Professor: Paul Benson  
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Office Phone Number:  214-860-8738  
Office Number:  W277  
Office Hours: MTWRF 10:30 AM  
Room Number: W279A  
Credit Hours: 3  

division: COSS  
Office Hours: 8AM -5 PM  
Office Phone: 214-860-8783  
Office Location: W279B  

Course Description:  
ENGLISH 1302 Composition and Reading  
This course focuses on student writing. It emphasizes reading and analytical thinking and introduces report and essay writing skills. Students practice writing for a variety of audiences and purposes  

Course Pre-requisites:  
English 1301 This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes.  

Course Materials/Supplies Needed  
Dodge, Tom. Tom Dodge Talks About Texas  
Kirsznner/Mandell. The Pocket Wadsworth Handbook  
English 1301 or English 1302 Study Guide
Student Learning Outcomes
After successful completion of this course the student should be able to: Increasing Writing Skills
1) recognize that writing is a process involving generating ideas, drafting, revising, and editing, and to use these elements of the writing process appropriately.
2) set appropriate priorities at each point in the writing process.
3) adapt your writing process to different time constraints, such as a class period, several weeks, or a semester.
4) write for a variety of audiences, not just your instructor.
5) adapt your language, sentence structure, and organization to fit the audience, purpose, and topic of the writing task.
6) write for a variety of purposes.
7) focus on a central idea that controls and unifies the whole piece of writing.
8) support your ideas with details (illustrations, examples, descriptions) that will make them clear to your readers.
9) demonstrate a sense of personal voice in your own writing and the ability to vary it accordingly.
10) produce effective and mature papers of several paragraphs.

Increasing Reading Skills
1) identify the main ideas and supporting details in variety of reading selections, ranging from student to professional works.
2) analyze how the work of student and professional writers achieves the writer’s purpose.
3) produce writing based upon your synthesis of written material with your own knowledge and opinions.

Introducing Research Skills
1) locate and evaluate sources for writing tasks.
2) demonstrate preliminary research skills: summarize, paraphrase, synthesize, and document information.

Building Analytical Thinking Skills
1) demonstrate maturity of thought by analyzing, questioning, and reflecting on ideas.
2) understand the relationship between oral and written communication.

Improving Attitudes towards Communications Skills
1) develop confidence in yourself as a writer.
2) understand the value of writing in your life as a way to learn, record, communicate, and understand.
3) have more awareness of your own writing process.

Course Outline:
English 1302 Winter Term
<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson #</th>
<th>Note</th>
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<tbody>
<tr>
<td>Dec 11</td>
<td>Lesson #1</td>
<td>(One letter grade off if late)</td>
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<tr>
<td>Dec 13</td>
<td>Lesson #2</td>
<td>(One letter grade off if late)</td>
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<tr>
<td>Dec 18</td>
<td>Lesson #3</td>
<td>(One letter grade off if late)</td>
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<tr>
<td>Dec 20</td>
<td>Lesson #4</td>
<td>(One letter grade off if late)</td>
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<td>Jan 03</td>
<td>Final</td>
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<tr>
<td>Jan 04</td>
<td>Wrap-Up</td>
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Evaluation Procedures:
Each student will be carefully evaluated in this course on each of the course’s five (5) Lessons. Tests and exams are not included in this course.

Instructor Attendance Policy:
Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Grading Scale:
100%-90% = A
89%-80% = B
79%-70% = C
69%-60% = D
59%-0% = F

Grading Distribution:
Lesson 1 = 100 points
Lesson 2 = 100 points
Lesson 3 = 100 points
Lesson 4 = 100 points
Lesson 5 = 600 points

Late Work Policy: Any Lesson may be made up with a one letter grade off penalty as long as it is turned in BEFORE the Final is taken.

Makeup Exam Policy:
This course has no exams.

Electronic Devices:
All electronic devices must be off during class time.

Withdraw Date: December 22

Academic Dishonesty:
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).

Special Note #1: No paper/assignment for this course will be accepted after the Final!

Special Note #2: No E-Mail assignments are accepted in this course.

Special Note #3: No more than one Lesson may be turned in per week day or TWO LETTER GRADES will be taken off each of the subsequent Lessons. No Lessons turned in over the weekend. This Rule does not apply to revisions.

Special Note #4: The first four Lessons for this course may be revised, for up to a one letter grade improvement, ONLY IF the paper is returned with the original, graded assignment. No paper may be revised unless the grade is below a B- and NO REVISION will be accepted after the Final.

Special Note #5: If more the 5 words are quoted directly from any source without proper documentation, the assignment in question will automatically receive a zero and it will be impossible for the student to pass the course with a C or better grade.