “I” is converted to a performance grade, usually an “F.” **Incompletees will be given to students who have successfully completed 75% of the coursework.** An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, you, and the appropriate division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that you are aware of and agree with the contract.

**END OF SEMESTER GRADES**

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 at http://econnect.dcccd.edu/ or call DCCCD Touch Tone Services at 972-613-1818.
COURSE ASSIGNMENT GRADES
Your assignments will be evaluated using the following percentages:

Total: 100

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<th>Assignment</th>
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<tr>
<td>Essays</td>
<td>50%</td>
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<td>Quizzes</td>
<td>20%</td>
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<tr>
<td>Discussion Threads</td>
<td>25%</td>
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<tr>
<td>The Alternative</td>
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90-100=A  80-89=B  70-79=C  60-69=D  0-59=F
Assignment Category Overview

ESSAYS
Students will be required to write several essays during the course of the semester. Unless otherwise directed, all essays must be in MLA format, typed, double-spaced, 900-1200 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 “Link” (EFC Writing Center in the Library). Feedback is provided on essays and journals; 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 follow these instructions when writing your papers:

- **Essay assignments must be 900-1200 words in length. Failure to meet word minimum word count will result in loss of points on essay.**
- 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 a standard font (Times New Roman or Courier) point size of 12 for essays.
- 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 11:50 p.m.
- Unless being utilized in dialogue or a direct quote, second person “you” is never acceptable.
- Pay attention to spelling, grammar, punctuation, point of view, coherence, unity, organization, and development.
- 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 or journals 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 directly to me (by the due date and time).

**QUIZZES**
Because writing involves grammar, punctuation, mechanics, sentence structure, etc., the English Wintermester course has quizzes in each week. You will be allowed to take each grammar quiz **three** times; the highest grade prevails. **Quizzes pertaining to readings or notes only have one attempt.** So that you will not be too overwhelmed with quizzes and writing assignments, quizzes will open on Monday and close on Friday. Once they have closed, they will not be reopened. **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.**

**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 one substantive posts to a classmate’s posts in order to receive full credit for the discussion thread. Discussion question responses should range from 300-500 words. **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. 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 story to support response. Please do not forget to create a Works Cited area at the end of your response.
THE ALTERNATIVE
The Alternative is Eastfield’s winning Literary and Fine Arts Magazine. Published each spring semester, The Alternative features poetry, short stories (fiction/nonfiction), essays, and art (digital, sculpture, painting, etc.) that is submitted by Eastfield students. Not only do the submissions represent some of the Eastfield College students, but the magazine is also designed (layout, color scheme, graphics) by Eastfield College students. Submitting original work (art, essays, poetry and/or short stories to the Alternative represents 5% of your grade. This category is pass or fail; (A or F) only. Please use the link in ecampus and follow the submission guidelines.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.

Acknowledgment**
I, _____________________________, do hereby acknowledge that I have received the syllabus for English 1301, and I understand my responsibility as well as the grading scale, methods of evaluation, attendance policy, assignment policy, classroom decorum, student email, and academic honesty/plagiarism. I dually note that any act of plagiarism or academic dishonesty or lack of attendance may result in my failing the class.

______________________________
Signature

______________________________
Date

**Please note that it is not necessary for you to sign and return this form. 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.
Tentative Course Calendar

December 11th—December 15th (Week One)

Read Getting Started-Orientation for English 1301
Complete Syllabus Acknowledgement on Discussion Board (Due: December 11th by 11:50 p.m.)

Reading Assignments:
Getting Started-Orientation
Graduation by Maya Angelou, p. 45-54
Working at Wendy’s by Joey Franklin, p. 80-86
More Room by Judith Ortiz Cofer, p. 132-135
Being a Man by Paul Therouz, p. 166-169

Discussion Threads: (Attendance Certification)
DT#1-Please introduce yourself, and respond to a classmate’s introductory post. Due: Dec. 11th by 11:50 p.m.

DT#2: More Room
Due: Dec. 12th by 11:50 p.m.

DT#3: Working at Wendy’s
Due: Dec. 13th by 11:50 pm

Writing Assignments:
Essay #1(Descriptive):
Choose one of the images in the folder and write a descriptive essay in third person perspective. Please do not obtain any information from the internet to write this essay. You are welcome to use the Elements of Design. Due: Dec. 14th by 11:50 p.m.
Quizzes
Due: Dec. 15th by 11:50pm

December 18th—December 22nd (Week Two)
Reading Assignments
*On Dumpster Diving* by Lars Eighner, p. 55-64
*Stuff is Not Salvation* by Anna Quindlen, p. 378-380
*College Pressures* by William Zinsser, p. 437-448
*We Do Abortions Here: A Nurse’s Story* by Sallie Tisdale, p. 709-716

Writing Assignments:
**Essay #2: (Classification and Division)** Choose your own topic; write a classification and division essay in third person perspective; do not use any information from the internet or other sources to create/develop this essay.
Due: Dec. 18th by 11:50 p.m.

**Essay #3 (Process):** Choose your own topic; write a process essay in third person perspective; do not use any information from the internet or other sources to create/develop this essay.
Due: Dec. 20th by 11:50 p.m.

Discussion Thread:
DT#4: We Do Abortions Here
Due: Dec. 21st by 11:50 pm

Quizzes
Due: Dec. 22nd by 11:50pm

January 2—January 5th (Week Three)

Reading Assignments:
*Beauty: When the Other Dancer is the Self* by Alice Walker, p. 74-80
*Once More to the Lake,* by E.B. White, p. 158-163
*Behind the Formaldehyde Curtain* by Jessica Mitford, p. 238-244
*Tongue Tied* by Maxine Hong Kingston, p. 461-465
Writing Assignments:
Essay #4: Analytical Essay
Choose one of the stories from week one, two, or three. Then, using the guideline, write an analytical essay based on the story. An example of this essay is located in the Sample Essay area.
Due: Jan. 2nd by 11:50 p.m.

Discussion Thread:
DT#5: Tongue-Tied
Due: Jan. 3rd by 11:50 pm

Quizzes
Due: Jan. 5th by 11:50 pm