**Term:** Summer 1: 2019  
**Course:** ENGL-1301-45007  
**Course Dates:** Thursday, June 6 – Wednesday, July 3  
**Class Location:** L-303

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Selena Stewart</th>
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<tr>
<td>Phone:</td>
<td>972-391-1064</td>
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<td>Email:</td>
<td><a href="mailto:Sstewart-alexander@dcccd.edu">Sstewart-alexander@dcccd.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours:</td>
<td>G-132</td>
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| A&C Division:     | G-Building: Room 138 | 972-860-7124 |

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<th>Course Drop Date:</th>
<th>Tuesday, June 25</th>
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**Disclaimer:** The instructor reserves the right to amend this syllabus as necessary.

**Institutional Policies:** Eastfield College Institutional Policies  
(https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)

**ENGL 1301/Composition I 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 2313015112**

**Prerequisite Required:** College level ready in reading and writing or concurrent enrollment in DIRW 0315.

**Course Format:** This course is combination lecture/online (hybrid/blended). Some course requirements will be fulfilled online via eCampus. This course is five weeks long.

**Student Learning Outcomes:** Upon the successful completion of this course, students will be able to do the following:

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.

Required Course Materials:

- No Textbook required
- Supplies: binder, notebook paper, blue or black pen, pencil, highlighter, a USB flash drive, and access to the Internet

Note: All supplies are required beginning Day 1.

Technology Requirements: Some specific software is required for this class because it is partially online.

- Internet Explorer, Mozilla Firefox, Chrome, or other web browser fully updated: To navigate eCampus, you will need a web browser that has been recently updated.
- Microsoft Word or Google Docs: For this course, you will need Microsoft Word or Google Docs to submit your typed assignments via eCampus. Please save files as either an .rtf (rich text format), .doc (word document 97-2003), or .docx (word document) file extension.
- Do not save your files with any extension other than one of the above; otherwise, your work will not be accepted, and you will receive a zero on the assignment. I cannot open files that have a .pages or a picture of a hard drive because they are incompatible with Windows. If you send files with these extensions or ones besides the approved ones, such as .pdf, which I cannot write or make comments on, your work will receive a zero.
- Adobe Reader: You will also need to download Adobe Reader to view course learning materials. It is a free download available at http://get.adobe.com/reader/.
- 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 your instructor from personal email accounts, such as Yahoo! or Gmail, if you are writing concerning grades.

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

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

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<tr>
<th>Category</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Essays</td>
<td>40%</td>
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<tr>
<td>Journals</td>
<td>20%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
<tr>
<td>Group Project</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
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Category Specifications:

| Essays | Students will write multiple essays throughout the course of the semester. Essays include in 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 750 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 will be affected by missing |
outlines, drafts, or sources, and being absent on peer review days. One essay will be a persuasive or position mini-research paper that adheres to MLA style guideline (8th ed.) for in-text parenthetical citations and Works Cited pages, **minimum 850 words**. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with the mini-research paper. Mini-research paper grades will be affected by missing outlines, drafts, or sources, and being absent on peer review/group project days. Instructions will be provided by the appropriate date.

**Journals**

Students will write a several journals that will be 1 to 2 pages in length. One journal assignment will be timed and written in class.

**Daily Grades**

Students will complete shorter assignments that fall into the daily grades category. Daily grades can include but are not limited to quizzes, discussion boards, 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:

- 0-3 absences = full credit for attendance
- 4 or more absences = no credit for attendance
- Three tardies = 1 absence
- Leaving early three times = 1 absence
- Any combination of tardies and leaving early that equals three = 1 absence
- After three absences, you lose all attendance points.

**Group Project**

Students will work on a group project and make a presentation to the class. Students in the group will receive the same grade on the assignment with points deducted only for individuals who are absent or tardy on group project work days or the presentation day. Students who do not meet their assigned tasks may be voted out of the group.

**Final Exam**

Students will take a multiple-choice, 20-question, comprehensive final exam.

**Classroom Etiquette:**

Students are to be respectful to their classmates and their instructor. During class, students are to refrain from using their cell phones unless it is needed to access passwords or look up pertinent information.

**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; 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.

**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.
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 at http://www1.dcccd.edu/cat0506/ss/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 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.

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/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 or of collusion (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.

Responsibility: Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct

Tentative Calendar:

Thursday, June 6: Summer 1 begins
Friday, June 7: Class will meet
Monday, June 10: Cert date and Essay #1 due by the end of class*
Thursday, June 13—Essay #2 due by the end of class*
Thursday, June 20—Essay #3 due by the end of class*
Tuesday, June 25: Drop date and Timed In-Class Writing due by the end of class*
Friday, June 28: Class is scheduled to meet—Essay #4 due by the end of class*
Tuesday, July 2—Group Presentations (In addition to attendance being its own grade, students who are tardy or absent on the following days will have points deducted from the group project: Wednesday, June 19, Monday, June 24 - Thursday, June 27, Monday, July 1, and Tuesday, July 2. Please note that the entire class time will NOT be used to work on the group project with the exception of Monday, July 1; other assignments will be due on these dates.)
Wednesday, July 3: Summer 1 ends—individual conferences as requested

*Essays must be uploaded to eCampus and printed.