Mission Statement: Eastfield College English faculty members help students become confident, competent writers who can communicate effectively in diverse situations to a variety of audiences, using writing skills as well as critical thinking to develop and express their ideas.

Course dates: Course begins Monday, March 19, 2018 Course ends—Wednesday, May 9, 2018
Instructor: Elizabeth Huston, Ph.D.
Office: C-230 Email: ElizabethHuston@dcccd.edu
Office Hours: Mondays, Wednesday, Fridays 10:30—11:30 a.m.

COURSE DESCRIPTION: English 1302: Composition II (3 credit hours)
Course Prerequisites
English 1301 and have met Texas Success Initiative (TSI) standard in Reading and Writing.

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. Approval Number: 23.1301.51 12

REQUIRED TEXTBOOK:

ENGL 1302 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:
— 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.

All assignments and activities in this English 1302 course are designed to help students achieve these learning outcomes and core objectives.
ASSIGNMENTS:
Daily In-class Activities
One Rhetorical Analysis
Two out of class formal essays of argument
One timed essay of argument
One Research Paper Project including Library Research Activity, Claim Statement, Preliminary Works Cited list

WRITING EXPECTATIONS: Following the English 1301 student learning outcomes and the English pathway outcomes, students will compose academic prose that demonstrates clear purpose, logical organization, and relevant support through evaluation and synthesis. Students are expected to establish and maintain a clear, controlling idea that serves as a thesis statement in each essay. In addition, students are expected to revise, edit, and proofread all written assignments for grammatical accuracy and for the appropriate use of MLA style for manuscript formatting, in-text citations, and works cited documentation.

FINANCIAL AID STUDENTS: If you are receiving any form of financial aid, you 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.

ACADEMIC HONESTY AND 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 (writing any course assignment with another person and claiming the document solely as your own).

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: Code of Student Conduct https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/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 receive 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 an author’s sentences, words, or ideas. For such an offense, a student will receive a zero on the assignment and can receive an “F” for the course. Please note that this includes reusing a part or a whole essay that you have written for another course, previous English courses included.
You cannot mix an 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. An 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 quote directly from an author, you must use the appropriate documentation and because the “idea(s)” still belong to the author. Appropriate documentation means presenting an MLA parenthetical in-text citation for each use of a source and the presentation of cited sources a list of Works Cited where sources must be documented appropriately according to MLA guidelines. Simply offering an a title or a URL is not appropriate. Again, failure to document resources used in your writing will result in a finding of plagiarism and a zero on the assignment.

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/catalog/GeneralInfo/CollegePolicies/code.cfm

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 Saturday, March 24, 2018.

WITHDRAW 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 Thursday, April 26, 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.
**COURSE POINT SYSTEM**—Assignments will be evaluated using the following point values:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Total Assignment Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhetorical Analysis</td>
<td>100</td>
</tr>
<tr>
<td>Three Individual Essay Assignments (Essays 1-3) (Values = E1 = 115, E2 = 125; E3 = 100 points)</td>
<td>340</td>
</tr>
<tr>
<td>One Research Paper Project</td>
<td>300</td>
</tr>
<tr>
<td>Research and Documentation activities (Library Research Activity, Claim Statement and Proposal form, Preliminary Works Cited list, MLA practice)</td>
<td>150</td>
</tr>
<tr>
<td>Daily in-class activities (note—no makeups)</td>
<td>110</td>
</tr>
<tr>
<td><strong>Total Course Points Available</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**Essay Point and Grade Equivalencies:**

<table>
<thead>
<tr>
<th>Essays 1 = 115</th>
<th>Essays 2 = 125</th>
<th>Essays 3 = 100</th>
<th>Research Project = 300</th>
</tr>
</thead>
<tbody>
<tr>
<td>103—115</td>
<td>112—125</td>
<td>90-100</td>
<td>270—210</td>
</tr>
<tr>
<td>92—102</td>
<td>100—111</td>
<td>80-89</td>
<td>240—269</td>
</tr>
<tr>
<td>80—91</td>
<td>87—99</td>
<td>70-79</td>
<td>210—239</td>
</tr>
<tr>
<td>69—79</td>
<td>75—86</td>
<td>60-69</td>
<td>180—209</td>
</tr>
<tr>
<td>68 or below</td>
<td>74 or below</td>
<td>59 or below</td>
<td>179 or below</td>
</tr>
</tbody>
</table>

**COURSE GRADE**

Semester grades will be assigned according to the following point to letter scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900—1000</td>
<td>A</td>
</tr>
<tr>
<td>800—899</td>
<td>B</td>
</tr>
<tr>
<td>700—799</td>
<td>C</td>
</tr>
<tr>
<td>600—699</td>
<td>D</td>
</tr>
<tr>
<td>0—599</td>
<td>F</td>
</tr>
</tbody>
</table>

Nonattendance (N) is given to students who do not attend class after the official drop date yet remain registered in the course. The N designation is a DCCCD grade that will affect the student’s ability to receive financial aid. After the drop date. (Note: to indicate attendance in an online course, students must show participation by logging on to eCampus, by completing assignments by designated deadlines, and by contacting the instructor.)

**TURNING IN PAPERS POLICY:**

All essay assignments must be turned in the following two ways—

1) as an uploaded MS Word or RTF document through the eCampus portal designated for the specific assignment

2) as a print copy at the designated due date and time (either at the beginning of class or at the end as noted in the course schedule).

**NOTE:** Essays not turned in both ways will not be graded, and a zero/0 will be added for the assignment in the Grade Center. In addition, do not email essays to the professor. Final drafts submitted through email will be deleted and the assignment will be given a zero/0.
**LATE ASSIGNMENT POLICY:** Deadlines are a part of the professional world and of life. Students must be timely in turning in their essays and in completing all other assignments or quizzes. Therefore, late assignments (essays, other assignments, or quizzes) will not be accepted. If you are having trouble with an assignment or are experiencing another problem, please notify Dr. Huston as soon as possible and before the due date so that we can make other arrangements.

Please note that turning the essay in online only does not count as an on-time assignment. The essay MUST be turned in both ways—uploaded to the assignment portal and in print by the due date/time.

**All in-class activities and other assignments:** There are no make ups. All missing assignments will receive a zero.

**Note:** Out of respect for all of the students in this class, Dr. Huston follows these guidelines carefully in order to treat all students the same. So please, do not request exceptions to these guidelines or to penalties.

**EXTRA CREDIT:** This course has ample materials for students to learn and to earn a fair grade. To be successful, students need to follow directions, to work through assigned materials and to turn in assignments on time. Therefore, extra credit assignments are not necessary for successful completion of this course. Please, do not ask for extra credit assignments. If an opportunity arises for extra credit, Dr. Huston will let the class know.

**ATTENDANCE:** Please note that attendance is required. Dr. Huston takes class roll during every class meeting. Students who are not present when roll is taken are marked absent. One point is deducted from the course total for every absence. If a student comes in late after roll has been taken, it is the student’s responsibility to notify the professor at the end of class of his or her presence. Failure to do so will result in the student being marked absent and losing one course point.

**Note:** Students who come into class late are a disruption to the entire class. If you must be late, come in quietly and sit at the nearest available seat. If a student is disruptive, he or she will be asked to leave.

**CLASSROOM ENVIRONMENT:** Students in this class are expected to behave like adults with professionalism and courtesy to the professor and to all their fellow course students. Therefore, students are required to follow the DCCCD Code of Student Conduct

[https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm](https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm)

In addition, students in this English 1301 class will be expected to behave appropriately as follows:

- avoid excessive talking during class lectures or when class members are offering ideas.
- be respectful of the professor and the other class members at all times.
- use appropriate, academic language in all class discussions (no abusive or colloquial language).

**Computer Use:** Students may use the class computers for all English 1301 assignments and activities. However, these computers may not be used for personal use of any kind.

**Electronic Devices in Class**—Students may use iPhones, Androids, or iPads in class for textbooks or for specified class activities ONLY. Because this class has computers, students do not need to bring their laptops. However, you may use your laptop if you wish. But note that students may not print from laptops.

**ACCESSIBILITY TO eCAMPUSS COURSE SITE:** Eastfield College uses the Blackboard System for eCampus course sites. The following URL link provides information regarding accessibility to the Blackboard system. Here is a link to Blackboard’s Accessibility statement: The Blackboard System’s Accessibility Statement

[http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx](http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx)

**Note:** The instructor reserves the right to amend this syllabus and the course schedule at any time during the semester as necessary.

**INSTITUTIONAL POLICIES:** Institutional Policies relating to this course can be accessed from the following link: Institutional Policies

English 1302—Section 43204  
Fall (Flex 2) 2018 Class Schedule

Reading assignments listed here are either from handouts, from links, handouts, and *MLA Handbook*, 8th ed.

### Part 1: Course Orientation and Overviews

#### Week 1

**Wednesday—Friday Class Activities:**
- course overview—discuss syllabus, schedule, eCampus, and course expectations
- introduction to argumentation

**Reading Assignment:**
-- an overview to Argumentation—links and handouts
-- writing arguments of definition

### Part 2: Overview—Argument Basics and Arguments of Definition

#### Week 2

**Monday Class Activities:**
- continue an overview of argumentation
- discuss writing arguments of definition
- discuss Essay 1 assignment

**Reading Assignment:**
- handout on the logical structure of arguments—a claim plus reasons


**Writing Assignment:** Essay 1—an argument of definition—read and follow carefully the guidelines given in the assignment sheet.
Due date: Monday, at the beginning of class

**Wednesday Class Activities:**
- discuss reading assignments
- class activities—writing claims

**Reading Assignment:**

**Friday Class Activities**
- Essay 1 workshop—MLA style—setting up the essay, documentation, in-text citations—bring the *MLA Handbook* to class

**Reading Assignment:** an article link
Dr. E. Huston/Honors ENGL 1302-Flex 2 Spring 2018

Part 3: Arguing the Past

Week 3
Monday Class Activities:
- finishing touches—turn in Essay 1
- in class activities—text analysis with word cloud

Reading Assignment: link or handouts on arguing the past

Wednesday Class Activities:
- discuss reading assignments
- in class activities—exploring repositories
- discuss Essay 2

Reading Assignment: “In-Text Citations,” pp. 54-58 and “Part 2: Details of MLA Style, In-Text Citations,” pp. 116-28

Writing Assignment: Essay 2—Argument about the Past—due Monday

Friday Class Activities:
- continue discuss reading assignments as needed
- Essay 2 workshop—incorporating in-text citations—bring MLA Handbook

Week 4
Monday Class Activities:
- Complete Essay 2 during class—Due at the end of class

Reading Assignments:
--handout on Causal Arguments
--handout or link on Finding and Evaluating Sources

Part 4: The Research Paper Project

Weeks 4, 5, 6, 7, and the Monday of Week 8
The Research Project is a lengthy assignment that will begin on Wednesday, November 8, and will end with turning in the final draft of this assignment on Monday, November 27, at the beginning of class. During this time, class discussions and activities will focus explicitly on determining a topic, selecting appropriate sources for support, strategizing and organizing the argument, and documenting outside sources with the 8th edition of MLA style.

Section 1:
Establishing an understanding of Causal Arguments
- discuss reading assignments
- discuss academic research
- activities on identifying meaningful issues
- continue discussing and developing strategies for designing effective argumentation
research activities
writing workshops on MLA style for documentation, in-text citation, and inserting resources

Reading Assignment:
Handout or link on appropriate methods for incorporating sources into your essays
MLA Handbook: specific pages/sections will be announced during class

Section 2:
The Research Paper Project

Class Activities:
discuss purpose of, procedures for, and approaches to Research Project
workshop on selecting a topic
prepare and submit a clear claim and proposal for the project (due Monday, November 27)
conduct appropriate research for the selected topic
participate in in-class MLA workshops
prepare the Works Cited list

Writing Assignment:
Research Paper Project—due TBA

Research Paper Activities, Due Dates, and Points:
Claim statement— (25 points)
Preliminary Works Cited list— (75 points)
Blog—share your research project— (50 points)
Research Essay Final draft (essay with Works Cited)— upload to the Turn in RP Here portal and turn in a print copy at the beginning of class on TBA. (300 points)
(Note: The Works Cited list is part of the Research Essay document.)

Reading Assignment:
Handout and links on Arguments of Evaluation
Selected Short Stories

Part 5: Arguments of Evaluation

Week 8

Reading Assignment:
Handout on writing arguments about literature
Read/view the PowerPoint presentation, The Elements of Fiction
Read assigned short stories-- located in the Short Stories folder in the course eCampus site

Monday through Friday Activities
overview on writing arguments of evaluation
discuss the Elements of Fiction
discuss writing arguments about fiction
discuss Essay 3—Timed Writing Assignment
participate in observing presentations by the Honors students
Writing Assignments:
Essay 3—Timed Writing Assignment—an Argument of Evaluation.
Availability dates TBA

Note that this assignment is written in the eCampus portal.
- Students may enter the portal once through the Respondus Lockdown Browser.
- Students may not prewrite the essay and paste it into the portal.
- Students may not upload an essay as the response.