Term: 5-Week Course: Session 1, Summer 2019
Course: ENGL-1301-45005
Course Dates: 6/06/2019 - 7/03/2019  Class Location: C-224
Class Time: Mondays, Tuesdays, Wednesdays, Thursdays and Friday, June 7 from 10:10 am – 12:10 pm

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Professor Ann Friederich</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>972-391-1049</td>
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<td><a href="mailto:afriederich@dccc.edu">afriederich@dccc.edu</a></td>
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<tr>
<td>Office &amp; Office Hours:</td>
<td>C-274 by appointment</td>
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A&C Division: G-Building: Room 138 | 972-860-7124

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<thead>
<tr>
<th>Course Certification Date:</th>
<th>Monday, June 10, 2019</th>
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<tr>
<td>Course Drop Date:</td>
<td>Tuesday, June 25, 2019</td>
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<td>Disclaimer:</td>
<td>The instructor reserves the right to amend this syllabus as necessary.</td>
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Institutional Policies: [Eastfield College Institutional Policies](#)
This link includes information about Students With Disabilities; Cheating, Plagiarism and Collusion; Religious and Ethnic Holiday Observance; Harassment, Discrimination and Sexual Misconduct; Attendance and Participation; Withdrawal Policy; Six Drop Rule; Repeating a Course and Third Drop Rule; In Case of a Campus Emergency; Concealed Carry; and other services.


Other needed materials: Pens, pencils, USB flash drive, highlighters, composition notebook or paper for notetaking, and internet access.

Course Description: ENGL 1301: Composition I
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 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
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.

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 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.

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.

Class Website and Email: You will be required to use eCampus in this course. Assignments, test dates, course documents, your grades, and other information will be posted on the eCampus website for this course. You may access the site through the internet via [https://ecampus.dcccd.edu](https://ecampus.dcccd.edu).

Technology Requirements:
- **Internet Explorer, Mozilla Firefox, Chrome, or other web browser fully updated**
- **Microsoft Word or Google Docs**: You will need Microsoft Word or Google Docs to submit your typed assignments. Save files as either an .rtf (rich text format), .odt (open document), .doc (word document 97-2003), or .docx (word document) file extension.
- **A DCCCD student Outlook account**: A DCCCD student Outlook account is required for sending files or asking questions regarding grades in this class. Do not email Professor Friederich from personal email accounts, such as Yahoo! or Gmail, if writing concerning grades.

Eastfield College Email Policy: 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](http://www.dcccd.edu/MSOffice). All communication should be conducted through your official student email account.
Email Communication:

- Make sure your email address is complete and accurate. If you need to update your email address, go to eCampus, click on “My DCCCD.” Then go to “Tools” and click on “Personal Information.” Change your email address and hit submit.
- Check to make sure that your junk mail or bulk mail filters do not delete or reroute emails sent from the user group in eCampus. Be especially careful with this if you are using a Yahoo! or Hotmail account.
- PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT. This means the email I have for you is one you actually use.
- Whenever you email me (Professor Friederich), be sure that you include your first and last name, your course and section number, and a clear and concise communication or question. This way I can quickly identify emails from you in my inbox. For example, the subject line of a student’s email might read: John Smith ENGL 1301-45005.
- Check your email daily to keep up with course correspondence.
- Emails will generally be responded to within 24-48 hours, if not sooner.
- Do not attempt to send work via email. All assignments must be submitted through eCampus. Any assignments emailed as an attachment will not be opened or graded.
- Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

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

Evaluations Procedures: Your grade will be based on the following weighted categories:

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<thead>
<tr>
<th>Category</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Essays</td>
<td>35%</td>
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<tr>
<td>Research Paper</td>
<td>25%</td>
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<tr>
<td>Discussion Boards</td>
<td>20%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>15%</td>
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<tr>
<td>Attendance</td>
<td>5%</td>
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Category Specifications:

**Essays**

Students will write multiple essays. Essays include an in-class timed writing and out of class papers, prewriting, drafts, peer reviews, and rewrites. Unless otherwise directed, all essays must be in MLA style, typed, double-spaced, **minimum 1000 words**. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with each essay. Essay grades may be affected by missing outlines, drafts, or sources, and being absent on peer review days.

**Research Paper**

Students will write a persuasive research paper that adheres to MLA style guidelines (8th ed.) for in-text parenthetical citations and Works Cited pages, of **4 – 5 pages** excluding the works Cited page. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with the research paper. Research paper grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days. Instructions will be provided by the appropriate date.

**Discussion Boards**

Weekly Discussion Board assignments will provide an alternative format for expressing ideas through writing and assist students in meeting the student learning outcomes. A prompt will be provided, and you will be expected to respond by posting a thoughtful response according to the directions and reply to at least two other posts. See more information at “Discussion Board Etiquette” and on ecampus.

**Daily Grades**

Students will complete shorter assignments that fall into the daily grades category. Daily grades can include but are not limited to quizzes, class discussions, peer reviews, reading responses, and short writings.
### Attendance

Students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. The following attendance policy will be adhered to:

- Three tardies (more than 10 minutes late) = 1 absence
- Leaving early three times = 1 absence
- Leaving the classroom during classtime and returning more than 15 minutes later = 1 tardy
- Any combination of tardies and leaving early that equals three = 1 absence

See additional notes about attendance on page 5.

### Discussion Board Etiquette

Discussion boards are a significant part of many college classes. Therefore, it is important to practice proper discussion board etiquette at all times. When posting to the discussion board, you are expected to:

- Participate a minimum of three times per discussion board.
- **Read and follow all directions carefully.**
- Title your thread appropriately (meaning title it something that has to do with the prompt or topic).
- When responding to classmates or your instructor, include a greeting or salutation as you would with an email. This is both professional and courteous.
- Use tactful and courteous language with fellow students. Refrain from using profanity or disrespectful language. Respect the opinions of others even if you do not agree.
- Create an atmosphere where other students feel comfortable posting their responses.
- Provide constructive criticism to fellow classmates’ responses and essays.
- When responding to classmates or your instructor, sign your name at the bottom of your response. This is both professional and courteous.
- Proofread assignments BEFORE posting. Partial grading is determined by use of Standard American English.

### Late Work Policy

All assignments must be completed by the due date and time. NO late work will be accepted unless I, the instructor, deem the situation or circumstances to be extenuating. Computer, internet, and technology problems are not excuses. If accepted, late work may result in fewer points.

### ACADEMIC HONESTY & PLAGIARISM—English Departmental Policy

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.

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 or words without quotation marks. For such an offense, a student will receive a **zero** on the assignment and could even 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, unless you are using a direct quote. 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.

SELF-PLAGIARISM is reusing a previously submitted assignment of one’s own instead of writing an assignment per instructor’s requirements. Self-plagiarism will be penalized just like any other case of academic dishonesty.

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://www1dccc.edu/cat0608/ss/code.cfm).

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this English class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document) 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.

Writing Expectations:
Students will compose essays, short writings, and Discussion Board posts that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style. All written assignments must be double spaced with 1-inch margins on all sides and in Times New Roman, size 12 font, with the four-line MLA style heading and MLA style page numbering. See the instructions on eCampus to learn or review how to format your paper in MLA style on MS Word.

Classroom Etiquette:
Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, you are considered to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (Code of Student Conduct) will be followed. It is important that you read the Code of Student Conduct carefully.

Some specific expectations of you as a student are that you:
• Be on time for class and stay the entire class meeting.
• Turn off/silence cell phones and other electronic devices upon entering the classroom!
• Remove headphones or earbuds as soon as class begins; do not use during class time.
• Help maintain a classroom atmosphere in which everyone can work without disturbance.
• Come prepared for each class by having completed assignments.
• Bring required texts and other materials to each class period.
• Notify the instructor prior to a necessary absence.
• Will use respectful verbal and body language toward all persons in the classroom.

Attendance:
Students who are successful in this course attend every class meeting. Students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. All students are expected to attend all class sessions. Work done during class or due during class may not be made up due to absences.

► If you must be absent due to sickness or an emergency, contact your instructor by telephone or email before the class session. It is your responsibility to find out what assignments you have missed during your absence and complete them.

► Valid documentation (e.g. a doctor’s note) must be provided for absences to be excused. If valid documentation is provided, the student may contract with the professor regarding missed assignments, and the absence will not count against the attendance grade. It is up to the professor’s discretion whether or not to contract based on the validity of the documentation provided.
Certification:
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; 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.