ENGL 1301 Composition I Syllabus
El Centro College

Instructor Information
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Office Hours:
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Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number:
Semester/Year:
Credit Hours: 3
Class Meeting Time/Location:
Certification Date:
Last Day to Withdraw:

Course Prerequisites
Prerequisite Required: College level ready in Reading and Writing. One of the following must be met: (1) DIRW 0310; (2) English as a Second Language (ESOL) 0044 and 0054; or (3) have met the Texas Success Initiative (TSI) Reading and Writing standards; or qualified exemption such as previous college hours or military background. A minimum grade of C is required in 1301 as a prerequisite to move on to 1302. Should you have a grade of a D or lower, please consult with your advisor as this could potentially affect financial aid, scholarships, dual credit, Guided Pathways Success, transferring to 4-year universities, etc.
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 course, students will:
- 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
No textbook required. Readings and materials, as determined by the instructor, may be placed on eCampus.

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
1301 Assignments:
- 4-5 closely graded argumentative/persuasive/analytical written assignments.
- At least one assignment will be written in-class (or in the testing center) and unassisted.
- At least one graded research paper of 3-5 pages, incorporating 3-5 outside sources.

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<th>Assignments</th>
<th>Points (1,000)</th>
<th>Percentage (100%)</th>
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Final Grade
Starting in Spring 2020, instead of entering a final letter grade into eConnect, a numeric grade will be entered based on the following parameters
- 90 to 100 = A
- 80 to 89 = B
- 70 to 79 = C
- 60 to 69 = D
- 59 and below = F
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<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>
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<td>800-899</td>
<td>80-89%</td>
<td>B</td>
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<td>700-799</td>
<td>70-79%</td>
<td>C</td>
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<td>600-699</td>
<td>60-69%</td>
<td>D</td>
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<tr>
<td>0-599</td>
<td>0-59%</td>
<td>F</td>
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**Description of Graded Work**

**Discussion Boards**
These forums are designed to build community among online classmates as well as encourage reflection and thought about the reading assignments and activities. Each discussion activity begins with a discussion prompt. Students are expected to think about the topic, review course materials, and post a “NEW THREAD” of the minimum length indicated. Then students are required to read all posted threads and (if required for that post) provide at least two thoughtful replies by the reply due date.

**Working Drafts**
Crafting an essay involves working through specific stages toward a final, polished draft. One important stage is the initial effort of the writer to organize, focus, and develop the essay. Receiving feedback and responses at this stage is most crucial. Each student receives instructor feedback as well as responses from members of a small work group on the working draft.

**Peer Reviews**
A peer review is one student reading and commenting on another student’s essay. Peer review is a valuable part of any writing experience. Peer reviews could take place on a discussion board or on printed copies of drafts.

**Final Drafts**
The final draft of each writing experience reflects the writer’s efforts to shape, develop, revise, edit, and proofread a finished essay that uses MLA Essay format and Standard Edited American English.
Attendance and Your Final Grade

Regular attendance is imperative because this course involves more than simply reading a text; further, you cannot receive credit for a class you have not regularly attended. Not being in class, regardless of the reason, is an absence. In alignment to the state’s attendance policy, those who miss too many classes (more than 6 in the fall/spring, more than 2 in the summer) and do not drop the course may receive an “F” or “N” for the course. If you come to class unprepared for the activity, such as a rough draft for peer editing, you will be counted absent.

Financial Aid Certification of Attendance:
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as, but not limited to, the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Late Work Policy
No late work accepted. Instructor will provide specific details and/or circumstances.
Other Course Policies

Cell Phones: Your cell phone must be turned off during class and placed in your bag. If your electronic device is needed for the class activity, the professor will instruct as so. This shows respect for the learning environment and helps you build professional habits. Should you have an emergency, please notify the professor and take the call outside.

Communication: The primary means of communication for this class is email. You are responsible for ensuring that your email address is correctly listed in the course (check this on the first day) and that you are receiving emails from the instructor. To ensure you receive all notices from the instructor in a timely manner, check your email frequently (at least 3-4 times per week).

Netiquette: Practice professional behavior at all times. Online students will be held to the same behavior standards as students in a traditional classroom. Gross violation of professional behavior will be referred to the Associate Dean for formal discipline review.

Plagiarism: Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, 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 (asking for) the contents of an un-administered test; and substituting for another person to take a test. Plagiarism is the appropriating (taking in a way that is illegal or unfair), 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. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct and Hazing.

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.

El Centro Institutional Policies (http://www.elcentrocollege.edu/syllabipolicies)
# Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
<th>Due Dates</th>
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<tr>
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<td>Unit I:</td>
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<td>Unit II:</td>
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<td>Final Exam</td>
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## Disclaimer

The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Instructor. When necessary, appropriate notice of such changes will be given to the student. The instructor may provide additional information to enhance the course to meet the needs of the enrolled students, provided the enhancements do not conflict with the official course syllabus.