ENGL 1301 Syllabus for Spring 2020
EASTFIELD COLLEGE

Instructor Information
Name: Brian Roffino
Email: broffino@dccc.edu
Office Location: C289
Office Phone: 972.860.8311
Division Office and Phone: Arts & Communications (G138) – 972.860.7124
Office Hours: To Be Announced / See eCampus

Course Information
Course Title: English Composition I (3 Credit Hours)
Course Number: ENGL-1301-49323 – 8-Week Class/FLEX 1 (1/21-3/12)
Class Meeting Time/Location: 11:00-12:20 in C224
Certification Date (you must participate by this date to receive FinAid): 1/27/20
Last Day to Withdraw: 2/26/20

Course Prerequisites
College level ready in Reading and Writing (TSI Met or DIRW complete).

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 successful completion of this ENGL 1301 course, every student 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. 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
Six Things You Need to Know for This Class:
I have taught writing classes for a number of years, and I love my job more with each semester. I enjoy encouraging students and helping them to succeed. Over the years, I’ve identified eight things every student in my classes should know:

1) Reading, writing, and thinking critically are simply sets of skills, so anyone can improve with practice.
If writing papers seems hard or complicated, it may be because you have not thought about it as simply a series of steps or skills. Reading, summarization, analysis, drafting sentences, organizing ideas, sequencing points, looking for errors or awkward language. Each can be practiced and improved, and all are necessary. Reading is also more than moving your eyes over words, and this class will help you see more separate skills that will make college readings easier and faster. Also, if you’ve ever wondered why some teenagers listen to their parents while others don’t, or why can some individuals breeze through challenges while others can’t get a break, you’ve been curious, and curiosity is a great tool. Curiosity and questions are hallmarks of critical thinking and this practice is central to college work. Whenever people practice any sort of skills and try to pay at least a little attention, they naturally get better. As we progress through the semester, though, I will advise you on where your strengths and struggles are. This will help you focus your effort to make your reading, writing, and/or thinking practice more effective.

2) The biggest challenge of college is neither the classwork nor the homework, but improving your adulthood mindset.
You and I both know you can actually do all this stuff, but will you? Coming to college as a 16 to 22 year old isn’t ideal in my opinion because this is also when many of you are learning how to be responsible with finances, have a decent job, manage distractions like “SOs” and alcohol or substance consumption, and relate to your family as something other than a child.
You can get away with more now. But are you able to FOCUS and look toward the future yet? Almost all the students who fail this class fail because they didn’t do the work. Part of shifting from a high school mindset to a college/adulthood mindset is changing to being a self-starter and finding motivation from within. Need help with this? Just ask, or get an accountability buddy. You can also get some life coaching – just ask me.

3) College generally requires far more outside time than class time, so you MUST plan your homework time.
Imagine your weekly schedule before you started this class. Maybe you work. Maybe you take care of family members. Hopefully you have hobbies. Now, understand that to be successful in your classes, some of that time must be redirected for homework and study time. Where will it come from? It MUST come from somewhere. You must actively MANAGE YOUR TIME or your semester will end with disappointment.

4) People can achieve anything if they BELIEVE they can.
If you want to be a doctor, just believe that you, yes YOU, are capable. Then a) learn the steps you’ll need to take, b) push yourself, and c) stay motivated. Anyone can do it. If you want to write TV scripts for a new Netflix series, you can do it. If you want to pass this class (even if you think writing is hard), you can do it. Believe it. Your MINDSET controls your future.

5) Know (and use) your resources.
Rely on your classmates. In fact, get some email addresses and phone numbers. ASAP. Like now. No really. Also, visit the Writing Tutors in the library and the OSER office. Counselors are nice too, and everyone struggles. They are all there to help. Using your resources will save you time and increase your chances for success.

6) Struggling (with anything)? Ask for help.
In high school, people mistakenly learn that not knowing something is a sign of weakness. It isn’t. It’s a normal state for ALL people at multiple points of their lives, especially as they try new things. As such, when YOU don’t know something, ASK SOMEONE. It’s really an act of courage. I am here to help, and so are your classmates. There are many solutions to every problem, but you won’t get any help if you don’t ask. I intend to help you on your path to success and advocate for you whenever I can. I look forward to working with each of you.

Good luck,
Mr. Roffino

Required Course Materials

Textbooks: (it is preferred that students purchase one of the two Recommended and one of the Optional books.)

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<thead>
<tr>
<th>Recommended Books</th>
<th>Optional Books</th>
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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.
• Internet Access: Students in this writing course should have access to the internet. Many assignments are due online; if for any reason your internet connection is down, you should have a backup plan, such as using the internet at a friend’s house, campus computers, or free public Wifi (such as at Starbucks or the library).

• Electronic Access to your Typed Writing: This can be achieved in two main ways: 1) by saving everything to a USB/Jump Drive and bringing it to class, or 2) by saving everything to online CLOUD storage, like Google docs/Drive, Dropbox, or your FREE Microsoft OneDrive Account: (http://outlook.dcccd.edu).

• Microsoft Office (FREE through DCCCD): Students must submit essays in MLA formatted MS Word files, but the college has paid for all students to have free access to the entire Microsoft Office suite for free. Click HERE for directions. (http://blog.dcccd.edu/2015/03/free-microsoft-email-office-365-for-dcccd-students/)

• Notebook and Pen/Pencils: Students should always have a pen or pencil and some kind of paper for every class period. Try to always be prepared for all kinds of writing and brainstorming work.

Elements of Course Grades

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.

<table>
<thead>
<tr>
<th>ASSIGNMENT TYPE</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>Participation &amp; Homework</td>
<td>40%</td>
</tr>
<tr>
<td>(Class/Group Work, Quizzes, Mini-Essays, Discussion Boards, First Drafts, Peer Review)</td>
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</tr>
<tr>
<td>Multi-Draft Essays (4)</td>
<td>40%</td>
</tr>
<tr>
<td>Course Final Essay Exam</td>
<td>20%</td>
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<tr>
<td>(Only required if too many absences – see attendance policy)</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
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</tbody>
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GRADING SCALE: 90 – 100 = A, 80 – 89 = B, 70 – 79 = C, 60 – 69 = D, 0 – 59 = F

*Final averages will round up or down at a .50/.49 (i.e., an 89.5 will round up to a 90 & an 89.49 will round down to an 89).

*Extra Credit is only for students with a PASSING GRADE (69.5 or higher). Students can earn no more than 5 points toward the final average.

Attendance and Classroom Etiquette Policies

As a student, you are expected to

1) attend every class (yes every class, but we’ll have fun and occasionally cookies),
2) arrive on time,
3) have paper, a pen, and electronic access to your writing,
4) be prepared and actively participate,
5) not be distracted by electronics/cell phones, and
6) treat others with courtesy and respect.

Attendance is indirectly measured through class participation grades. If you must be absent, email me to explain and take responsibility for catching up on the work you missed.

Note: There is no such thing as an “excused” absence in college.

Note 2: Students who miss TWO (2) or fewer classes are NOT required to write the Course Final Essay Exam.

Late Work Policy

To be considered on time, homework is due within 15 minutes of the beginning of a class period. Late work will be accepted up to ONE class meeting after the due date. After this, it will be entered into the grade book as an F (0).

All late work will receive a LATE GRADE, which in most cases means a grade book reduction of 30 points.

Excellent (A or 100) work would receive a C or 70; Great work (90) would receive a D or 60.
Other Course Policies

ACADEMIC HONESTY, PLAGIARISM, & COLLUSION: All writing you turn in must be your own.

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 Code of Student Conduct. (https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/standard.cfm?loc=econ)

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 a 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. 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 (with a citation). 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.

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this English class found guilty of cheating on an examination or of Plagiarism will receive one or more of the following penalties: a) The grade of zero (0) on that particular assignment; b) A course grade of F (depending on the severity of the student’s dishonesty or plagiarism); and/or c) The professor may request that the student drop the class. 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 online in the District Catalog. (https://www1.dcccd.edu/catalog/cattoc.cfm?loc=econ)

Essays which contain plagiarism or collusion will receive a ZERO (0) and are not eligible to be returned for revision (R) or editing (E). Need more explanation on Plagiarism & Collusion? Click HERE. (https://liberalarts.utexas.edu/rhetoric/firstyearwriting/plagiarismcollusion.php)

MLA FORMATTING FOR ESSAYS

All writing must be submitted in MLA format or it will not be accepted. Essays that do not meet minimum requirements will be returned for either revision (R) or editing (E). These essays count as late work and must be returned revised and/or edited within two class periods. LATE ESSAYS can earn only a C (70) if acceptable or an F (between 50 and 0) if unacceptable.

EXPECTED Length for most ESSAYS: about 3 to 5 full pages (900-1500 words)

MLA Formatting includes 6 main aspects: 1) DOUBLE-SPACED; 2) FONT: 12-point Times New Roman; 3) MARGINS: 1 inch (on all four sides); 4) PARAGRAPHS: All indented with “Tab” key; 5) with a HEADING at top left first page; 6) and a HEADER (last name & pg#) at top right of every page.

Use the Purdue OWL website for MLA questions and examples. (http://owl.english.purdue.edu/owl/resource/747/01/)

Basic Course Schedule (a more comprehensive schedule can be found in eCampus)

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<thead>
<tr>
<th>Unit</th>
<th>Weeks</th>
<th>Main Assignments</th>
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</thead>
<tbody>
<tr>
<td>Unit 1</td>
<td>Weeks 1-2</td>
<td>NortonFG, Chapters 5, 6, &amp; 12; Essay 1, First and Final Due</td>
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<tr>
<td>Informative</td>
<td></td>
<td></td>
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<tr>
<td>Unit 2</td>
<td>Weeks 3-4</td>
<td>NortonFG, Chapters 16, 2 &amp; 3; Essay 2, First and Final Due</td>
</tr>
<tr>
<td>Evaluative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit 3</td>
<td>Weeks 5-6</td>
<td>NortonFG, Chapters 13, 8 &amp; 49-52; Essay 3, First Due</td>
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<tr>
<td>Argumentative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit 4</td>
<td>Weeks 7-8</td>
<td>NortonFG, Chapters 21 &amp; 61; E3 Final Due; Essay 4, First and Final Due; Course Final Exam (For select Students)</td>
</tr>
<tr>
<td>Expressive</td>
<td></td>
<td></td>
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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)