Term: Summer 2 Session
Course: ENGL-1301-46410
Course Dates: 07/08/2019 – 08/08/2019

Instructor: Dr. Amber Pagel
Phone: 972-391-1063
Email: AmberPagel@dcccd.edu
Office & Office Hours: C222 | by appointment during the summer

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

Course Drop Date: July 30, 2019

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


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.

Course Evaluation:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>10%</td>
</tr>
<tr>
<td>MLA Exercises/Quizzes/Other Coursework</td>
<td>25%</td>
</tr>
<tr>
<td>E1—Narrative</td>
<td>10%</td>
</tr>
<tr>
<td>E2—Character Analysis—focus on Organization</td>
<td>10%</td>
</tr>
<tr>
<td>E3—Resume—focus on Ethos</td>
<td>10%</td>
</tr>
<tr>
<td>E4—Informative Report</td>
<td>10%</td>
</tr>
<tr>
<td>E5—Research/Classical Argument</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

“I” Grades: I only use the grade of incomplete for cases involving extenuating circumstances.

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

Course Policies:
1) Please note that this is **not** a self-paced class. Assignments have due dates and are to be completed in a specified order, by which you may build on previous information to prepare for subsequent assignments.
2) **Attendance Policy:** Your participation in Blackboard Discussions/Forums constitutes your attendance.
3) **Written assignments** are expected to be submitted on Blackboard/eCampus, by the due date/time—not emailed later that day/night. **Only work that is submitted correctly will be accepted. NO late work will be accepted** unless I deem the situation/circumstances to be extenuating. Please communicate such circumstances **prior** to the absence when possible. Computer, Internet, technology problems due not excuse you from due dates. Work situations, funerals, routine doctor/dentist appointments, transportation issues do not constitute extenuating circumstances. For such matters, turn your work in prior to its due date. Extenuating circumstances include serious issues, such as hospitalizations and medical emergencies (with documentation).
4) All confidential email communication should be through your school email account. To access your DCCCD Outlook student email account, go to [www.outlook.dcccd.edu](http://www.outlook.dcccd.edu) and follow the login directions there.
5) You will need Microsoft Word for this course; all essays must be submitted as Word documents. Microsoft Office 365 is available for **free** to all DCCCD students.
6) Plagiarism is not tolerated.
7) Respectful etiquette is expected of all students in Discussion Boards/Forums.
8) I reserve the right to make changes to the syllabus/course agenda.

**ACADEMIC HONESTY & PLAGIARISM—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](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. Submitting work/essays from previous classes for assignments in this
class will also constitute cheating. *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 1301 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.

**CERTIFICATION POLICY AND CERTIFICATION DATE**

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. The certification date for this course is **July 11, 2019**.

**DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE**

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) **in person** or **by mail** by **July 30, 2019**. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

**INSTITUTIONAL POLICIES** relating to this course can be accessed from the following link: