English Composition 1301 Syllabus
Eastfield College, 8W Spring 2020

Instructor Information
Name: Dr. Joul Layne Smith, PhD
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Phone: 682-777-5712 – Feel free to text me if you have a time-sensitive question; otherwise, email is the best way to reach me. Please be sure to include your full name and class information in all correspondence. I am also willing to take phone calls, but I will need to verify your information in an email or text first.
Office Location: CETL
Office Hours: by appointment
Division Office and Phone: G-Building: Room 138, 972-860-7124

Course Information
Course Title: English Composition
Course Number: ENGL 1301
Section Number: 40318
Semester/Year: 8W, Spring 2020
Credit Hours: 3
Class Meeting Time/Location:

<table>
<thead>
<tr>
<th>Meeting Time</th>
<th>Meeting Dates</th>
<th>Location</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>03/30/2020 - 05/13/2020</td>
<td>Online</td>
<td>8am</td>
</tr>
</tbody>
</table>

Certification Date: 04/03/20
Last Day to Withdraw: 05/04/20

Course Prerequisites
College level ready in Reading and Writing.

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 successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose.
- Read, reflect, and respond critically to a variety of texts.
- 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. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Required Course Materials


Microsoft Word – essays and other assignments that are required to be submitted as file attachments through eCampus course links work best if they are saved and submitted as Microsoft Word files. **Other file types will be accepted but they may not meet the formatting standards, which will affect your grade.** As a student of DCCCD, you are eligible for a free Microsoft Office account, which you can access at the following URL: [http://www.dcccd.edu/MSOffice](http://www.dcccd.edu/MSOffice).
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.

**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.

**Grade Distribution**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Peer Reviews</td>
<td>15%</td>
</tr>
<tr>
<td>How It’s Said Essay (HIS)</td>
<td>10%</td>
</tr>
<tr>
<td>Discourse Community Essay (DCE)</td>
<td>15%</td>
</tr>
<tr>
<td>Rhetorical Analysis Essay (RAE)</td>
<td>20%</td>
</tr>
<tr>
<td>Opinion Essay (OE)</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Description of Graded Work**

**Quizzes**: Each week, you will take an objective quiz that tests your knowledge of the assigned readings, lectures, and classroom activities.

**Peer Reviews**: Each essay will be peer-reviewed by a classmate. Participation in peer reviews is a mandatory element of this class. You will be given specific, step-by-step instructions to guide you through the process.

**How It’s Said Essay (HIS)**: This essay introduces you to the importance of language and acclimatizes you to exploring the role language plays in your everyday circumstances.

**Discourse Community Essay (DCE)**: The DCE builds on the knowledge of the HIS essay by extending an understanding of language to community discourse and the role such discourse plays in various settings.

**Rhetorical Analysis Essay (RAE)**: For the RAE, you will develop a more complex method for analyzing language and human communication. In the RAE, you will apply
the skills of the first two essays, plus new analytical strategies, to analyze whether or not an article should be published in an EFC Newspaper.

**Opinion Essay (OE):** For the Opinion Essay, you will offer your personal opinion on the class topic that was introduced with the RAE. You will defend your opinion by giving reasons and evidence that are drawn from a synthesis of various sources.

**Attendance**
You will need to log into Blackboard at least once a week or you will be counted as absent. By not attending class, you forgo any access to conferencing or feedback because you will have missed many points of reference for our communication.

**Late Work Policy**
I do not prefer to accept late work. If you feel like you have an extenuating circumstance, then discuss the matter with me. Though I want to be approachable and understanding, I can not guarantee that any late work will receive a grade or feedback. If I do decide to grade any late work, that grade will be final and no revisions will be possible.

**Essay Revisions After Grading**
If you receive a low score on Essay 1, 2, or 3 you may rewrite them at any time and submit them by the last day of class for a new grade.

**Plagiarism and Academic Dishonesty**
The biggest error you can make in any paper is to commit plagiarism, which carries severe penalties even when the plagiarism may be unintentional. To protect yourself, please pay attention to class discussions we have about it and/or announcements and documents posted and read up on the terms and explanations given on the informative and helpful website Plagiarism.org. Claiming that you didn’t realize you were plagiarizing will NOT be a valid excuse; you are expected to understand what plagiarism is and avoid it at all costs. Plagiarism will receive an automatic zero and could lead to your dismissal from the class or suspension from the college, so please, BE ORIGINAL. Have fun writing what YOU like, saying what YOU want to say, and developing the skills to get your own thoughts, opinions, wisdom, and experiences across to others.

A plagiarized paper will be given a grade of zero. Depending on the severity of the plagiarism offense, you may also receive a Failing grade for the entire course. Intentional plagiarism may carry heavier penalties and will be reported to school
officials. If you are unfamiliar with what offenses constitute plagiarism, please refer to the Eastfield College Student Code of Conduct as explained in the Eastfield College and the district catalogs. In addition to obvious plagiarism such as copying another student’s work or buying papers from individuals or from the internet, plagiarism also occurs in the following circumstances:

- Writing quotations that do not give credit to the original author, either student or professional, either in print or from electronic sources; quotations must be clearly indicated by quotation marks or indentions (in the case of block quotes) and not only by in-text citations.
- Using material that is so closely paraphrased that it includes the original author’s exact words or order of sentences, or writing ideas and concepts that come from source material and are not your original thoughts; even writing just a few words that are copied directly from the source without proper documentation is plagiarism. When paraphrasing from a source, try to write from memory and avoid reading the source as you write to avoid this problem. When you take notes from a source, include quotation marks around the source’s language so you do not make mistakes as you include the information in your essays.
- Using summary information without giving credit to the source or substituting words for some of the specific language and not crediting the source for the basis of the information;
- Including facts, statistics, or other research information without citing the source;
- Citing a source in the in-text citation but not in the works cited page or failing to include a works cited page;
- Listing sources in a works cited page but not citing the source in the body of the paper.

If you have any doubt about whether your work could qualify as plagiarism, ask! Do NOT take a chance on being charged with this serious offense. I reserve the right to submit any paper to the college’s SafeAssign website to check for plagiarism.

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 the following URL: 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 un-administered 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, words, without proper documentation. For such an offense, a student will receive a **zero** on the assignment and can 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 that you put in quotation marks. 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. If you **summarize, paraphrase or directly quote from an author**, you must use the appropriate documentation because the “idea(s)” still belong to the author.

**Other Course Policies**

**Missed Essays and Peer-Reviews:** IF YOU FAIL TO COMPLETE A MAJOR ESSAY OR A PEER-REVIEW, YOU WILL AUTOMATICALLY RECEIVE AN **F** IN THE COURSE.

**Wrong Assignment Uploaded:** For all assignments uploaded to eCampus, students are responsible for checking to ensure that the document has successfully uploaded into the portal. Also, be certain that you have inserted the correct document for the assignment and that it is in the best (Microsoft Word) file type. Once the assignment deadline has passed, students WILL NOT be allowed to re-upload an assignment. So for every assignment, be sure to check that the appropriate document that you want graded is available for the professor by the due date.
**Double Dipping or Recycling Assignments**: Students may not use essays or other course materials that have been written or prepared for another course. Even though you may be the originator of these materials, this is known as double dipping or recycling materials and is a form of plagiarism and cheating. Previously prepared materials of this sort will not be graded. Instead, a zero will be recorded in the Grade Center for the assignment.

**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 Outline**

The following chart shows a general outline for the course. A detailed Course Schedule will be posted in our course site that gives you all necessary information for completing your work and lists specific due dates.

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>March 30-April 6</td>
<td><strong>Introduction to Writing</strong></td>
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<tr>
<td></td>
<td></td>
<td>Chapters 1, 4-6, and 27-33; <strong>HIS first draft due in discussion board on Friday at 8am. Quiz 1 due by Monday (April 6 at 7:59am)</strong></td>
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<tr>
<td>2</td>
<td>April 6- April 13</td>
<td><strong>Language and Writing</strong></td>
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<td></td>
<td></td>
<td>Chapters 18, 21, 35; <strong>HIS peer-review discussion due on Wednesday (April 8 at 8am); HIS Final Draft Due on Monday (April 13 at 7:59am); DCE first draft also due in discussion board by Monday (April 13 at 7:59am); Quiz 2 due by Monday (April 13 at 7:59am)</strong></td>
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<tr>
<td>3</td>
<td>April 13-April 20</td>
<td><strong>Appealing to Audiences</strong></td>
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<td>Chapters 11, 16, 39; <strong>DCE peer-review discussion due on Wednesday (April 15 at 8am); DCE Final Draft due on Monday (April 20 at 7:59am); RAE first draft due in discussion board by Monday (April 20 at 7:59am); Quiz 3 due on Monday (April 20 at 7:59am)</strong></td>
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<td>4</td>
<td>April 20-April 27</td>
<td><strong>Analyzing Conventions</strong></td>
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<td></td>
<td></td>
<td>Chapters 2 and 12, 36; <strong>RAE peer review discussion due on Wednesday (April 22 at 8am); RAE Final Draft due on Monday (April 27 at 7:59am); Quiz 4 due on Monday (April 27 at 7:59 am)</strong></td>
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<tr>
<td>Week</td>
<td>Topic</td>
<td>Readings &amp; Assignments</td>
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<td>5</td>
<td>Synthesizing Positions</td>
<td>Chapters 3, 17, 38-40; <strong>OE first draft due in discussion board on Friday (May 1 at 8am). Quiz 5 due by Monday (May 4 at 7:59am)</strong></td>
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<tr>
<td>April 27-</td>
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<tr>
<td>May 4</td>
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<tr>
<td>6</td>
<td>Using Conventions and Developing an Opinion</td>
<td>Chapters 8 and 13; <strong>OE peer-review discussion due on Wednesday (May 6 at 8am); OE Final Draft due on Monday (May 11 at 7:59am); Quiz 6 due on Monday (May 11 at 7:59 am)</strong></td>
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<tr>
<td>May 4-May 11</td>
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<td>7</td>
<td>Final</td>
<td>No Reading; <strong>Quiz 7 due on Wednesday (May 13 at 7:59 am)</strong></td>
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<tr>
<td>May 11-May 13</td>
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**Disclaimer Reserving Right to Change Syllabus/Course Schedule**

The instructor reserves the right to amend this syllabus as necessary. It is your responsibility to go over the contents of the syllabus carefully in order to understand what is expected of you in order to be successful in this class.

**Professor Policies**

I am willing to resolve any issue as long as you are open and tactful. Please do not hesitate to initiate a conversation (in-person or electronically) about any matter of concern. I am the professor of record who is hired only to prepare and teach the course and then to assign grades. It is a serious ethical violation for me to provide much more to this class than my contract demands. However, I am also a humanitarian who is bound by a personal dedication to increasing and passing along understanding. That means much of the feedback you will receive will have to be initiated by your inquiries, which should be thoughtful and specific if we are to make any kind of progress.