ENGL 1301.49318 Spring 2020 Syllabus
Eastfield College

Instructor Information
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Course Information
Course Title: Composition 1
Course Number: ENGL 1301
Section Number: 49318
Semester/Year: Spring-2020  Dates: 01 Jan 2020-12 March 2020
Credit Hours: 3
Class Meeting Time/Location: TR 9:30-10:50 in G130
Certification Date: 26 Jan 2020
Last Day to Withdraw: 26 Feb 2020
Progress Report: 22 Feb 2020

Course Prerequisites
One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards.

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**

**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 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

**Required Course Materials**

*No textbook required,* **Recommended:** *The Little Seagull Handbook* 3rd ed.

**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>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay #1: Narrative</td>
<td>5%</td>
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<tr>
<td>Essay #2: Character Analysis—focus on organization</td>
<td>10%</td>
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<tr>
<td>Essay #3: Informative Report</td>
<td>10%</td>
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<tr>
<td>Essay #4: Research Argument</td>
<td>20%</td>
</tr>
<tr>
<td>Classwork/drafts/daily grades/other</td>
<td>20%</td>
</tr>
<tr>
<td>Reading and MLA Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Grammar/Punctuation Unit</td>
<td>20%</td>
</tr>
</tbody>
</table>

**TOTAL: 100%**

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%</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>
</tbody>
</table>

Description of Graded Work

**Essays:** Essays will be formal essays written in MLA format and following the rules for MLA documentation. Specific details of length, sources, and content will be provided for each.

**Classwork/daily grades/drafts/other:** Daily work that is due in class or posted in eCampus.

**Reading and MLA Quizzes:** Timed quizzes in response to specific readings or MLA assignments.

**Grammar/Punctuation Unit:** Practice exercises over a variety of mechanical and grammatical issues; not timed; can be taken twice each.
Late Work Policy
NO late work will be accepted unless I deem the situation/circumstances to be extenuating. Please communicate such circumstances prior to the absence when possible. Computer, Internet, technology problems due not excuse you from due dates. Work situations, funerals, routine doctor/dentist appointments, transportation issues do not constitute extenuating circumstances. For such matters, turn your work in prior to its due date. Extenuating circumstances include serious issues, such as hospitalizations and medical emergencies (with documentation).

Other Course Policies
1) Attendance Policy: You are expected to be in attendance for every class meeting, on time, with text and materials, and prepared to participate. Please read the following carefully.
   a. Tardy is tardy.
   b. Three tardies constitute one absence.
   c. No more than two absences are permitted—excused, unexcused, emergencies or not—two are permitted. More than two absences will result in a deduction of five points from your final average for each subsequent absence.
   d. Late arrivals or early departures in excess of ten minutes count as absences.
2) Written assignments are expected to be submitted on Blackboard, as instructed in class, by the due date/time—not emailed later that day/night. Only Term Papers that are uploaded to the plagiarism scanner in eCampus (SafeAssign) will be accepted.
3) Microsoft Word is required for the work in this course; only Word doc or docx file types will be accepted. No work is accepted as shared from your cloud account; actual files must be uploaded to assignment locations. Word is available for free to all DCCCD students at outlook.dcccd.edu.
4) For the sake of confidentiality, all email communication about work/grades should be through your school email account. To log into your school email account, go to: http://outlook.dcccd.edu
5) Grades are posted on eCampus
6) Plagiarism is not tolerated
7) Respectful etiquette is expected of all students in Discussion Boards/Forums
8) I reserve the right to make changes to the syllabus/course agenda.

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 & PLAGIARISM—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 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 unadministered test, and substituting for another person to take a test. Submitting work/essays from previous classes for assignments in this class will also constitute cheating. *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 (https://www1.dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English 1301 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.