2014 Core Curriculum Foundational Component Area: 010

Communications 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. (3 Lec.)

Coordinating Board Academic Approval Number 23.1301.51

Student Learning Outcomes:
Upon successful completion of this course, students will be able to:
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.)

Class Website and Email: You will be required to use eCampus in this course. You may access the site through the Internet by typing this address: 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: http://www.eastfieldcollege.com; or http://www.dcccd.edu. If you do not have a computer at home, you may access eCampus from the Library Computer Center in L200.

For course and grade-related questions or sending files, please set up a free student Outlook account. See the “Student Email” section in this syllabus.

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

- Internet Explorer, Mozilla Firefox, or other web browser fully updated: To navigate eCampus, you will need a web browser that has been recently updated.
- **Microsoft Word**: For this course, you will need Microsoft Word (at least version 97-2003 or higher) to submit your assignments. Please save files as either an .rtf (rich text format), .doc (word document 97-2003), or .docx (word document) file extension.

- **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/](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.

**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 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, 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, e.g. the subject line of a student’s email might read: John Smith ENGL 1302-45414

- Check your email daily.

- Emails will generally be responded to within 24-48 hours, if not sooner. If you email me on Friday, Saturday, or Sunday, you will not receive a response until Monday.

- Only send me work via email unless there was a problem with your submission and/or the system is not functioning properly. Otherwise, assignments must be submitted through eCampus.

**Operations Policy**: The instructor reserves the right to make changes as necessary to the content and conduct of the course.

**Grading Scale**: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59, N=0-59, not participating (N negatively affects your Financial Aid)

**Evaluations 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>Quizzes</td>
<td>30%</td>
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<tr>
<td>Discussion Threads</td>
<td>35%</td>
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<tr>
<td>Research Paper</td>
<td>35%</td>
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**Quizzes**
Quizzes in English 1302 will cover information from the chapters as well as MLA format. They may be short answer, true and false, fill in the blank, multiple choice or even essay. **Please do not wait until the last day to take the quizzes; should you have technical problems, and you wait until Friday to take the quizzes, I will not be able to assist you.** You are also advised not to take your quizzes on your cellular phones.

**Discussion Threads**
Discussion Threads are another writing platform; in this area, you will respond to questions about the reading(s). For each discussion week, students are required to respond to the weekly discussion question, as well as make two substantive posts to classmate’s posts in order to receive full credit for the discussion thread. Discussion question responses should range from 350-500 words. **Word count for your posts will be verified.** Please make sure that you utilize the text and/or an outside source to support your claim. Participation posts (response to another student) must reflect critical thought and reflect substantive contribution to the class discussion (generally a minimum of 225 words). Rather than simply posting that you agree or disagree with another student’s post or restating his/her post does not constitute a substantive response. **Thoroughly read your classmate’s argument. If you agree, you must explain. If you disagree, you must also explain. Add additional ideas; support them with evidence from the text. Pose questions and/or challenge your classmate based on what you have read in his/her post.** Additionally, you will be graded on grammar, so proofread your submissions prior to posting. It may be helpful to type your responses in a word document before cutting and pasting them into your submission; this will also ensure that you have a copy of your submission in the event that you have technical issues in submitting your responses. Students are also expected to incorporate in-text citations from the reading/chapter to support response. Please do not forget to create a Works Cited area at the end of your response. **See Discussion Thread format.**

**Additional note:** Unless the question directly states “What do you think?” or “What would you do?” you are to write your post to the questions in third person perspective; respond to your classmate(s) in first person.

**Research Paper**
Weighted 35%, the argumentative research paper covers a topic that is open to debate and provides evidence and reasons to support one’s claim (thesis). Not only does it help demonstrate the student’s ability to effectively write, but it also depicts the appropriate use of the MLA format as well as knowledge, comprehension, and critical thinking. Research paper is to be a minimum of 7 pages in length and must be written in third person perspective; please make sure that it includes the appropriate documented—whether information is summarized, paraphrased, or directly quoted. Also note that the ‘seven pages’ is not inclusive of the Works Cited page.

**Late Work Policy:** No late work will be accepted for this course.

**Writing Expectations:** Students will compose discussion threads and a research paper that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style.

**Academic Honesty Statement:** 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.
- **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.

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this ENGL 1302 class found guilty of cheating on an examination or of plagiarism 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 instructor may submit the student’s information to the dean who may choose to suspend the student from the college and the district.

**Netiquette Expectations:** 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. 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. Below are some specific expectations of you as an online student.

**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 1301-43801
- 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.
- **Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.**

**A Note on Emails:** Emails not adhering to the email expectations for this course will be returned with the request to meet expectations before a response is given. Once email expectations are met, the instructor will respond appropriately. Following directions the first time will result in the student receiving a faster response.

**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

**INSTITUTIONAL POLICIES**
Eastfield’s Institutional Policies relating to this course can be accessed from the following link: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

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.

NOTE: A student email address is required in this class.

Attendance Policy: You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. (Eastfield College, Dallas County Community Colleges Catalog).

If a student is unable to complete a course (or courses) in which he/she is registered, it is the responsibility of the student to withdraw from the course by the appropriate date. The last date to withdraw from this class with a grade of “W” is June 25, 2019. If a student does not withdraw, he/she will receive a performance-based grade, usually a grade of “F”.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

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 for this course is June 10, 2019.

Repeating This Course: (Third Attempt to Enroll in a Course): Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition charges. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/.
**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 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. More information is available at [https://www1.dcccd.edu/cat0406/ss/code.cfm](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.

**Food and Drink Policy:** Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**DCCCD OIE Faculty Syllabi Statement-Fall 2016:** The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:** If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Offices**

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<tr>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td><strong>Eastfield</strong></td>
<td><strong>972-860-8348</strong></td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
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**Religious Holidays:** Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Withdrawal Policy:** If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by **June 25, 2019**. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.
DCCCD Emergency Operating Procedures: http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

The instructor reserves the right to amend this syllabus as necessary. By remaining in the class, you adhere to all of the aforementioned policies. This contract becomes null and void when you withdraw/drop the class.