English Composition 1301 Syllabus
Eastfield College, 8W Spring 2020

Instructor Information
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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.
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: 49313
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>09:30AM - 10:50AM</td>
<td>01/21/2020 - 03/12/2020</td>
<td>G130</td>
<td>Monday and Wednesday</td>
</tr>
</tbody>
</table>

Certification Date: 1/27/20
Last Day to Withdraw: 2/26/20

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

*Norton Field Guide with Readings and Handbook, 5th Edition*, by Richard Bullock, Maureen Daly Goggin, and Francine Weinberg. ISBN 978-0-393-69644-8. **NOTE**: The ebook version of the book is the least expensive option, though you are welcome to buy the print version if you prefer it. You will need access to *InQuizitive*, which is included with the ebook and with new copies of the print book. Other versions of the *Norton Field Guide* (such as the 4th edition and versions that don’t include the readings and handbook) will not work for the class.

Microsoft Word – essays and other assignments that are required to be submitted as file attachments through eCampus course links must be saved and submitted as Microsoft Word files. **No other file types will be accepted**. 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.

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>10%</td>
</tr>
<tr>
<td>How It’s Said Essay (HIS)</td>
<td>15%</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: During the last half of the last day of class 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 your personal interaction 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): From the DCE, you will develop a more complex method for analyzing language and human communication. In the RAE, you will apply that method to a deeper exploration and analysis of a controversial class topic chosen by the instructor.

Opinion Essay (OE): For the Opinion Essay, you will offer your personal opinion on the class topic and defend your opinion with a careful arrangement of your reasoning.

Attendance
I will take attendance every day of the class, and missing classes means you will miss material covered in quizzes and guidelines associated with completing essays. If you regularly miss class (more than three classes total), you will forgo the option of receiving feedback because your point of reference will not be adequate for a useful dialogue.

Late Work Policy
This class has a **TWO-DAY rule** for late work. This means that discussions, quizzes, and exercises can be submitted up to 48 hours after the due date without a late-point deduction (though I highly recommend that you stick to the due dates given whenever possible and only use this two-day flexibility clause for emergencies). You don’t need to ask permission for that; just take the extra day or two if you need it for those assignments. However, please note that this rule does NOT apply to Essays or Research Paper assignments, as explained below.

**Essays can be submitted up to TWO days after the due date BUT will receive a deduction of 10 points per day.** Any essay that is not submitted within 48 hours of the due date will be given a zero. If an emergency comes up AND you can provide documentation for that, you may request an extension for an essay, but because this course is so short, only a few extra days can be offered; and that will only be offered with documentation (such as a doctor’s note, for example).

Essay Revisions After Grading
If you receive a low score on Essay 1 and/or Essay 2, you may revise and re-submit the essay once for additional points. I will give extensive feedback on your graded essays; it’s up to you to apply the suggestions you deem most beneficial and work to make the paper stronger. Email the revised paper (be sure to remove highlights and comments first so that you are sending a clean draft) as a Word attachment; the body of the email must include a note explaining what you are sending and the ways in which the
essay was corrected and improved. Re-writes will NOT be accepted unless an explanation of the corrections is included. Also be sure to include your full name and course number in the email. You have THREE DAYS from the day the paper is returned to you to email the revisions. The research paper is an exception to this policy; it can only be submitted once and no revisions or corrections after it is graded will be allowed.

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
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 required 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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
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</thead>
<tbody>
<tr>
<td>1 (1/23)</td>
<td>Introduction to Writing</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Topic</td>
<td>Readings &amp; Assignments</td>
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<tr>
<td>2 (1/27 &amp; 1/29)</td>
<td>Language and Writing</td>
<td>Chapters 1, 4-6 27-33; <strong>Quiz and HIS first draft due in discussion board on Wednesday.</strong></td>
</tr>
<tr>
<td>3 (2/3 &amp; 2/5)</td>
<td>Appealing to Audiences</td>
<td>Chapters 18, 21, 35; <strong>HIS peer-review discussion on Monday; Quiz on Wednesday; HIS Final Draft Due on Wednesday; DCE first draft due in discussion board by Friday.</strong></td>
</tr>
<tr>
<td>4 (2/10 &amp; 2/12)</td>
<td>Analyzing Conventions</td>
<td>Chapters 11, 16, 39; <strong>DCE peer-review discussion on Monday; Quiz on Wednesday; DCE Final on Wednesday.</strong></td>
</tr>
<tr>
<td>5 (2/17 &amp; 2/19)</td>
<td>Using Conventions</td>
<td>Chapters 2 and 12, 36; <strong>Quiz on Wednesday; RAE first draft due in discussion board on Wednesday.</strong></td>
</tr>
<tr>
<td>6 (2/24 &amp; 2/26)</td>
<td>Synthesizing Positions</td>
<td>Chapters 3, 17, 38-40; <strong>RAE peer-review discussion on Monday; Quiz on Wednesday; RAE Final on Wednesday.</strong></td>
</tr>
<tr>
<td>7 (3/2 &amp; 3/4)</td>
<td>Developing and Opinion</td>
<td>Chapters 8 and 13; <strong>OE first draft due in discussion board on Wednesday; Quiz on Wednesday</strong></td>
</tr>
<tr>
<td>8 (3/9 &amp; 3/11)</td>
<td>Finals Week</td>
<td>No Reading; <strong>OE peer-review discussion on Monday; Quiz on Wednesday; OE on Wednesday</strong></td>
</tr>
</tbody>
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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.

**In Conclusion**

This class is designed to develop your writing skills and help you learn more about effectively using your own voice to discuss things that matter to you. Together we will explore issues that have meaning in our lives and learn about new people, places, and things that may affect how we view the world. The more personal and adventurous you can get with your writing, the more we will all enjoy it and the more everyone’s writing will improve.

Because we want to have the freedom to get personal, however, I’ll expect everyone here to be respectful and considerate at all times. **Comments that are derogatory towards people based on race, gender, religion, or sexual preference will NOT be tolerated.** Anyone using offensive slang with “hate” connotations to it will be asked to leave the class discussions. Being open-minded will help you learn more about the way
other people think; and being objective will make you better at recognizing opportunities for improvement in your writing. It is important to use your own voice in your writing and to use your position and experiences in life to express your views through your writing. As we delve into discussions that may be controversial at times, arguing and expressing opposing views will be expected and even appreciated; but disagreements must be voiced appropriately and intelligently. **We are now a community of writers, so let’s be supportive of each other’s efforts!**