2020SP-ENGL-1301-49328 Syllabus
Eastfield College

Instructor Information
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Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number: 49328
Semester/Year: Spring 2020; Flex 1
Credit Hours: 3 Credit Hours
Class Meeting Time/Location: TR 8:00am – 9:20am | C224
Certification Date: 01/27/2020
Last Day to Withdraw: 02/26/2020

Course Prerequisites
College level ready in reading and writing or concurrent enrollment in DIRW 0315.

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. Coordinating Board Academic Approval Number 2313015112
Student Learning Outcomes
Upon the successful completion of this course, students will be able to:

- 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
Supplies: pens, pencils, USB flash drive, highlighters, notebook or loose leaf notebook paper, and internet access. All supplies are required at the beginning of the second class.

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.

Summary of Graded Work

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>40% of final grade</td>
<td>40 points</td>
</tr>
<tr>
<td>Mini-Research Paper</td>
<td>20% of final grade</td>
<td>20 points</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>35% of final grade</td>
<td>35 points</td>
</tr>
<tr>
<td>Attendance</td>
<td>5% of final grade</td>
<td>5 points</td>
</tr>
</tbody>
</table>

**TOTAL: 100 points**

Final Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-59</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Description of Graded Work

**Essays:** Students will write multiple essays throughout the course of the semester. Essays include in and out of class papers, prewriting, drafts, peer reviews, and rewrites. Unless otherwise directed, all essays must be in MLA style, typed, double-spaced, **minimum 800 words**. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with each essay. Essay grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days.

**Mini-Research Paper:** Students will write a persuasive mini-research paper that adheres to MLA style guidelines (8th ed.) for in-text parenthetical citations and Works Cited pages, **minimum 1000 words**. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with the mini-research
paper. Mini-research paper grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days. Instructions will be provided by the appropriate date.

**Daily Grades:** Students will complete shorter assignments that fall into the daily grades category. Daily grades can include but are not limited to quizzes, discussion boards, class discussions, peer reviews, reading responses, and short writings.

**Attendance:** Students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. The following attendance policy will be adhered to:

- 0-3 absences = full credit for attendance
- 4 or more absences = no credit for attendance
- Three tardies = 1 absence
- Leaving early three times = 1 absence
- Any combination of tardies and leaving early that equals three = 1 absence
- After three absences, you lose all attendance points.

**Attendance and Your Final Grade**
DCCCD has a mandatory attendance policy that I will adhere to. Do come to class, on time, participate actively and rigorously, and remember that if you are absent, you are responsible for any work missed regardless of the cause of the absence. You must discuss such work with me and should do so immediately on returning to school. Communication between us is most important, and it is your responsibility to initiate such communication. If you do not appear at the prearranged time for makeup work, you forfeit your rights for further makeup of that work.

**Late Work Policy**
We move fast in here and work needs to be submitted on time for all our sakes. If you are running into trouble, let me know before something is due (and not when I am trying to start class please). Assignments are due at the beginning of class or by the posted due date. Late work will be deducted by 10% of the grade. I reserve the right to not accept late work if more than one class period has passed or if the student has submitted more than two late assignments. Do not email assignments directly to me unless instructed to do so. No late work will be accepted in the last week of the course.

**Other Course Policies**
**Email Etiquette:** Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:
• Begin with a greeting or salutation. This is both professional and courteous.
• Use Standard American English and proper grammar, punctuation, and spelling.
• All subject lines for this class should include your name and the course level and section, e.g. John Smith ENGL 1301-41011.
• Never type in all uppercase letters.
• Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
• Sign your name at the bottom of the email. Again, this is both professional and courteous.
• Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

**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. No food or drinks are allowed in the classroom. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (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 and stay the entire class meeting.
• Turn off/silence cell phones and other electronic devices upon entering the classroom.
• Cease use of headphones/earbuds during class meetings unless otherwise directed by the instructor.
• Refrain from using cell phones and other electronic devices during the class meeting.
• Refrain from using the classroom computers and printers as well as personal computers/tablets/laptops for non-class related activities during class meetings.
• Refrain from sleeping during the class meeting.
• Help maintain a classroom atmosphere in which everyone can work without disturbance.
• Come prepared for each class meeting by having completed assignments.
• Bring required texts and other materials to each class meeting.
• Notify the instructor prior to a necessary absence.
• Do not bring food or drinks into the classroom.
• Use respectful verbal and body language toward all persons in the classroom.
Discussion Board Etiquette: Discussion boards are a significant part of almost any hybrid class. Therefore, it is important you practice proper discussion board etiquette at all times. When posting to the discussion board, you are expected to:

- Participate a minimum of three times per discussion board.
- Read and follow all directions carefully.
- Title your thread appropriately (meaning title it something that has to do with the prompt or topic).
- When responding to classmates or your instructor, include a greeting or salutation as you would with an email. This is both professional and courteous.
- Use tactful/courteous language with fellow students.
- Create an atmosphere where other students feel comfortable posting their responses.
- Provide constructive criticism to fellow classmates’ responses and essays.
- Refrain from using profanity or disrespectful language.
- When responding to classmates or your instructor, sign your name at the bottom of your response. This is both professional and courteous.
- Proofread assignments BEFORE posting.
- Respect the opinions of others even if you do not agree.
- “Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.

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 or of collusion (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.

**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 Schedule**

The Course Schedule will be made available on the first day of class. This calendar is subject to change.