Term: Summer 2019  
Course: ENGL-1302-45413  
Course Dates: 06/06/19 - 07/03/19  
Class Location: Blackboard & Google Classroom

<table>
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<tr>
<th>Instructor:</th>
<th>Prof. Andrew Tolle</th>
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<tr>
<td>Email:</td>
<td><a href="mailto:andrewtolle@dccc.edu">andrewtolle@dccc.edu</a></td>
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<tr>
<td>Office:</td>
<td>C209</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>June 25, 2019</th>
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Disclaimer: The instructor reserves the right to amend this syllabus as necessary.

Institutional Policies: 
Eastfield College Institutional Policies
(www.eastfieldcollege.edu/syllabipolicies)

Composition II

Course Format: This online course involves three portals: Blackboard/eCampus, Google Classroom, and Launchpad. Blackboard/eCampus is “home base” -- the central location from which you will access your assignments. You will use Google Classroom for drafting, revision, and collaboration. You will use Launchpad for game-based activities related to the textbook. You will use Blackboard to submit final drafts, access grades, and participate in discussions.

Course Description: Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Coordinating Board Academic Approval Number 23.1301.51 12

Student Learning Outcomes: Upon successful completion, students will:
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Core Objectives for English 1301
1. Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information. English 1302 demonstrates Critical Thinking by requiring students to use effective research strategies, in the evaluation of sufficient, reliable, evidence-based library information sources to be incorporated into a research essay.
2. Communication - to include effective development, interpretation, and expression of idea through written, oral, and visual communication. ENGL 1302 demonstrates Communication by requiring students to produce a clearly written research-based argumentative/persuasive college-level essay.

3. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal. English 1302 students demonstrate Teamwork through peer editing and peer review of research essay drafts and through the collaborative exploration of English components including logic, ethics, merit, credibility, synthesis, grammar, punctuation, etc., prior to final essay submission.

4. Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making. English 1302 develops Personal Responsibility by requiring students to write multiple drafts, follow student codes of conduct in regards to plagiarism in the research essay writing process (e.g., summarizing, paraphrasing, directly quoting, parenthetical in-text citing, etc.), and to practice academic honesty as a standard for their academic rigor and a representation of themselves.

Course Outline: See eCampus link in “Syllabus and Schedule” tab.


Required Materials: A working desktop or laptop computer (a tablet is not sufficient), internet access, an updated web browser compatible with Blackboard, a DCCCD Outlook account, an Eastfield Google Classroom account (created on first day of class), and access to Launchpad.

Evaluation Criteria:

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<tr>
<td>Launchpad Activities</td>
<td>40</td>
<td>Game-based quiz activities connected to textbook readings (Norton Field Guide)</td>
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<tr>
<td>Other Assignments</td>
<td>30</td>
<td>Assignments not on Launchpad, such as completion grades, working draft(s) for the RP, and discussion boards</td>
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<td>Research Paper</td>
<td>20</td>
<td>Final draft of the RP, after revising to make changes based on instructor feedback from the working draft</td>
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<td>Ethos</td>
<td>10</td>
<td>Participation, engagement, and proper netiquette in all class forums and emails (see below).</td>
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Class Websites and Email: You will be required to use eCampus/Blackboard in this course. You are responsible for monitoring eCampus daily. For grade-related questions or sending files, you must use your DCCCD Outlook Account, which is DCCCD’s official means of communication. Please set up that account now if you have not already.

Email Communication: Email is vital to communication in this course.

- Make sure your email address is 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.
- PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT. This means the email I have for you is one you actually use. Also, do not use someone else’s email address, even if it is a family member.
- Follow email etiquette (see policies below) any time you send an email to me or to your classmates.
- You are required to check your email daily to keep up with course correspondence.
- I will respond to emails within 24-48 hours, if not sooner.
- Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.
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. The certification date is June 6, 2019.

COURSE POLICIES

- Read course announcements regularly. You must regularly check eCampus announcements and your email.
- Communicate all extenuating circumstances to me as soon as possible; the earlier you contact me, the better it will be for you and your grade.
- Written assignments must be submitted by the due date/time specified. NO late work will be accepted unless I deem the situation/circumstances to be extenuating. Computer, internet, and technology problems do not excuse you from due dates.
- Respectful etiquette is expected of students at all times, in all course forums.
- The instructor reserves the right to make changes to the syllabus and course agenda. Changes will be announced in eCampus and in class.
- All email communication regarding grades or course progress must be through your DCCCD Office365 email, per Eastfield’s confidentiality policies. Go here to activate it.
- Follow proper e-mail etiquette: this establishes your ethos and affects your final grade in this course. Here is a PowerPoint describing proper email etiquette at Eastfield College. Also see this article from Purdue OWL.
  - Provide a subject, a salutation, a body, and a signature.
  - NEVER send an email with just an attachment (you should always explain the purpose of your writing, including—and especially—in emails to professors). Sending a blank email with an attachment is considered rude in the professional world.
  - Complete, edited sentences are expected.
  - Remember what you should think about in all writing: audience (in this case, a college professor) and purpose (whatever your email is about).
  - If I have to remind you more than once to use correct email etiquette, it will negatively impact your Ethos/Participation grade.
- Plagiarism is not tolerated in this course (nor in any course at Eastfield!).
- All grades are posted on eCampus. You have the same access to grades and grading criteria that I do. Hint: this means that emailing to ask whether or not it’s still possible to pass is unnecessary—you can do those calculations yourself.

DCCCD ACADEMIC HONESTY POLICY/CODE OF CONDUCT

Academic honesty is expected, and integrity is valued in the Dallas County Community College District. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but it 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. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm. In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.
**Writing Expectations:** Students will compose essays that adhere to grammatical and stylistic standards of edited academic American English and follow Modern Language Association (MLA) style in all particulars, including (but not limited to) double spacing, 1-inch margins on all sides, and in Times New Roman size 12 font, four-line MLA style heading, MLA style header with page numbering, and Works Cited page. All writing assignments in this class expect original work, which means that turning in work you have created for a different class is considered academic dishonesty and a violation of the Student Code of Conduct.

**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. All rules, regulations, and guidelines as listed and explained in the EFC/DCCCD Catalog and 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.
- Silence cell phones and other electronic devices upon entering the classroom.
- 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.
- Use respectful verbal and body language toward all persons in the classroom.

**Student Conduct:** 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 is not accepted and will not be tolerated. All rules, regulations, and guidelines as listed and explained in the EFC/DCCCD Catalog and 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:

- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Be prepared for each class activity by having completed assignments.
- Have and use all required texts and other materials throughout the term.
- Use respectful verbal and body language toward all persons in your class, including the instructor.

**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:

- Include a subject, salutation, body, and signature. Open with a greeting or salutation and sign your name at the bottom of the email. This both professional and courteous.
- Use Standard Edited English and proper grammar, punctuation, and spelling. Remember the two most important considerations in writing: audience (in this case, a college professor) and purpose (whatever you are writing about).
- Never type in all uppercase letters. All-caps is one of the most offensive things you can do in a professional or academic email, and it almost always results in you not getting what you want.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Remember audience and purpose. If you are asking for something, provide reasons. If you are claiming something, provide evidence. (Screenshots are often helpful.)
- **Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.**

**Discussion Board Etiquette:** DBs are a significant part of almost any online class. Therefore, it is important you practice proper DB 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 and deadlines 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 and sign your name at the bottom of your response. This is both professional and courteous.
• Use tactful/courteous language with fellow students.
• Create an atmosphere where other students feel comfortable posting their responses. If you are worried that someone will misinterpret your tone, use an emoticon to demonstrate your tonal intent.
• Provide constructive criticism to fellow classmates’ responses and essays. See “What Is a Substantive DB Post” in the Discussion Board tab for more information on this.
• Avoid profanity and refrain from any disrespectful language.
• 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://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 (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.