ENGL 1301-49320 Syllabus
Eastfield College

Instructor Information
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Division Office and Phone:  Arts and Communications, G138, 972-860-7124

Course Information
Course Title:  Composition I
Course Number:  ENGL 1301
Section Number:  49320
Semester/Year:  Spring 2020 (Harvester Term I)
Credit Hours:  3
Class Meeting Time/Location:  TR, G130, 11:00 a.m. – 12:20 p.m.
Certification Date:  01/27/2020

Course Prerequisites
College level ready in Reading and Writing.

Course Description
ENGL 1301:  Composition I
2014 Core Curriculum Foundational Component Area:  010 Communications
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.

Core Objectives:
ENGL 1301 develops the following Core Objectives:
Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
Communication - to include effective development, interpretation, and expression of idea through written, oral, and visual communication.
Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making.

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
A Textbook is not required for this course.

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.

EVALUATION:
Your grade will be based on the following points:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>5</td>
</tr>
<tr>
<td>Short Writing Exercises and Responses</td>
<td>10</td>
</tr>
<tr>
<td>MLA Exercises</td>
<td>10</td>
</tr>
<tr>
<td>Essay #1</td>
<td>15</td>
</tr>
<tr>
<td>Essay #2</td>
<td>20</td>
</tr>
<tr>
<td>Essay #3</td>
<td>25</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15</td>
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</tbody>
</table>

Total Points 100

COURSE GRADE:

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 -100 pts.</td>
<td>A</td>
</tr>
<tr>
<td>80-89 pts.</td>
<td>B</td>
</tr>
<tr>
<td>70-79 pts.</td>
<td>C</td>
</tr>
<tr>
<td>60-69 pts.</td>
<td>D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

ASSIGNMENTS:
All writing assignments must comply with the MLA format. No other exceptions allowed. Please read the assigned material prior to class because we will have a class discussion on the reading assignment. A total of four Essays (includes Final Exam) will be completed before the end of this course. All Essays are due on the day they are requested by the instructor. Writing Exercises will cover reading assignments and Grammar Exercises. All students must access the course via e-campus for course announcements, assignment postings, and submitting majority of the assignments: http://ecampus.dcccd.edu/.
***All assignments are submitted via electronically (Designated Assignment) by using eCampus. Students may check back with Dr. Cho to make sure that she did receive the assignment electronically. Additionally, the professor is NOT responsible for any problems with servers, electrical outages, non-responsive emails, or any other entity/activity that would interfere with the essay being emailed by the due date and time, as determined by the professor. Attach your essay or assignment to the designated assignment link in e-campus. Do not send your completed work via e-mail or digital drop box.

CLASSROOM ENVIRONMENT:
Please have your cell phones, laptops, tablets, iPads, iPods, recorders, or other electronic devices turned off during class. I do not allow recorders in class. However, if you need to utilize a recorder for special reasons, then please meet with me. If you plan to leave class early for an excused reason or if you plan to arrive late, please let me know ahead of time. Constantly leaving class early or arriving late will result in a grade penalty or failure. During discussion, please be courteous to the speaker. Crude language or gestures will not be allowed at all times. Please do not bring food or uncapped drinks to class. This is not a class on the rhetoric of food and drinks. The aroma of food will distract hungry students and possibly a hungry instructor.

Attendance and Your Final Grade
Attendance is mandatory. All students are required to attend all classes. If for some reason you are unable to attend a class, please send an e-mail message to Professor Cho via DCCCD netmail prior to class. Habitual tardiness and leaving early will not be tolerated and points will be deducted from the final grade. If you stay for less than 90% of the class period, then you are considered absent. Please inform Professor Cho ahead of time if you need to leave class early (e.g., for family emergency, medical/dental appointment, etc.). Three tardies are equivalent to one absence. After two absences (excused and unexcused), 2 points will be deducted from your final grade for each additional absence.

Late Work Policy
*I do not provide make-up quizzes or exams. Late Assignments (Essays, quizzes, discussion board postings, presentations, and questions) will not be accepted. The due dates for the Assignments are listed on this syllabus. If you cheat or plagiarize at least one assignment, you will receive a grade of “F” for the assignment and a course grade of “F.”
*SCO (Second Chance Opportunity) – Unexpected things happen during the semester (e.g. family/personal emergency, confusion of due dates because of multiple courses, temporary forgetfulness, writer’s block, sudden changes in work schedule, etc.). Therefore, you are allowed to submit only one of the late/missing essays within 48 hours of the due date if you agree to certain conditions. Example: If the essay is due before 9:30 a.m. on Tuesday, you may submit the assignment before 9:30 a.m. on Thursday via DCCCD Student Email because the ecampus assignment link will not be available after the due date. A reduction of a letter grade, equivalent to 1 or 2 points, will be applied to the final grade of the late essay. Since it is not fair to those students who have submitted their essay on time, you will not earn full credit for the late essay. Example: If you earned 12.0 (B) for the late essay, your final grade for the essay will be changed to 11.0/10.5 (C). The SCO will be applied to only one late/missing essay. Each additional late or missing essay will result in a grade of zero. If you miss a quiz, the grade for the missed quiz will be dropped as the lowest quiz grade. If you miss a writing exercise, draft and peer review session, and/or final exam, SCO does not apply. Eventually, the updated grade for the late essay will replace the zero grade in “My Grades,” so please be patient. Before the final exam week, you must have completed at least 60% of the coursework and acquired less than 3 absences in order for Dr. Cho to apply the SCO to the submitted late/missing assignment. SCO will not be given to students who completed less than 60% of the coursework and acquired more than 2 absences before the final exam week. If the student agrees to these conditions, then he or she may request for the SCO by contacting Dr. Cho via DCCCD Student email or meeting in person on the day the assignment is due or the day before the assignment is due. SCO is a privilege not a right, so please do not negotiate for more SCOs.

* Please note that SCO is Dr. Cho’s policy, so she will not offer it if the student does not agree to the above conditions or decides to manipulate it for his or her advantage. No other exceptions

Other Course Policies

ACADEMIC HONESTY & 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 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. 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://www1dcccdd.edu/cat0608/ss/code.cfm).

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:
   o The grade of zero (0) on that particular assignment.
   o A course grade of F (depending on the severity of the student’s dishonesty or
     plagiarism).
   o The professor may request that the student drop the class.

Plagiarism is taking ownership of someone else’s published or unpublished work, ideas
and etc. Basically, plagiarism is WRONG. The act of Plagiarism displays academic
dishonesty, and it will result in failure of the course. If you plagiarize an assignment,
you will fail the assignment and fail the course. Please be careful.

STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your
grades on commercial e-mail accounts. If you wish to send assignments/drafts as
attachments to an e-mail (and the instructor permits it), or if you have a question about
your grade, you must open a student e-mail account. The account is free. You may set
it up by going to http://www.dcccd.edu/MSOffice. All communication should be conducted through your official student email account.

**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)

**DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE:**

Dr. Cho reserves the right to amend this syllabus as necessary.

**Course Schedule:**

If you are repeating this course, please do not submit the same assignments from a previous course. Also, resubmitting work from another course will result in a failing grade.

**Week 1: 1/21 – 1/24**

Student Introductions
Course Syllabus and Orientation are posted via eCampus.
Read the assigned material for this week in “Week One” folder.
**Set-up your DCCCD Student E-mail account for future e-mail communication.**
Please see page 6 of this syllabus for DCCCD Student Email information. Also, read the E-mail Etiquette information in ecampus.

Send a short e-mail message to Dr. Cho by using your DCCCD Student E-mail on/before 1/24. Include your course and section numbers in the subject area or in the message. This e-mail assignment is not for a grade; however, it is a requirement.
Receipt of Syllabus is due on 1/23.

**Week 2: 1/27 – 1/30**

Discuss Reading assignment.
Read the assigned material for this week in “Week Two Reading” folder.
Grammar Exercises
Practice Brainstorming and Freewriting in class.
Discuss Reading assignment
Class discussion and short writing practice

Week 3: 2/3 – 2/7

Submit Brainstorming and Freewriting assignments via ecampus on/before 2/4.
Discuss Reading Assignment

Submit Essay #1 via eCampus on/before 2/6.
Discuss Reading Assignment
Read the assigned material for this week in “Week Three Reading” folder.
View How to Avoid Plagiarism presentation and MLA information in the MLA folder.

In class writing exercise

Week 4: 2/10– 2/14

Work Cited and In-Text Citation Exercise is due on/before 2/11.
Discuss Reading Assignment
Read the assigned material for this week in “Week Four Reading” folder.

Submit your topic proposals for Essay #3 on/before 2/13.
Discuss Reading assignment
In class writing exercise

Week 5: 2/17 – 2/21

Essay #2 is due on/before 2/18.
Discuss Reading assignment
Read the assigned material for this week in “Week Five Reading” folder.

Discuss Reading assignment
In class writing exercise

Week 6: 2/24– 2/28

Annotated Bibliographies are due on/before 2/25.
Discuss Reading Assignment
Read the assigned material for this week in “Week Six Reading” folder.
Discuss Reading Assignment

**Week 7: 3/2 – 3/6**

**Essay #3 is due on/before 3/3.**
Read the assigned material for this week in “Week Seven Reading” folder.

Discuss Final Exam.

**Week 8: 3/9 – 3/12**
**Final Exam Date to be announced.**