Composition I Syllabus
Eastfield College

Instructor Information
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Course Information
Course Title: Composition I
Course Number: English 1301
Section Number: 40406
Semester/Year: Spring Harvesterm 2 / 2020
Credit Hours: 3
Class Meeting Time/Location: online
Certification Date: 04/03/2020
Last Day to Withdraw: 05/04/2020

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.)

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

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.

#### Final Grade

I will calculate your final grade for the course based on the following criteria:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Participation</td>
<td>15%</td>
</tr>
<tr>
<td>Essay 1</td>
<td>15%</td>
</tr>
<tr>
<td>Essay 2</td>
<td>20%</td>
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<tr>
<td>Essay 3</td>
<td>20%</td>
</tr>
<tr>
<td>Essay 4</td>
<td>15%</td>
</tr>
</tbody>
</table>

**TOTAL: 100%**

#### Description of Graded Work

**Quizzes and Readings**: For each assigned reading, there will be a brief quiz designed to ensure that you have completed and comprehended that reading. You will be allowed two attempts at the quiz, and your highest score will be counted towards your final course grade. I will drop the lowest quiz grade for each student (eCampus will do this automatically). Quizzes cannot be taken after the due date has passed.

**Essays and Presentation**: Students will produce four formal assignments, of varying lengths, over the course of the semester, totaling a minimum of fifteen polished pages by the end of the semester. For this section of the course, students will practice writing as a process, and for each paper, will produce multiple drafts, exchange those drafts with peers, and work to develop their own sense of academic writing. At the end of the semester, you will submit a brief presentation for one of your essays.
Participation and Collaboration: Throughout the semester you will participate in activities including peer review, discussions, and individual journal writings as part of the preparation for final drafts of your essays. These will generally be completion grades, meaning that completing the assignment (following all instructions) earns full credit.

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

Other Course Policies

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 1301-40406.
- 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.
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, as well as discrimination, 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://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.

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>Dates</th>
<th>Topic</th>
<th>Readings &amp; Major Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>March 30 – April 3</td>
<td>Rhetoric, Literacy Narratives</td>
<td>Chapters 5–8, 10</td>
</tr>
<tr>
<td>2</td>
<td>April 6–10</td>
<td>Getting Started</td>
<td>Chapters 27 and 29, Essay 1</td>
</tr>
<tr>
<td>3</td>
<td>April 13–17</td>
<td>Evaluations, Strategies</td>
<td>Chapters 16 and 35–36</td>
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<tr>
<td>4</td>
<td>April 20–24</td>
<td>Plagiarism, Documentation</td>
<td>Chapters 51–54, Essay 2</td>
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<tr>
<td>5</td>
<td>April 27 – May 1</td>
<td>Arguments</td>
<td>Chapters 13 and 38</td>
</tr>
<tr>
<td>6</td>
<td>May 4–8</td>
<td>Research</td>
<td>Chapters 47–50, Essay 3</td>
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<tr>
<td>7</td>
<td>May 11–13</td>
<td>Reflection</td>
<td>Chapter 21, Essay 4</td>
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</tbody>
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The instructor reserves the right to amend this syllabus as necessary.

03/29/20 Version