Composition I Syllabus
Eastfield College

Instructor Information
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Course Information
Course Title: Composition I
Course Number: English 1301
Section Number: 40403
Semester/Year: Spring 2020 Flex 2
Credit Hours: 3
Class Meeting Time/Location: Online/INET MTWRF
Certification Date: 03/30/2020
Last Day to Withdraw: 05/01/2020

Course Prerequisites
College level ready in reading and writing or concurrent enrollment in DIRW 0315.

Course Format
This is an online course. All course requirements will be completed online.

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: Reliable Internet Access

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/](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](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>Specification(s)</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>Students will write multiple essays throughout the course of the semester. Essays include in and out of class papers, prewriting, drafts, peer reviews, and rewrites. Unless otherwise directed, all essays must be in MLA style, typed, double-spaced, <strong>minimum 800 words</strong>. Only Times New Roman, 12-point font will be accepted. Students are to turn</td>
<td>35%</td>
</tr>
</tbody>
</table>
in all of the work associated with each essay. Essay grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days.

Mini-research Paper

Students will write a persuasive mini-research paper that adheres to MLA style guidelines (8th ed.) for in-text parenthetical citations and Works Cited pages, **minimum 1000 words**. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with the mini-research paper. Mini-research paper grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days. Instructions will be provided by the appropriate date.

Daily Grades

Students will complete shorter assignments that fall into the daily grades category. Daily grades can include but are not limited to quizzes, discussion boards, class discussions, peer reviews, reading responses, and short writings.

**TOTAL: 100%**

**Final Grade**

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
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</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>
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**Late Work Policy**

Late work will not be accepted in this course. However, some exceptions may be made, on a case by case basis, due to special extenuating circumstances.

**Other Course Policies**

- **READ COURSE ANNOUNCEMENTS REGULARLY.** You must regularly check eCampus announcements.
- **Attendance Policy:** You are expected to attend and participate in all class sessions. As described above, your attendance is assessed through daily grades. At 30% of your final grade, it is almost impossible to pass this course if you are not in class and do not participate, since there are no make-ups for in-class daily grades.
I know that life happens—it happens to all of us! Therefore, I know it’s possible that you will miss class once or twice this semester. **That’s why I drop the two lowest in-class daily grades.** Two absences will not harm your final grade. *Remember, though: you are always expected to be prepared for class even if you were absent prior—contact a classmate to find out what you missed.*

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 on Blackboard 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.
- Check your email daily to keep up with course correspondence.
- Emails will generally be responded to within 24-48 hours, if not sooner.
- 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.
- Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.
- All email communication must be through your **DCCCD Office365 email,** per Eastfield’s confidentiality policies. Go here to activate it: [http://www.dcccd.edu/SS/OnlineSys/Pages/MSOffice.aspx](http://www.dcccd.edu/SS/OnlineSys/Pages/MSOffice.aspx)
  - **I CANNOT CONVERSE WITH YOU ON YOUR PERSONAL OR WORK EMAIL**

- Follow proper e-mail etiquette: this establishes your ethos. See this article from Purdue OWL: [https://owl.english.purdue.edu/owl/resource/694/1/](https://owl.english.purdue.edu/owl/resource/694/1/).
  - 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).
- Plagiarism is not tolerated in this course (nor in any course at Eastfield!).
- Respectful etiquette is expected of students at all times.
- The instructor reserves the right to make changes to the syllabus and course agenda. These will be announced in class and updated on eCampus/Blackboard.
- All grades are posted on eCampus.

**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
Email Communication

As email is vital to communication in this course, be sure to:

➢ Check your email daily to keep up with course correspondence.
➢ Emails will generally be responded to within 48 hours, if not sooner.
➢ 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.
➢ Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

Discussion Board Etiquette

Discussion boards are a significant part of almost any blended class. Therefore, it is important you practice proper discussion board 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 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. This is both professional and courteous.
➢ Use tactful/courteous language with fellow students.
➢ Create an atmosphere where other students feel comfortable posting their responses.
➢ Provide constructive criticism to fellow classmates’ responses and essays.
➢ Refrain from using profanity or disrespectful language.
➢ When responding to classmates or your instructor, sign your name at the bottom of your response. This is both professional and courteous.
➢ 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.

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://www1dccc.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.

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

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro to Course</td>
<td>Textbook Readings, E-Campus Handouts, Formal Essay 1 Prompt, Poetic Vocab Quiz</td>
</tr>
<tr>
<td>2</td>
<td>Thesis Statement</td>
<td>Textbook Readings, E-Campus Handouts, FE1 Outline, Thesis Statement Quiz</td>
</tr>
<tr>
<td>3</td>
<td>Embedding Quotes &amp; Topic Sentences</td>
<td>Textbook Readings, E-Campus Handouts, Peer Review, Library Research, Formal Essay 2 Prompt, Embedding Quotes Quiz</td>
</tr>
<tr>
<td>4</td>
<td>MLA Format &amp; Works Cited</td>
<td>Textbook Readings, E-Campus Handouts, FE2 Annotated Bibliography, FE2 Outline</td>
</tr>
<tr>
<td>5</td>
<td>Rewrites &amp; Revision</td>
<td>Textbook Readings, E-Campus Handouts, MLA Quiz</td>
</tr>
<tr>
<td>Week</td>
<td>Topic</td>
<td>Readings &amp; Assignments</td>
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<tr>
<td>6</td>
<td>Research</td>
<td>Textbook Readings, E-Campus Handouts, Library Research, FRE Topic Proposal, FRE Outline</td>
</tr>
<tr>
<td>7</td>
<td>Research</td>
<td>Peer Review, FRE Annotated Bibliography, FRE Topic Proposal</td>
</tr>
<tr>
<td>8</td>
<td>Final Research Essay</td>
<td>Final Research Essay</td>
</tr>
</tbody>
</table>

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

10/21/19 Version