Composition I Syllabus
Eastfield College

Instructor Information
Name: Sabine Winter
DCCCD Email: swinter@dcccd.edu
Office Phone: 972-860-7362
Office Location: N204
Office Hours: MWTR 2:30-3:30 p.m.
Division Office and Phone: G-Building: Room 138, 972-860-7124

Course Information
Course Title: Composition 1
Course Number: ENGL 1301
Section Number: 40404
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: INET
Certification Date: March 30, 2020
Last Day to Withdraw: May 1, 2020

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
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
   
   *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.*

2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
   
   *ENGL 1301 develops Communication by requiring students to respond to a variety of texts in the form of revised and edited academic essays.*

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
   
   *ENGL 1301 develops Teamwork by requiring students to engage in collaborative writing and editing processes such as peer review.*

4. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
   
   *ENGL 1301 develops Personal Responsibility by teaching students the ethical and accurate use of research through proper citation and documentation.*

Required Course Materials
Textbooks:
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.

Notebook: Three ring binder or spiral notebook -- pages must be contained and cannot be loose.

Pens: You will need a blue or black pen for note-taking, a pen for editing (red, green, or purple), and a pencil.

Word Processing: You must have access to word-processing software. As a student you can use and download Office 365 for free. Google docs is also acceptable.

e-Campus: You must be able to access your e-Campus account on Blackboard. You will be expected to access and submit course materials and assignments here, and it is also where grade information will be housed.

To access e-Campus, follow the following link:
https://dcccd.blackboard.com/webapps/portal/execute/tabs/tabAction?tabId= _1_1&tab t ab_group_id= _1_1

If you experience problems accessing your e-Campus account, it is your responsibility to resolve this issue. The phone number for tech support is 1-866-374-7169 or 972-669-6402.

Email: All communication with the instructor must be conducted exclusively via the student’s district-provided email account. The instructor will not respond to emailed messaged from other accounts.

To set up and access the above email account, follow this link:
https://www.dcccd.edu/services/onslineservices/email-ms-office/pages/default.aspx
If you experience problems accessing your e-Campus account, it is your responsibility to resolve this issue. The phone number for tech support is 1-866-374-7169. Other options to contact tech support are available by scrolling to the bottom of the page linked above.

**ASSIGNMENTS SUBMITTED VIA EMAIL WILL NOT BE GRADED.**

**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>Assignments</th>
<th>Points</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>3 @ 10 percent each</td>
<td>30 percent</td>
</tr>
<tr>
<td>Final Essay</td>
<td>1 @ 20 percent each</td>
<td>25 percent</td>
</tr>
<tr>
<td>Quizzes</td>
<td>5 @ 2 percent each</td>
<td>20 percent</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1 @ 10 percent each</td>
<td>15 percent</td>
</tr>
<tr>
<td>Participation &amp; Attendance</td>
<td></td>
<td>10 percent</td>
</tr>
</tbody>
</table>

**TOTAL: 100 percent**

**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>80-89.999%</td>
<td>B</td>
</tr>
<tr>
<td>70-79.999%</td>
<td>C</td>
</tr>
<tr>
<td>60-69.999%</td>
<td>D</td>
</tr>
<tr>
<td>0-59.999%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Description of Graded Work**

**Essays:** Essays will explore different topics using different writing strategies and incorporating varying forms of research. Length and rhetorical situation will differ with each assignment and can be found on the individual assignment sheets. One essay will be timed and completed entirely in class.
There will be a minimum of three (3) major essays.

**Final Essay:** The final essay will be an argument and require incorporating different writing and research strategies explored throughout the semester. The essay will be five to seven pages in length. The rhetorical situation will be disclosed on the assignment sheet.

*The final essay is mandatory. Failure to submit this essay will result in a failing semester grade.*

**Quizzes:** Quizzes will test information discussed in class and assigned readings. There will be a minimum of four quizzes.

There will be a minimum of five (5) quizzes.

**Final Exam:** The final essay will be an argument and require incorporating different writing and research strategies explored throughout the semester. The essay will be five to seven pages in length. The rhetorical situation will be disclosed on the assignment sheet.

*The final essay is mandatory. Failure to submit this essay will result in a failing semester grade.*

**Attendance & Participation:** Attendance will be taken daily. A student who misses four (4) or more classes will lose the entire attendance credit for this semester.

A student must be in class at the time of roll call to be marked present. If a student arrives late, it is the student's responsibility to ensure the professor has noted this.

A student must participate during class to earn a participation grade for the day. Failure to participate will result in a reduced or no attendance grade for that class period.

Tardis: Being late or leaving early without prior instructor approval will result in losing half of the attendance grade for that class period. If a student arrives late and leaves early without prior instructor approval, the attendance grade will be zero (0) for that day.

If a student accrues tardis equalling four or more absences, then this will be treated in the same way as four or more absences, and he or she forfeits the attendance grade for the entire semester.
Attendance and Your Final Grade

After missing four (4) or more classes during this semester, either by missing four (4) or more entire classes or eight (8) partial classes, you will lose all attendance credit. This amounts to ten (10) percent of your semester grade.

Also refer to “Participation” under “Other Course Policies.”

Late Work Policy

All assignments are due on the day and time stipulated. Late submissions will not be accepted. Failure to submit an assignment on time will result in a failing grade. This includes in-class assignments, homework, quizzes, and major assignments like essays and the final exam. All assignments must be submitted via eCampus unless otherwise instructed by the instructor.

Other Course Policies

Academic Honesty & Plagiarism: 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 DCCC Code of Student Conduct published in the DCCC Catalog at
https://www1.dcccd.edu/catalog/GenerallInfo/CollegePolicies/code.cfm?loc=econ

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, words. 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. 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.

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 online at the district website (https://www1 dcccd.edu/cat0608/ss/code.cfm). Consequences for Academic Dishonesty and/or Plagiarism: Any student in this class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) 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.

Classroom Etiquette & 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. 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 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.
• Use respectful verbal and body language toward all persons in the classroom.

Should a student cause disruption, I will contact the student to discuss the matter. In extreme cases, the student will not be allowed to participate further in the course until said student has communicated with me or an administrator. For more severe penalties, see Student Code of Conduct in the current Eastfield College Catalogue on the website https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=EFC.

Furthermore you are prohibited to record portions of a class or the entire class unless otherwise directed by Disability services or you have PRIOR approval from the instructor. You may at no time share a portion of a class or the entire class, including but not limited to online content, in a private or public forum outside class.

Should you at any time during the semester observe any behavior that makes you feel uncomfortable, please contact me or the Title IX Coordinator (contact information is listed below) immediately.

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 on MS Word.

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 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.

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 1301-4XXXX.
• 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.

**Mandatory Assignments**: Both the final essay and final exam are mandatory, and failure to submit either will result in a failing semester grade.

**Grade Concerns**: If you feel an individual grade for essays, assignments, quizzes, the final exam, or attendance and participation is incorrect, it is your responsibility to address your concern with me during office hour or an appointment you set up. These matters cannot be addressed during 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>Module</th>
<th>Readings &amp; Assignments</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Syllabus Introductions, Orientation Quiz 1</td>
<td>March 26</td>
</tr>
<tr>
<td>Introspection through Description &amp; Narrative</td>
<td>Rhetorical Situation Descriptions</td>
<td></td>
</tr>
<tr>
<td>Module</td>
<td>Readings &amp; Assignments</td>
<td>Due Dates</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td></td>
<td>Narratives</td>
<td>See e-Campus April 6</td>
</tr>
<tr>
<td></td>
<td>Workshop Essay 1</td>
<td>April 7</td>
</tr>
<tr>
<td></td>
<td>Quiz 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Essay 1</td>
<td></td>
</tr>
<tr>
<td>Inspiration: Defining Goals</td>
<td>Definition</td>
<td>April 14</td>
</tr>
<tr>
<td></td>
<td>Writing Process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thesis Statements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Video Essay</td>
<td></td>
</tr>
<tr>
<td>Roadmap to Success: A Process</td>
<td>Process Analysis</td>
<td>See e-Campus April 20</td>
</tr>
<tr>
<td></td>
<td>Comparative Analysis</td>
<td>April 21</td>
</tr>
<tr>
<td></td>
<td>Finding &amp; Using Data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Using &amp; Citing Sources – Part I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workshop Essay 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Essay 2</td>
<td></td>
</tr>
<tr>
<td>Strength Training: Causal</td>
<td>Causal Analysis</td>
<td>See e-Campus May 4</td>
</tr>
<tr>
<td></td>
<td>Finding &amp; Using Data</td>
<td>May 5</td>
</tr>
<tr>
<td></td>
<td>Using &amp; Citing Sources – Part II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workshop Essay 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Essay 3</td>
<td></td>
</tr>
<tr>
<td>Own It: Argument</td>
<td>Argument</td>
<td>See e-Campus May 12</td>
</tr>
<tr>
<td></td>
<td>Citing &amp; Using Sources – Part III</td>
<td>May 13</td>
</tr>
<tr>
<td></td>
<td>Workshop Essay 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Essay 4</td>
<td></td>
</tr>
<tr>
<td>Debrief &amp; Celebrate</td>
<td>Assessing Learning &amp; Instruction</td>
<td>May 13</td>
</tr>
<tr>
<td></td>
<td>Final Exam</td>
<td></td>
</tr>
</tbody>
</table>

The instructor reserves the right to amend this syllabus as necessary.
10/21/19 Version