Instructor Information
Name: Caitlin Stanford Kintner
DCCCD Email: cstanfordkintner@dcccd.edu (best way to contact)
Office Phone: Due to campus closure, I will not be able to answer my office phone (972-860-8371), though I can access voicemail. It will be easier to get into contact with me via email.
Office Location: Due to campus closure, I will not have access to my office (C219).
Office Hours: Due to campus closure, all office hours will be virtual. Office hours will be held MTWRF 10-11AM via Google Hangouts or email. We can also meet virtually at a mutually convenient time if my posted office hours are not convenient.
Division Office and Phone: Arts and Communication | G-Building: Room 138 | 972-860-7124

Course Information
Course Title: Composition I
Course Number: English 1301
Section Number: 40313
Semester/Year: Spring 2020 | Harvesterm 2
Credit Hours: 3
Class Meeting Time/Location: C224 | MW | 1-2:20 p.m.—Due to the nature of the ongoing COVID-19 crisis, ENGL 1301-40313 will meet virtually through eCampus at least through the end of April, if not through the end of the semester.
Certification Date: Friday, April 3, 2020
Last Day to Withdraw: Monday, May 4, 2020

Course Prerequisites
College level ready in reading and writing or concurrent enrollment in DIRW 0315.
Course Format
This is a blended, 8-week course. Some course requirements will be completed in the classroom, and some will be completed online.

Please note: Due to the ongoing COVID-19 crisis, instruction has been moved entirely online and will not meet in the classroom. The class can be accessed through eCampus at http://ecampus.dcccd.edu.

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

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.

Texas Core Objectives
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
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
4. **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:** A word processing program, such as MS Word or Google Docs, internet access, a notebook, pens/pencils, highlighters of at least four different colors, and a flash drive (if not using Google Docs or MS Word online).

Please note: All supplies are due beginning week 2.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Technology Requirements

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

- **Google Chrome, Mozilla Firefox, or other web browser fully updated:** To navigate eCampus, you will need a web browser that has been recently updated. Please note: Internet Explorer is not always compatible with eCampus.
- **Microsoft Word, Google Docs, or other word processing program:** For this course, you will need access to Microsoft Word, Google Docs, or another word processing program to submit your typed assignments.
- **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. An 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.

**Graded Work**

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

**Summary of Graded Work**

<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>Daily Grades</td>
<td>20%</td>
</tr>
<tr>
<td>Discussions</td>
<td>15%</td>
</tr>
</tbody>
</table>

**TOTAL: 100%**

**Final Grade**

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Attendance and Your Final Grade**

Students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. If an absence, tardy, or need to leave early occurs, valid documentation must be provided for the student to request to contract with the professor regarding missed assignments. It is up to the professor’s discretion whether or not to contract based on the validity of the documentation provided.

**Please note:** Due to the ongoing COVID-19 crisis, physical attendance will no not be required as the class will be conducted entirely online. We will not have specific times you are required to log in, but please see the following information regarding online attendance: Students who are successful in this course log in to eCampus daily. Your attendance is verified not only by logging in but also participating in the course by
completing assignments. To be certified in this course, you must participate by completing a minimum of one assignment before the certification date. Valid documentation must be provided for “absences,” e.g. a doctor’s note. If valid documentation is provided, the student may contract with the professor regarding missed assignments. It is up to the professor’s discretion whether or not to contract based on the validity of the documentation provided.

**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.

**Please note:** Due to the nature of the COVID-19 crisis, beginning Monday, March 30, 2020, the strict late work policy will be suspended. Students should make every effort to submit their work by the assigned deadlines, but the professor will consider contracting with students regarding late work as the need arises based on the student’s personal situation.

**Other Course Policies**

**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.

**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.

**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. See the video on eCampus under week 1 to learn or review how to format your paper in MLA style.

**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 are not submitted through SafeAssign.
- They do not follow directions regarding topic or rhetorical mode.
- They contain excessive mechanical and/or formatting (MLA) errors. Excessive is determined by the professor.
- They are submitted in a file type that is not compatible with eCampus and cannot be opened. Alternately, they are submitted in a file type that cannot be accessed for whatever reason (e.g. corrupt file, file with virus, etc.)
- They are not submitted as an attachment (i.e. do not submit a link to your paper or copy and paste your paper onto eCampus).
- They are not submitted in a format that can be edited.
- They contain research when research is not permitted.

**Please note:** While writing expectations will remain in place, due to the nature of the ongoing COVID-19 crisis, the professor will be more flexible regarding the writing expectations and will work with students as necessary.

**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.
- Emails sent after 5 p.m. or on Saturdays will not be responded to until the next day.
- 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.**
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. Alexander Hamilton ENGL 1301-40313
- 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.**
- This etiquette expectations should also be used when utilizing Remind to contact the professor.

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.

**Scholastic Honesty & Plagiarism—English Department Policy**

Scholastic dishonesty...shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework as assigned, plagiarism, and collusion.

“Cheating on a test” shall include, but is not limited to:

a. All forms of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
b. Copying from another student’s test paper.
c. Using test materials not authorized by the person administering the test.
d. Collaborating with or seeking aid from another student, technological aid, or electronic resource during a test without permission from the test administrator.
e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
g. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
h. Bribing another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as 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” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. 12. Intentionally and substantially interfering with the freedom of

Scholastic 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 scholastic 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 Scholastic 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.

**Institutional Policies**

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more. [Eastfield Institutional Policies](http://www.eastfieldcollege.edu/syllabipolicies)

**Course Schedule**

Available on eCampus

**Important Dates**

Monday, March 30: Harvesterm 2 begins
Friday, April 3: Certification date
Monday, May 4: Drop date
Thursday, May 14: Harvesterm 2 ends

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

10/21/19 Version