Composition I: ENGL 1301-49315
Eastfield College
Spring 2020

Instructor Information
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Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number: 49315
Semester/Year: Spring 2020 – Harvesterm 1
Credit Hours: 3
Class Meeting Time/Location: Mondays & Wednesdays 1:00-2:20 L305
Certification Date: January 27, 2020
Last Day to Withdraw: February 26, 2020

Course Format
Course co-requisite: students should also be registered for ENGL-1302-43025.

This course is blended, which means that in addition to meeting face-to-face, you will do work online in order to get through the term in only eight weeks instead of sixteen. Our course will involve some online portals related to your textbook, but Blackboard/eCampus is always “home base” -- it is the central location from which you will access your assignments, grades, and course announcements.

The online portion involves three portals: Blackboard/eCampus, Google Classroom, and Norton InQuizitive. Blackboard/eCampus is “home base” -- the central location from which you will access your assignments. You will use Google Classroom for drafting, revision, and collaboration (account information and class code given on first day of class). You will use InQuizitive for game-based activities related to the textbook. You will use Blackboard (eCampus) to submit drafts for SafeAssign and rubric use, to access grades, and to participate in discussions.
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 23.1301.51-12-2014. Core Curriculum Foundational Component Area: 010 Communications

Student Learning Outcomes
Upon successful completion of this course, students will

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 - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information. English 1301 demonstrates 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 - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication. English 1301 demonstrates 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. English 1301 students demonstrate 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. English 1301 develops Personal Responsibility by teaching students the ethical and accurate use of research through proper citation and documentation.
Required Course Materials

- *Norton Field Guide*, 5th edition, 2019, Bullock, Goggin, and Weinberg with InQuizitive access. **Access to InQuizitive for Writers is required.**
- A working desktop or laptop computer (a tablet is not sufficient)
- Internet access.
- An updated web browser compatible with Blackboard.
- A DCCCD Outlook account (free)
- An Eastfield Google Classroom account (free, available on first day of class)

Note: A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook is available from independent retailers, including online.

Graded Work

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>InQuizitive (ENGL)</td>
<td>40%</td>
<td>Average of grades on InQuizitive.</td>
</tr>
<tr>
<td>Formal Essay 1 (ENGL)</td>
<td>10%</td>
<td>Final draft after revising to make changes based on instructor feedback from the working draft. (Textual/Literary Analysis)</td>
</tr>
<tr>
<td>Formal Essay 2 (ENGL)</td>
<td>20%</td>
<td>Final draft after revising to make changes based on instructor feedback from the working draft. (Final Research Paper)</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>20%</td>
<td>Drafts, low-stakes writing assignments (journals, freewriting, response papers, etc.), in-class work, workshops, homework not on InQuizitive, and sometimes pop attendance grades</td>
</tr>
<tr>
<td>Ethos</td>
<td>10%</td>
<td>Participation, engagement, and proper netiquette in all class meetings, forums and emails (see below).</td>
</tr>
</tbody>
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Writing Expectations: For formal essays, students will compose papers that adhere to grammatical and stylistic standards of edited academic American English and follow Modern Language Association (MLA) style in all particulars, including (but not limited to) double spacing, 1-inch margins on all sides, and in Times New Roman size 12 font, four-line MLA style heading, MLA style header with page numbering, and Works Cited page. All writing assignments in this class expect original work, which means that turning in work you have created for a different class is considered academic dishonesty and a violation of the Student Code of Conduct (see below).
Course Policies
You will be required to use eCampus/Blackboard in this course. You are responsible for monitoring eCampus daily. For grade-related questions or for sending files, you must use your DCCCD Outlook Account, which is DCCCD’s official means of communication. Please set up that account now if you have not already. Email is vital to communication in this course. Make sure your email address is accurate. If you need to update your email address, go to eCampus, click on “My DCCCD,” then go to “Tools” and click on "Personal Information.” Change your email address and hit submit. PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT. This means the email I have for you is one you actually use. Also, do not use someone else’s email address, even if it is a family member.

Communicate all extenuating circumstances to me as soon as possible; the earlier you email me, the better it will be for you and your grade. Late work is not accepted in this course unless I deem the circumstances extenuating. Late work is never accepted if you contact me after the deadline has already passed. Computer, internet, and technology problems do not excuse students from due dates.

Etiquette: Respectful etiquette is expected of students at all times, in all course forums. Proper etiquette/netiquette establishes your ethos and affects your final grade in this course. Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. Here is a PowerPoint describing proper email etiquette at Eastfield College. Also see this article from Purdue OWL.

- Include a subject, salutation, body, and signature. Open with a greeting or salutation and sign your name at the bottom of the email.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Use complete sentences and do your best to have proper grammar, punctuation, and spelling. If you notice an error, take the extra second to fix it before sending. Remember the two most important considerations in writing: audience (in this case, a college professor) and purpose (whatever you are writing about).
- NEVER send an email with just an attachment (you should always explain the purpose of your writing). Sending a blank email with an attachment is considered rude in the professional world.
- Remember what you should think about in all writing: audience (in this case, a college professor) and purpose (whatever your email is about).
- If I have to remind you more than once to use correct email etiquette, it will negatively impact your Ethos/Participation grade.
- Never type in all uppercase letters. All-caps is one of the most offensive things you can do in a professional or academic email, and it almost always results in you not getting what you want.
- Remember audience and purpose. If you are asking for something, provide reasons. If you are claiming something, provide evidence. (Screenshots help.)
- Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.
All grades are posted on eCampus. **You have the same access to grades and grading criteria that I do. Hint: this means that emailing to ask whether or not it’s still possible to pass is unnecessary—you can do those calculations yourself. 😊**

**DCCCD Academic Honesty/Code of Conduct**

Academic honesty is expected, and integrity is valued in the Dallas County Community College District. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but it 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. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm. In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.

Classroom Etiquette: 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. Therefore, 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 EFC/DCCCD Catalog and 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 for class and stay the entire class meeting.
- Silence cell phones and other electronic devices upon entering the classroom.
- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Come prepared for each class by having completed assignments.
- Bring required texts and other materials to each class period.
- Use respectful verbal and body language toward all persons in the classroom.

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. Therefore, any disruptive behavior is not accepted and will not be tolerated. All rules, regulations, and guidelines as listed and explained in the EFC/DCCCD Catalog and 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:

- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Be prepared for each class activity by having completed assignments.
- Have and use all required texts and other materials throughout the term.
- Use respectful verbal and body language toward all persons in your class, including the instructor.
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)

Academic Honesty and 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.

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 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 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 on-line at the district website.

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this English class found guilty of cheating on an examination or of Plagiarism (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.