ENGL 1301 Composition I Syllabus
El Centro College

Instructor Information

Name: Helen Chandler

DCCCD Email: hchandler@dcccd.edu

Office Location: I do not have an office at El Centro West but am on campus on Mondays and Wednesdays between 9:00 a.m. and 2:30 p.m.

Office Hours: Contact me in person or by email to schedule a meeting that requires more time than the transition times before or after classes.

Division Office and Phone: Academic Transfer (972) 860-2380

Course Information

Course Title: Composition I
Course Number: ENGL 1301
Section Number: 59801
Semester/Year: Spring/2020; January 21 through March 12. (This class meets on Mondays and Wednesdays beginning on Wednesday, January 22, and ending on Wednesday, March 11.)
Credit Hours: 3
Class Meeting Time/Location: 9:05 a.m. to 10:25 a.m., El Centro West (ELW), room 206
Certification Date: Monday, January 27, 2020
Last Day to Withdraw: Wednesday, February 26, 2020

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.

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:
- Essay 1 and Essay 3: two essays, each ranging from two to three pages, that follow the model of the academic essay for format, style, and characteristics
- Essay 2: one one-page essay that will be written during class on a specific class day without assistance from the instructor or collaboration with others
- two multiple choice, true/false exams of twenty to twenty-five items each – one occurs at mid-term and the other at the end of the semester
- multiple minor in-class assignments that will be averaged into a single grade

Course Grade Calculated as Follows:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage (100%)</th>
<th>Points (1,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay 1: Song Analysis</td>
<td>20</td>
<td>NA (not applicable)</td>
</tr>
<tr>
<td>Essay 2: In-class One Pager</td>
<td>20</td>
<td>NA</td>
</tr>
<tr>
<td>Essay 3: Film Analysis</td>
<td>20</td>
<td>NA</td>
</tr>
<tr>
<td>Average of Minor In-class Assignments</td>
<td>10</td>
<td>NA</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>15</td>
<td>NA</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15</td>
<td>NA</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>NA</td>
</tr>
</tbody>
</table>
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

*Note: A final numeric grade that ends in an X9.0 through X9.9 will be rounded up to the next round number. For example, a 79.4 would be rounded up to an 80.

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

Description of Graded Work

Essays 1 and 3
Writing an essay involves working through specific stages toward a final draft. Important stages are getting started, receiving feedback, and editing and revising when completing the final draft. I will set aside class time for students to start and work on their essays, but students will also need to work on the essays outside of class. Assignment sheets with detailed instructions, a sample essay, and a rubric will be posted to the Assignments folder in eCampus ahead of time. The final essay should be a two to three page academic essay written in the writer’s own words, revised and edited, and in MLA format and Standard Edited American English.

Essay 2
Essay 2 will be a three to four paragraph (one page) essay that will be written in class. This essay will focus on the student’s ability to respond to a prompt or a visual image and to develop that response during a specific time period. Basic formatting is required
and grammar and mechanics are considered as a component of the grade. Assignment instructions and a rubric will be posted on the day of the assignment.

**Mid-term Exam**
A mid-term exam of twenty questions/items will occur at the fourth or fifth week of the semester.

**Final Exam**
A final exam of twenty questions/items will occur at the end of the semester.

**Minor In-class Assignments**
The instructor plans to provide course content as needed throughout the semester, but will avoid ‘lecturing’ for an entire class period. Minor in-class assignments will be used, as needed, to support instruction. At the end of the semester, these minor assignments will be averaged into one grade.

**Attendance and Your Final Grade**
Even though we will use online tools, such as eCampus, to manage the course, this is not an online course. You must attend class in person to meet the standards of an on-campus course. 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 with 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 miss a class when an in-class assignment occurs, you will receive a 0 – 50 (if a make-up is allowed). To receive a 50, you must submit the make-up work by the deadline posted on eCampus. Checking and completing a make-up assignment is your responsibility. (All assignments will be posted to eCampus in the Assignments folder.) Some assignments, such as those requiring teamwork, cannot be made up. If that’s the case, a zero will be assigned if you miss that assignment.

**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**

Because there is a very short time-line (eight weeks) for this course, no late work will be accepted. I will give you as much time as possible to complete assignments and to receive credit for work you have completed, but we will not have time to “catch-up” or wait for late submissions, so late work will not be accepted.

**Other Course Policies**

**Smart Phones:** I do not require phones to be turned off and put away; however, I do have limits for phone use. I will have my phone on me or near me during class, but it will be on silent, and I will not access it to check messages or surf or bounce around videos. I also will not make phone calls while in the classroom, before or during class. This is to show respect for you. I expect the same degree of respect from you, and you should expect it from each other. I will not ‘fight’ with you about your phones, but, for the sake of the entire class, if this becomes a problem, I will address it either on the spot or individually. If you have a family emergency or are expecting an important phone call, such as for a job interview, please notify me and take the call outside of class.

**Affectionate Behavior:** Grooming, handholding, touching, cuddling are strictly prohibited.

**Food:** Not allowed in the classroom.

**Drinks:** Allowed

**College Culture:** All of our interactions should be respectful and considerate. Behavior that violates the Student Code of Conduct or any other selfish behavior that disrupts others’ ability to complete the class will be addressed. This includes referral to your high school’s administration and to El Centro’s Associate Dean of Student Behavior 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
This is a general calendar. A specific calendar will be posted to eCampus in the “In Class This Week” tab.

<table>
<thead>
<tr>
<th>Eight Week Semester</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 and 2</td>
<td>Unit I: Course Introduction</td>
<td>Instructor ‘talk’ and in-class assignments.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Unit II: Writing for College</td>
<td>Instructor ‘talk’ and in-class assignments</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Unit III: Analysis</td>
<td>Essay 1 (song analysis)</td>
<td>February 7, Friday</td>
</tr>
<tr>
<td>4</td>
<td>Midterm Exam</td>
<td>Review and exam in class</td>
<td>February 12, Wednesday</td>
</tr>
<tr>
<td>5</td>
<td>Unit IV: Synthesis</td>
<td>Instructor ‘talk’ and Essay 2 (one-pager)</td>
<td>February 19, Wednesday</td>
</tr>
<tr>
<td>6 and 7</td>
<td>Unit V: Evaluation</td>
<td>Film viewed in class and Essay 3 (film)</td>
<td>(Film 2/24 and 2/26) Essay due March 6,</td>
</tr>
</tbody>
</table>

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<table>
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<tbody>
<tr>
<td></td>
<td></td>
<td>review)</td>
<td>Friday</td>
</tr>
<tr>
<td>8</td>
<td>Final Exam</td>
<td>Review and exam in class</td>
<td>March 11, Wednesday</td>
</tr>
</tbody>
</table>

**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.