<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
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<tbody>
<tr>
<td>English Composition I</td>
<td>Dr. Holly McGowan-Romero</td>
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<tr>
<td>Spring 2019</td>
<td><a href="mailto:mcgowanromero@gmail.com">mcgowanromero@gmail.com</a></td>
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<tr>
<td>ENGL1301-33481 MW 12:30-1:50/online</td>
<td>(972) 860-8091</td>
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<td><strong>Office Hours (on campus): MW 2:00-3:00 PM</strong>&lt;br&gt;<strong>Virtual (by email): TH 9:30-12:30</strong></td>
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**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.

**Required Materials Including Textbooks (include ISBN)**


USB on which to save your work and a current email address to send all work to yourself and for regular class communication

*Note: A minimum of 9 hours per week should be devoted to course material outside of class time*

**Course Prerequisites**

One of the following must be met:

Developmental Reading AND Developmental writing; ESOL 0044 AND 0054; TSI Reading and Writing Standards.

**Disclaimer**

The instructor reserves the right to amend this syllabus as necessary.

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**Texas Core Objectives for Student Learning**

Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
6. **Social Responsibility:** to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Student Learning Outcomes**

Upon successful completion of this course, students will:

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.

**Exams and Assignments**

- **4 Essays**
- In class work/participation—average counts as one major grade (discussion, quizzes, presentations, etc.)—May include Ecampus work-
- Final Exit Exam Essay
- You must **pass both the course content and the final** to pass the class

**Evaluation Procedures**

The average of in class work will count as one major grade. In class work, Essays, and the Final will be averaged together for course grade.

**Final Exam:** Departmental Exam, you will respond to a prompt chosen by the department. **You are required to pass both the course content and the final exam to pass the course. The final exam is scored by a department panel and assigned a holistic score.**

If you are not passing English 1301 prior to week 8, then you will not qualify to take the final exam and will have to repeat the course.

**Grading Scale**

- **A:** 90-100
- **B:** 80-90
- **C:** 70-80
- **D:** 60-70
- **F:** Below 60

**Institutional Policies**

*Institutional Policies relating to this course can be accessed from the following link:* [www.cedarvalleycollege.edu/syllabipolicies](http://www.cedarvalleycollege.edu/syllabipolicies)
Please note the withdrawal date for this course—March 2, 2019

Attendance Policy

Attendance is mandatory and expected. The in class work grade and is affected by being **in class. You cannot make up in class points.** Attendance will be taken for every class session. **Absence does not absolve you of responsibility to be prepared for the next session and meet essay due dates!**

**Essays are due on due dates regardless of absence. Essays may be submitted on eCampus.**

Emergency Closings

In case of weather that is severe enough to make you question whether the campus will be closed, the following information is provided:

The campus President will make the decision to close the campus on the day in question. The DCCCD offices of Public Information will work together to notify the media as soon as the decision is made. All major broadcast media will carry DCCCD inclement weather information.

In case of an emergency, contact the Cedar Valley College Police Department at 972-860-4290. The campus Police Department has officers on duty 24-hours-a-day to assist you.

The course will continue through eCampus, so always sign in and keep up with the work through the course eCampus site.

These plans are made to ensure the safety of DCCCD students and employees.

Tutoring Services

Room: C206  
Phone: 972-860-2974

Course Policies

**Late Work:** In class work/participation grades may not be made up or completed outside of class. Online work grades may not be made up late. However, three in class/online work grades (not essays) will be dropped. **In class work that is missed due to arriving late or leaving early may not be made up.**

Essays are due on the due date, regardless of absence. However, there will be a 24 hour grace period after the essay due date in which to submit the essay to Ecampus. Additionally, each student may submit an essay later than the grace period **ONCE** per semester when the request to do so is emailed, but essays submitted more than 24 hours late will earn HALF of the available points. If **documented** emergency paperwork is presented, essays may be accepted late on a case by case basis.

**You are responsible for reviewing your submissions in blackboard to ensure that the assignment was successfully submitted.**
Questions about grades should be presented in a timely manner. Grades posted more than one week prior will not be discussed during the final week of class.

Revisions—A student may request a revision within five days of receiving a failing paper grade, provided that the failing grade is not the result of not submitting the essay, plagiarism, or submitting an essay of less than 500 words. The student must complete a tutoring session with the tutoring center (online or in person) and submit the revision by the date given by the instructor. Revisions cannot earn higher than a "C."

Distracting Behavior: Please review the student code of conduct. Any distracting behavior (including, but not limited to, talking, internet usage, videos, cell phone use, etc.) will be issued one warning to stop the behavior. After the warning, students continuing behavior will be asked to leave for the remainder of the class session.

Cell Phone Use: Personal cell phone use can distract your classmates and your instructor, even if you are quietly using it in your lap. All cell phones should be turned to silent (not vibrate), placed into bag, purse, etc. and bags should be placed on the floor. Extended personal cell phone use may result in being marked absent for the class meeting and/or loss of points for the day.

Threatening Behavior: Any behavior deemed a security threat will result in a call to security and immediate removal from the class.

Email Communication—When you email, make sure to include your name and the course and section (example English 1302-31422). Additionally, remember that emails are academic communications; pay attention to grammar, spelling, etc. Emails will generally be answered within 48 business hours.