Course Syllabus: English 1301 (Wintermester 2017-2018)

Liberal Arts Division Office: A-310
Phone: (972) 273-3480
Call the office for hours of operation.

This course syllabus is intended as a set of guidelines for English 1301. Both North Lake College and your professor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Professor Information

Professor’s Name: Brett H. Bodily, PhD
Office Location/Hours: A301
Email: bbodily@dccc.edu
Office Phone: 972-273-3293

Course Information

ENGL 1301 (3 Credit Hours)
Offered at BHC, CVC, EFC, ECC, MVC, NLC, RLC

Composition 1
This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

Prerequisite: College level ready in Reading and Writing.

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.

Coordinating Board Academic Approval Number 2313015112

Course Number-Section: English 1301-71421
Class Meeting Time: ONLINE

Last update 7-Dec-17
1. Recognize that writing is a way to learn, communicate, record, and remember.
2. Examine a variety of texts as a basis for writing.
3. Understand and use the processes of writing: inventing, drafting, revising, and editing.
4. Understand the interrelationships among writing, reading, and critical thinking.
5. Use appropriate grammar, mechanics, and spelling.

Students who need help with specific skills are encouraged to visit the Writing Center (A-332).

**Required Textbooks & Software**

No Textbook Required. All learning materials are provided in eCampus.


**Program Level Outcomes**

ENGL 1301 develops the following objectives from the Texas Higher Education Coordinating Board (THECB):

1. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and/or visual communication
   - **Written**: Process and produce effective written communication adapted to audience, purpose, and time constraints.
   - **Visual**: Effectively interpret visual images or produce effective visual images.

2. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

**Course-Level Student Learning Outcomes**

ENGL 1301 supports the following learning outcomes from the Texas Higher Education Coordinating Board (THECB):

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.

**Student Learning Outcomes**

All essays in this course comply with the three learning outcomes from the Texas Higher Education Coordinating Board (THECB):

1. Participate in a group activity that requires research, data collection, and written reflection, using the departmental assignment and/or a professor-approved list of tasks and questions. Students will demonstrate 75% proficiency. [P.L. 1, 2, 3, 4; C.L. 1 2, 3, 4, 5]
2. Complete a visual interpretation, analysis, or synthesis project in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 75% proficiency as measured by the Visual Communication Rubric. [P.L. 1, 2; C.L. 1, 2, 3, 4, 5]
3. Compose multiple drafts before submitting a developed research-based argument essay using proper research and substantiation. Research is delivered in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 75% proficiency as measured by the English Research Rubric. [P.L. 1, 2, 4; C.L. 1, 2, 3, 4, 5]

**Course Outline**

Since English 1301 is a composition course, students are expected to write on a regular basis. In most cases, they will submit some written work each week. In addition to exercises and quizzes that some professors may require, students will write at least six essays, which includes a visual analysis, research-based argument, mid-term and final with a specific purpose (expressive, informative, or persuasive), occasion, and audience. These essays will be at least 500-700 words or two to three typed or word-processed pages. The professor will determine the specifics. Students will practice specific rhetorical techniques such as description/narration, definition, classification, cause/effect, comparison/contrast, and process. They will also demonstrate a working knowledge of the MLA (Modern Language Association) guidelines for research papers. The following table lists the major assignments, a description of each, required readings, and due date for each assignment:

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Description</th>
<th>Required Readings</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, class assignments, and participation</td>
<td>See addendum</td>
<td>See addendum</td>
<td>See addendum</td>
</tr>
<tr>
<td>Essay One</td>
<td>See addendum</td>
<td>See addendum</td>
<td>See addendum</td>
</tr>
<tr>
<td>Essay Two</td>
<td>See addendum</td>
<td>See addendum</td>
<td>See addendum</td>
</tr>
<tr>
<td>Essay Three</td>
<td>See addendum</td>
<td>See addendum</td>
<td>See addendum</td>
</tr>
</tbody>
</table>

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## Mid-term Essay
- In-class, Unannounced topic
- See addendum
- See addendum

## Visual Analysis
- See addendum
- See addendum
- See addendum

## Final Exam Essay
- In-class, Unannounced topic
- See addendum
- See addendum

## Evaluation Procedures

SEE ADDENDUM

## Institutional Policies

Institutional Policies relating to this course can be accessed from the following link:
www.northlakecollege.edu/syllabipolicies

## Academic Success Center (ASC)

The Academic Success Center cultivates student success and supports instruction in an inclusive environment where students are encouraged and empowered to achieve excellence. Comprised of the Blazer Computer Lounge, ESOL Lab, iRead Lab, Writing Center, and Online Writing Lab (OWL), the ASC has a variety of services designed to help students improve their writing, reading and language skills.

### Blazer Computer Lounge

With 12 computers, additional open seating, and WiFi Internet access, the lounge is available to students and community members who are working on academic or personal projects individually or in groups. There are also books and DVDs available for use.

### Writing Center

Writing Center services are available to all North Lake students and members of the community, not just those enrolled in English classes. Users can be assisted with class assignments, college application essays, personal statements and other documents. The Writing Center also offers free Grammar Clinic classes. Tutors are skilled writing specialists who can help students:

- Clarify their writing tasks
- Develop and organize their papers
- Explore revision options
- Detect grammar and punctuation errors
- Properly document sources

Students who would like to work with a specific tutor should contact the Writing Center. In addition to Central Campus hours, writing tutors are also available at the North Campus in their Learning Resource Center, Tuesday – Thursday from 10:00 a.m. to 2:00 p.m.
**Online Writing Lab**

A service of the North Lake Writing Center, the Online Writing Lab, or OWL, provides assistance to students, faculty, and staff at every stage of the writing process. OWL allows busy users to submit papers to our writing tutors electronically and get feedback within 24 - 72 hours. This service expands North Lake's reach and provides flexibility and accessibility to those who find it difficult to meet with a tutor face-to-face.

**Department of English Policies for Student Success**

**Attendance Policy**

The correlation between attendance and success in the course is strong because class participation is part of the learning process and can affect your final course grade. You are expected to arrive on time for all classes. If you miss all or part of a class, you should not expect your professor to repeat a lecture given during your absence. Check Appendix A for your professor’s policy because some professors deduct points when students miss class or are late to class. Absences and/or tardiness can affect the grade you earn in this course.

**Policy on Late Papers**

You are expected to hand in papers on time. Your professor is not required to accept late papers, and no late paper will be considered for full credit unless you discuss with your professor why the paper will be late prior to its due date. Check Appendix A for your professor’s policies on accepting late papers.

**Academic Integrity**

Throughout this course, you will pursue your studies with integrity and honesty; this means you will provide the appropriate credit for any words, thoughts, ideas, and data that are not your own. Plagiarism includes the following:

- Failure to cite the source of any material borrowed from an outside source *properly*, including failure to use quotation marks, paraphrases, and bibliographic information.
- Submitting any assignment that you did not write for *this class* without consulting your instructor (this includes assignments written for another class, essays purchased online or written by someone else).

If you are caught plagiarizing, you will receive a zero, but for any subsequent incidents, you will fail the course and be reported to the dean.

**Drop Policy**
If you are unable to complete this course, you must officially withdraw before the official withdrawal date (see NLC website). Withdrawing is a formal procedure which you must initiate; your professor cannot do it for you.

**Early Registration Permission Form**

During priority registration, a student may request a permission form from his or her instructor to register early. However, *only* the instructor may determine whether the student will pass. A student must submit this form to an advisor upon registering for the next course. An instructor may also email an advisor directly to approve a student’s early registration, but this must be done on NLC Outlook.

**Student Responsibilities**

1. Attend all classes.
2. Read the textbook selections that are assigned and be prepared to discuss them.
3. Hand assignments in on time and in the format designated by your professor.
4. Ask for help when needed.
5. Do not expect your professor to repeat a lecture given during an absence.
6. Visit the Writing Center (A-332) or meet with your professor when you need help or when you are directed to do so by your professor.

**Classroom Etiquette**

1. Follow your professor’s rules for acceptable classroom behavior.
2. Arrive on time.
3. Remain the entire time.
4. Turn off and put away all personal electronics.
5. Practice active listening (i.e., one voice at a time).
6. In short, treat your classmates and professor with respect.

**Your professor will use and provide Learning Activities customized for your course.**
Addendum: Dr. Bodily’s Course Policies

The following sections illustrate my assignments, assessments, and policies for student success. These sections strictly adhere to NLC English Department guidelines and align with Student Learning Outcomes. Specific assignment guides with rubrics are provided in eCampus. Click the “Assignment Guides” button in the course menu. These guides represent parts of this syllabus and you are required to adhere to the information and criteria within them.

Journal Assignment:
You are required to keep a learning journal throughout the semester. All journal entries will be averaged to create a journal average grade.

Peer Review Assignment:
You are required to upload your compositions and peer review assigned compositions as directed on the syllabus schedule. All peer review grades will be averaged to create a peer review average grade.

Formal Compositions:
I will guide you through the process of writing various types of compositions. Refer to the course calendar for exact deadlines and consult each composition’s set of instructions for specific requirements. I will average all composition grades to create a composition average grade.

Learning Unit Exams:
The Learning Unit Exams assess your mastery of grammar, mechanics, and knowledge and skills pertaining to writing. All exams will be averaged to create an exam average grade.

Final Essay:
You are required to complete a Final Essay Assignment wherein you will demonstrate your overall mastery of knowledge and skills presented in the course.

My Evaluation Procedures:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Grading Scale</th>
<th>Letter to Number Conversions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Average</td>
<td>10%</td>
<td>90-100 = A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A+ = 98</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A = 95</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A- = 92</td>
</tr>
<tr>
<td>Peer Review Average</td>
<td>10%</td>
<td>80-89 = B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B+ = 88</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B = 85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B- = 82</td>
</tr>
<tr>
<td>Composition Average</td>
<td>50%</td>
<td>70-79 = C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C+ = 78</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C- = 72</td>
</tr>
<tr>
<td>Exam Average</td>
<td>30%</td>
<td>60-69 = D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D+ = 68</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D = 65</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D- = 62</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0-59 = F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F = &lt; 59</td>
</tr>
</tbody>
</table>

Extra-Credit:
At times, I receive notice of a lecture, symposium, or conference related to our class, and I frequently choose to offer extra-credit for your attendance and reflection. I will announce these opportunities when they arise. Please do not ask me for extra-credit or grade enhancements.
Additional Course Materials:
As a convenience to you, I post instructional material, assignments, links, and grades on eCampus. You are responsible for all information and content posted to our eCampus class, and you are required to access my online modules daily. You will need access to a computer, Microsoft Word software, and a digital camera (camera phone is adequate) or digital scanner. All papers must be submitted in Microsoft Word file format, and you will be required to submit photographed or scanned pages of sources.

Our Academics Success Center (A332) and The Student Resource Center (L240) provide computers, software, and assistance for eCampus, and tutors can help you successfully complete assignments. I have placed our textbook on reserve in the library for a two hour check out in the library only.

North Lake College and I provide all necessary course materials to you at no charge; therefore, I do not excuse assignments based on the lack of materials or resources.

My Attendance Policy
I believe class attendance contributes to the learning process; therefore, I expect you to work within the course daily, read your email daily, and complete assignments as directed. To accommodate any anomalous circumstances, events unpredicted and beyond our control, an event such as a medical emergency, death in the family, natural disaster, sickness, or similar event, I am willing to work with your situation on a case-by-case basis given you inform me of your excusable absence and submit documentation relative to your situation within the week of your absence (seven business days). Viable documents include medical excuse forms, legal forms, receipts, press releases, or similar documents verifying your excused absences.

Be advised: your attendance status is subject to my discretion.

My Late Assignment Policy
You are expected to submit assignments before deadlines. I will not accept an assignment(s) after a deadline unless I have received verifiable documents relative to your excusable absence or circumstance within one week (seven business days), and you follow my instructions (provided individually) relative to submitting your late assignment(s). Be advised: technical problems, computer crashes, printer problems, transportation issues, www.turnitin.com problems, employment conflicts, alarm clock problems, vacations, undocumented medical complications or illnesses, work related conflicts, school or club related activities, and so forth do not excuse or extend your assignment deadlines. Please plan to submit assignments early.

Be advised: I reserve the right to determine what is excusable and worthy of a late submission.

My Make-up Assignment Policy
You may encounter an unfortunate and anomalous circumstance during the semester and may miss an exam, assignment deadline, or in-class assessment. If this occurs, I allow you one week (seven business days) to notify and submit documentation of your excused absence or circumstance to me. Upon receipt, I will arrange a make-up or alternative assignment for you as necessary.

My Returned Assessment Policy
After I return your graded work or post my evaluation in the grade center of eCampus, I ask that you do not inquire or speak to me about the assessment for a minimum of 24 hours. During this grace period, please study my commentary and feedback and determine if you need to visit with me. After this grace period expires, I will gladly entertain your legitimate questions, comments, or inquiries during my office hours.
My Academic Dishonesty Policy
My policy mirrors the NLC policy. All learning artifacts must be authentic, original, and specific to my class content and curriculum. I do not recognize “double dipping” as a legitimate method for gaining an education. This means I do not accept papers written previously, published previously, submitted to other professors or publishers, or written in other classes. This policy also applies to project artifacts such as portfolios and websites. As a professional and one who strives to be honest with you, myself, my higher power, and academia, I enforce NLC’s policy relative to academic dishonesty as follows:

- First offense warrants a grade of zero on any plagiarized assignment, and your name will be entered on a plagiarizing student database.
- Second offense warrants an automatic failing grade in the course. Record of your offense and course expulsion will be recorded in your academic record.
- Please note that any offense of plagiarism can warrant suspension from the college.

Please see the NLC Student Code of Conduct for more information.
1301 Online Tentative Course Calendar for Wintermester 2017-2018

STUDY TIP: Considering research in learning, I designed this course and calendar with intention. I wanted to encourage you to pace yourself - that is, complete two or three workshops per week, one lesson per day, with flexibility for problem solving and interruptions. Cramming or expediting this course will yield frustration and poor-quality work. Working ahead of schedule is possible and advantageous; however, I recommend working on this course for about an hour per day, five days per week, following this calendar. Doing so will ensure a positive experience with a maximum potential for learning.

NOTE: All assignments are due before the deadlines listed below unless a specific deadline extension is provided. Learning Unit reading and viewing assignments, composition drafts, journal, and exam assignments are due with the Learning Units at their deadlines.

WEEK 1

12/8 - 12/9
COURSE ORIENTATION
- Click the Start Here button
- Complete the course orientation before 11:59, 12/10
- Complete your Introduction and the Orientation Quiz before 11:59pm, 12/10

WEEK 2

12/10 – 12/14
LEARNING UNIT ONE: THE FUNDAMENTALS OF WRITING
- Click the Learning Units button and complete Learning Unit One lessons before 11:59pm, 12/14
- Click the My Journal button and complete your Unit One Journal before 11:59pm, 12/14
- Click the Exams button and complete the Unit One Exam before 11:59pm, 12/14
- Click the Peer Reviews button and upload your C1 draft for peer review before 11:59pm, 12/14

12/15 – 12/16
C1 Peer Review
- See my email on 12/15 for your peer review assignment
- Click the Peer Reviews button
- Download your assigned compositions, revise according to my instructions, and upload peer reviews before 11:59pm, 12/16
- Study your C1 reviews and revise

Click the Submit Assignments button and submit your final C1 before 11:59pm, 12/18

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WEEK 3

12/17 – 12/21
LEARNING UNIT TWO: SOCIO-POLITICAL WRITING
• Click the Learning Units button and complete Learning Unit Two lessons before 11:59pm, 12/21
• Click the My Journal button and complete your Unit Two Journal before 11:59, 12/21
• Click the Exams button and complete the Unit Two Exam before 11:59pm, 12/21
• Click the Peer Reviews button and upload your C2 draft for peer review before 11:59pm, 12/21

12/21 – 12/23
C2 Peer Review
• See my email on 12/22 for your peer review assignment
• Click the Peer Reviews button
• Download your assigned compositions, revise according to my instructions, and upload peer reviews before 11:59pm, 12/23
• Study your C2 reviews and revise

Click the Submit Assignments button and submit your final C2 before 11:59pm, 12/25

WEEK 4

12/24 – 12/30
LEARNING UNIT THREE: RESEARCH
• Click the Learning Units button and complete Learning Unit Three lessons before 11:59pm, 12/30
• Click the My Journal button and complete your Unit Three Journal before 11:59pm, 12/30
• Click the Exams button and complete the Unit Three Exam before 11:59pm, 12/30
• Click the Peer Reviews button and upload your C3 draft for peer review before 11:59pm, 12/30

WEEK 5

12/31 – 1/4
C3 Peer Review
• See my email on 1/1 for your peer review assignment
• Click the Peer Reviews button
• Download your assigned compositions, revise according to my instructions, and upload peer reviews before 11:59pm, 1/2
• Study your C3 reviews and revise

Click the Submit Assignments button and submit your final C3 before 11:59pm, 1/4

1/5
NLC Wintermester Final Exam Day
• No final exam required

End of Syllabus

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