Term: Summer 1  
Course: ENGL-1301-45410  
Course Dates: June 6-July 3, 2019  
Class Location: Online

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Caitlin Stanford Kintner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>972-860-8371</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:cstanfordkintner@dcccd.edu">cstanfordkintner@dcccd.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours</td>
<td>C219 By appointment</td>
</tr>
</tbody>
</table>

| A&C Division                | G-Building: Room 138 | 972-860-7124 |

<table>
<thead>
<tr>
<th>Course Drop Date</th>
<th>Tuesday, June 25, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclaimer</td>
<td>The instructor reserves the right to amend this syllabus as necessary.</td>
</tr>
</tbody>
</table>
| Institutional Policies       | Eastfield College Institutional Policies  
(https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx) |

**ENGL 1301 Composition I:** 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.)  

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

**Corequisite/Concurrent:** This is a corequisite course and requires continuous concurrent enrollment with ENGL 1301 or a 3-hour TSI component core course. Course pairing options will vary depending on the campus. **Students should be registered for both DIRW 0315-45410 and ENGL 1301-45410.**  

**Course Format:** This class is completely online. All assignments will be completed on eCampus.  

**Student Learning Outcomes:** Upon the successful completion of this course, students will be able to:  
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:
- Supplies: Access to Microsoft Word or Google Docs, pens, pencils, highlighters, spiral notebook, and internet access.

Note: All supplies are required beginning day 1.

Technology Requirements: Some specific software is required for this class because it is partially online.
- Chrome, Mozilla Firefox, 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. Please save files as either an .rtf (rich text format), .odt (open document), .doc (word document 97-2003), or .docx (word document) file extension.
  - Please note: Document types that are not compatible with eCampus and/or cannot be opened will not be graded. If an assignment is not graded, it will earn a zero. **It is your responsibility to make sure your document type is compatible with eCampus.**
- 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>45%</td>
</tr>
<tr>
<td>Mini-research paper</td>
<td>20%</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>20%</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>15%</td>
</tr>
</tbody>
</table>

Category Specifications:

**Essays**
Students will write two multi-draft essays throughout the course of the semester. Students will also write one timed essay directly onto eCampus. Unless otherwise directed, all essays must be in MLA style, typed, double-spaced. Only Times New Roman, 12-point font will be accepted.

**Mini-research paper**
Students will write a persuasive mini-research paper that adheres to MLA style guidelines (8th ed.) for in-text citations and Works Cited pages. Only Times New Roman, 12-point font will be accepted.

**Discussion Boards**
Students will participate in class discussions via the eCampus discussion
### Daily Grades

Students will complete shorter assignments that fall into the daily grades category. Daily grades can include but are not limited to quizzes and reader responses.

---

**Late Work Policy:** No late work is accepted in this course. If valid documentation (e.g., a doctor’s note) is provided, the student may request to contract with the professor regarding missed assignments from an absence. It is up to the professor’s discretion whether or not to contract based on the validity of the documentation provided.

**Technical Issues:** Because we turn in much of our work electronically, internet accessibility is mandatory. meaning home outages or computer problems do not excuse late work. Please plan accordingly. In the event of technical issues, screenshots (PrtSc, Ctrl+V) must be emailed to the instructor as evidence; burden of proof is on the student. You may also contact eCampus technical support and forward any messages they send you to me. I will review them and consider the issue. Tech support tickets do not automatically excuse late work; each situation will require assessment. In extenuating cases, consideration is given if documentation of the error can be provided by you or by eCampus technical support.

**Writing Expectations:** Students will compose essays 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. Essays that do not meet writing expectations from the syllabus will not be accepted.

**Please note:** Any of the following writing expectation errors will result in your essay not being graded. If an essay is not graded, it automatically earns a zero. Essays will not be graded if:
- They contain unapproved research (research is approved if it is assigned; otherwise assume you should not be researching your topic).
- They are not submitted through SafeAssign (plagiarism checker).
- They do not follow directions regarding topic or rhetorical mode.

**Assignment Feedback:** Feedback on final drafts of essays will be provided on eCampus via attached rubrics and instructor comments. It is your responsibility to check this feedback and apply it to your writing. In other words, any comments given on a final draft should be applied to the next essay assignment, thereby showing your growth as a writer and improving your reading/writing skills.

**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.

**Class Website and Email:** You will be required to use eCampus in this course. Assignments, test dates, course documents, your grades, etc. will be posted on the eCampus website for this course. You are responsible for monitoring this site daily for such information. You may access the site through the internet via http://ecampus.dcccd.edu. You may also access eCampus by going to the Eastfield College home page and clicking on “eCampus”; the Eastfield college home page is http://www.eastfieldcollege.edu or http://www.dcccd.edu. If you do not have a computer at home, you may access eCampus in the Eastfield library. For course and grade-related questions or sending files, please set up a free student Outlook account.

**Email Communication:** As email is vital to communication in this course, be sure to:
- 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 carefully with this if you are using a Yahoo! or Hotmail account.
PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT.
Whenever you email your instructor, 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 your instructor can quickly identify emails from you in his/her inbox.
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.

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. All communication should be conducted through your official student email account.

Email Etiquette: Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:
- Begin with a greeting or salutation. This is both professional and courteous.
- Use Standard American English and proper grammar, punctuation, and spelling.
- All subject lines for this class should include your name and the course level and section, e.g. John Smith ENGL 1301-45410.
- Never type in all uppercase letters.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Sign your name at the bottom of the email. Again, this is both professional and courteous.

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, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. No food or drinks are allowed in the classroom. 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 and stay the entire class meeting.
- Turn off/silence cell phones and other electronic devices upon entering the classroom.
- Cease use of headphones/earbuds during class meetings unless otherwise directed by the instructor.
- Refrain from using cell phones and other electronic devices during the class meeting.
- Refrain from using the classroom computers and printers as well as personal computers/tablets/laptops for non-class related activities during class meetings.
- Refrain from sleeping during the class meeting.
- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Come prepared for each class meeting by having completed assignments.
- Bring required texts and other materials to each class meeting.
- Notify the instructor prior to a necessary absence.
- Do not bring food or drinks into the classroom.
- Use respectful verbal and body language toward all persons in the classroom.

Discussion Board Etiquette: Discussion boards are a significant part of almost any hybrid class. Therefore, it is important you 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/courteous language with fellow students.
Create an atmosphere where other students feel comfortable posting their responses.

Provide constructive criticism to fellow classmates' responses and essays.

Refrain from using profanity or disrespectful language.

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.

Respect the opinions of others even if you do not agree.

“Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.

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://www1dcccd.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 (Includes Due Dates of Major Assignments):

Unit 1 (Exemplification): June 6-June 12
  - Essay #1 due June 12

Unit 2 (Descriptive-Narrative): June 12-June 19
  - Essay #2 due June 19

Unit 3 (Argument): June 19-June 30
  - Mini-research paper due June 30

Unit 4 (Timed Writing): June 30-July 3
  - Timed essay due July 13
**Important Dates:**
Thursday, June: Summer 1 begins
Monday, June 10: Cert date
Tuesday, June 25: drop date
Wednesday, July 3: Summer 1 ends

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