English 1301 Syllabus
Eastfield College

Instructor Information
Name: Elizabeth Huston, PhD
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Office Location: C-230
Office Hours: To be announced.
Division Office and Phone: Location—G-138; Phone—972-860-7124

Course Information
Course Title: Composition 1
Course Number: ENGL 1301
Section Number: 49331
Semester/Year: Spring/2020—Flex 1
Credit Hours: 3
Class Meeting Time/Location: MW 9:30—11 am/C-224
Certification Date: 27 January 2020
Last Day to Withdraw: 26 February 2020

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

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.

Student Learning Outcomes
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

Required Course Materials

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>Points</th>
<th>Totals</th>
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<tbody>
<tr>
<td>Essay 1</td>
<td>1 @ 100 points</td>
<td>100 points</td>
</tr>
<tr>
<td>Essay 2</td>
<td>1 @ 100 points each</td>
<td>100 points</td>
</tr>
<tr>
<td>Essay 3</td>
<td>1 @ 125 points each</td>
<td>125 points</td>
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<tr>
<td>Essay 4</td>
<td>1 @ 125 points each</td>
<td>125 points</td>
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<tr>
<td>Essay 5—Timed Writing</td>
<td>1 @ 100 points each</td>
<td>100 points</td>
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<tr>
<td>Exams</td>
<td>2 @ 100 points each</td>
<td>200 points</td>
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<tr>
<td>Reading Quizzes</td>
<td>4 @ 25 points</td>
<td>100 points</td>
</tr>
<tr>
<td>Grammar Quizzes</td>
<td>10 @ 10 points each</td>
<td>100 points</td>
</tr>
<tr>
<td>Activities</td>
<td>Varied</td>
<td>50 points</td>
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<tr>
<td></td>
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<td>Total Course Points = 1000 points</td>
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</table>

TOTAL: 1,000 points

Final Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>0-59%</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>Nonparticipation</td>
<td>N</td>
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</table>

Description of Graded Work

**Essays 1-4:** Using various genres and strategies, students will write essays that provide them with opportunities to practice and hone their academic writing skills. Essay grades
will depend on each student’s ability to follow the essay guidelines, to apply the
techniques discussed in class and/or presented in reading assignments, and to present
writing with clarity, precision, and attribution for any outside resources required for the
assignments. Students who plagiarize in part or in whole on essay assignments will
receive an automatic zero/F placed in the course grade center.

**Essay 5—Timed Essay:** This is a timed writing exam. Students will write this
assignment in one sitting on the eCampus course site using the Respondus Lockdown
browser. They will have two hours and thirty minutes to complete this assignment that
will be graded on the presentation of clearly written thesis or claim statement, on the
organization and development of ideas independently, and their ability to edit their
writing.

**Reading Quizzes:** The reading quizzes include fill-in-the blank, multiple-choice, and
short answer questions that students must complete within a 30-minute time-limit.
Students may enter reading quizzes only one time.

**Grammar Quizzes:** The grammar quizzes will focus on specific grammatical topics
being covered in reading assignment and in-class activities. Quizzes will be multiple
choice and short answer. Students may take the grammar quizzes two times with the
highest score counting.

**Exams:** The two exams will include questions on reading assignments for writing
strategies, genres, and grammar. Both tests include multiple choice, fill-in-the-blank,
and short answer questions. Students will have two hours to complete both exams,
which are taken online through the Respondus Lockdown browser.

**Attendance and Your Final Grade**

Please note that attendance is required. Dr. Huston takes class roll during every class
meeting. Students who are not present when roll is taken are marked absent. One point
is deducted from the course total for every absence and for being more than 20 minutes
late to class.

**NOTE:** Students who come into class late are a disruption to the entire class. If
you must be late, come in quietly and sit at the nearest available seat. DO NOT
across the front of the room. If a student is disruptive, he or she will be asked to
leave.

**Late Work Policy**

Deadlines are a part of the professional world and of life. Students must be timely in
completing and/or turning in all assignments and course activities. Therefore, late
assignments—including essays, quizzes and exams, and all other assignments—will not be accepted.

If you are having trouble with an assignment, are having a problem with your computer or are experiencing another problem, notify Dr. Huston as soon as possible but no later than 24 hours before the due date so that we can make other arrangements. Otherwise, the assignment will not be accepted, regardless that your computer crashed while you were writing it the night before.

Please note: Technical problems with eCampus are not acceptable reasons for one to turn an essay in late. However, IF you are genuinely having an eCampus technical issue, please contact the eCampus student help desk (call 1-866-374-7169 or use online support at the following URL web address: https://help.edusupportcenter.com/shplite/dcccd/home). Be sure to request a help desk ticket and to have the eCampus technician copy me through email. Otherwise, the assignment will be considered late.

All in-class activities and other assignments: There are no make ups. All missing assignments will receive a zero.

NOTE: Out of respect for all of the students in this class, Dr. Huston follows these guidelines carefully in order to treat all students the same. So please, do not request exceptions to these guidelines or to penalties.

TURNING IN ASSIGNMENTS POLICY: Unless otherwise noted by Dr. Huston, all essay assignments must be turned in two ways. Turning papers in these two ways is a requirement and is not optional:

1) digitally—as an uploaded MS Word document through the eCampus portal designated for the specific assignment

2) paper copy—as a printed copy at the designated due date and time (e.g., at the beginning or end of class as noted in the course schedule).

NOTE: Essays not turned in both ways will not be graded, and a zero/0 will be added for the assignment in the Grade Center. In addition, do not email essays to the professor. Final drafts submitted through email will be deleted and the assignment will be given a zero/0.

WRONG ASSIGNMENT UPLOADED: For all assignments uploaded to eCampus, students are responsible for checking to ensure that the document has successfully uploaded into the portal. Also, be certain that you have inserted the correct document for the assignment. Students may upload essays and other assignments multiple times when preparing for a deadline. However, once the assignment deadline has passed, students WILL NOT be allowed to re-upload an assignment and will be considered a late assignment. So for every assignment, be sure to check that the appropriate
document that you want graded is available for the professor by the due date.

**ACADEMIC HONESTY AND PLAGIARISM:** 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 (writing any course assignment with another person and claiming the document solely as your own).

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. Here is the URL for this document:
https://www1.dcccd.edu/catalog/GenerallInfo/CollegePolicies/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 an author’s sentences, words, or ideas. For such an offense, a student will receive a **zero** on the assignment and can receive an “**F**” for the course. You cannot mix an 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. An 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.

If you summarize, paraphrase, or quote directly from an author, you must use the appropriate documentation because the “idea(s)” still belong to the author. **Appropriate documentation** means presenting an MLA parenthetical in-text citation for each use of a source AND the presentation of a list of Works Cited. Again, failure to document resources used in your writing will result in a finding of plagiarism and **a zero on the assignment**.

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/catalog/GeneralInfo/CollegePolicies/code.cfm](https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm)

**DOUBLE DIPPING** or **RECYCLING**: Students may not use essays or other course materials that has been written or prepared for another course. Even though you may be the originator of these materials, this is known as double dipping or recycling materials and is a form of plagiarism and cheating. Previously prepared materials of this sort will not be graded. Instead, a zero/0 will be recorded in the Grade Center for the assignment.

**EXTRA CREDIT**: This course has ample materials for students to learn and to earn a fair grade. To be successful, students need to follow directions, to work through
assigned materials and to turn in assignments on time. Therefore, extra credit assignments

**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**

All reading assignments are from the *Norton Field Guide* unless otherwise noted.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
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</table>
| 1 | Overview | — Chapter (Ch.) 1, “Writing in Academic Contexts,” (3-9)  
— CH 2, “Reading in Academic Contexts,” (10-28)  
— CH 4, “Developing Academic Habits of Mind,” (45-52)  
— CH 45, “Narrating,” (462-70)  
— CH “Describing,” (443-51)  
— Grammar—Part 9, S-1—“Elements of the Sentence,” (HB 4-7)  
— Take Reading Quiz 1—due TBA |
| 2 | Narration/Description | — CH 36, “Guiding Your Reader,” (386-91)  
— Grammar—Part 9, S-2—“Fragments,” pp. 7-10  
— Essay 1—due Wednesday, Week 3, at the end of class |
| 3 | Comparison/Contrast | — CH 40, “Comparing and Contrasting” (424-31)  
— “The Tenacity of Hope,” by Natalie Standiford, (828-30)  
— Take Reading Quiz 2  
— Grammar—Read Part 9, S-3—“Comma Splices, Fused Sentences,” HB-10-11 |
| 4 | Comparison/Contrast | — CH 35, “Beginning and Ending,” (373-81)  
— Grammar—Part 9, S-5—“Subject-Verb Agreement,” HB-24-28 and Part 9, S-6 “Pronouns,” HB-28-34  
— Take Exam 1 online—due Monday, Wk 5—by 11:59 pm  
— Essay 2—Comparison/Contrast—due Monday, Wk 6—at the beginning of class |
| 5 | Definition | — CH 41, “Defining,” (432-42)  
— “Edible Magic,” by Frankie Schembri (139-43)  
— “Changing the Face of Poverty: Nonprofits and the Problem of Representation,” (726-36) |
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<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
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<tr>
<td></td>
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<td>—Take Reading Quiz 3</td>
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<td>—Grammar—Part 9, L-4—“Words often Confused,” HB-51-56</td>
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<td>—Part 9—L-7c, “Placing Modifiers Carefully,” HB-62-64</td>
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<td>—Essay 3—due Wednesday, WK 6—beginning of class</td>
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<td>6</td>
<td>Argument</td>
<td>—CH 13, “Arguing a Position,” (157-78)</td>
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<td>—CH 38, “Arguing,” (397-417)</td>
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<td>—“An Outbreak of the Irrational,” by Sarah Dzubay (808-13)</td>
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<td>—Take Reading Quiz 4</td>
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<td>—CH 48, “Finding Sources,” (489-503)</td>
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<td>—CH 51, “Quoting Paraphrasing, and Summarizing,” (526-35)</td>
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<td>—CH 54, “MLA Style,” (548-61)</td>
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<td>—Essay 4—Argumentation, due Wednesday, WK 7, at the beginning of class</td>
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<td>7</td>
<td>Analyzing Texts</td>
<td>—CH 11, “Analyzing Texts” (98-130)</td>
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<td>—“Representation of Disney Princesses in the Media,” by Isabelle Gill (738-49)</td>
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<td>—“A Spirit Reborn,” by William Safire (753-55) of Part 9</td>
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<td></td>
<td>—Grammar--P-1—P-2—“Commas” and “Semi-Colons,” HB-77-84</td>
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<tr>
<td>8</td>
<td>Exams</td>
<td>—handout in eCampus course site—Writing a Timed Essay</td>
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<td></td>
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<td>—“Guy versus Men,” by Dave Barry (970-75)</td>
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<td>—“When Picture-Day Combs Don’t Actually Comb,” by Vann R. Newkirk, Il (983-85)</td>
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<td>—Write Essay 5—Timed Writing assignment—due by Tuesday, by noon</td>
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<td>—Take Exam 2—due by Wednesday, Wk 8, by noon</td>
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10/21/19 Version