ENGLISH 1301.60200 SYLLABUS
SPRING 2020
MARCH 23 – MAY 11

Instructor Information
Professor: Paul Benson
Email: leebee@dcccd.edu
Office Phone Number: 214-860-8738
Office Number: W277
Office Hours: MWF 11:00 AM – 12:30 PM
Division: ARCO
Class Location: W279B
Office Phone: 214-860-8783

Course Information
Course Title: Composition and Reading
Course Number: ENGL1301
Section Number: 69200
Semester/Year: Spring/2020
Credit Hours: 3
Class Meeting Time/Location: MF 9:30-10:50 AM
Last Day to Withdraw: 05/01/2020

Course Prerequisites:
College level ready in Reading, and Writing

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
After successful completion of this course the student should be able to:

Increasing Writing Skills
1. recognize that writing is a process involving generating ideas, drafting, revising, and editing, and to use these elements of the writing process appropriately.
3. adapt your writing process to different time constraints, such as a class period, several weeks, or a semester.
4. write for a variety of audiences, not just your instructor.
5. adapt your language, sentence structure, and organization to fit the audience, purpose, and topic of the writing task.
6. write for a variety of purposes.
7. focus on a central idea that controls and unifies the whole piece of writing.
8. support your ideas with details (illustrations, examples, descriptions) that will make them clear to your readers.
9. demonstrate a sense of personal voice in your own writing and the ability to vary it accordingly.
10. produce effective and mature papers of several paragraphs.

Increasing Reading Skills
1. identify the main ideas and supporting details in variety of reading selections, ranging from student to professional works.
2. analyze how the work of student and professional writers achieves the writer's purpose.
3. produce writing based upon your synthesis of written material with your own knowledge and opinions.

Introducing Research Skills
1. locate and evaluate sources for writing tasks.
2. demonstrate preliminary research skills: summarize, paraphrase, synthesize, and document information.

Building Analytical Thinking Skills
1. demonstrate maturity of thought by analyzing, questioning, and reflecting on ideas.
2. understand the relationship between oral and written communication.

Improving Attitudes towards Communications Skills
1. develop confidence in yourself as a writer.
2. understand the value of writing in your life as a way to learn, record, communicate, and understand.
3. have more awareness of your own writing process.

Required Course Materials
English 1301 or English 1302 Study Guide
Dodge, Tom. TOM DODGE TALKS ABOUT TEXAS

Required Lab
All students are required to attend 4 Friday labs during the term. These labs are held in W-279A from 9:30-10:50 AM.
Graded Work
The tables below show how your final course grade will be calculated.

Summary of Graded Work

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson #1</td>
<td>1 @ 100 points</td>
</tr>
<tr>
<td>Lesson #2</td>
<td>1 @ 100 points</td>
</tr>
<tr>
<td>Lesson #3</td>
<td>1 @ 100 points</td>
</tr>
<tr>
<td>Lesson #4</td>
<td>1 @ 100 points</td>
</tr>
<tr>
<td>Final</td>
<td>1 @ 600 points</td>
</tr>
</tbody>
</table>

TOTAL: 1,000 points

Final Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<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>
</tbody>
</table>

Course Schedule

<table>
<thead>
<tr>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson #1 Due March 30</td>
<td>Study Lesson #1 in Study Guide</td>
</tr>
<tr>
<td>Lesson #2 Due April 6</td>
<td>Study Lesson #2 in Study Guide</td>
</tr>
<tr>
<td>Lesson #3 Due April 13</td>
<td>Study Lesson #3 in Study Guide</td>
</tr>
<tr>
<td>Lesson #4 Due April 27</td>
<td>Study Lesson #4 in Study Guide</td>
</tr>
<tr>
<td>Final Exam Given May 4</td>
<td>Review Lesson #3 in Study Guide</td>
</tr>
<tr>
<td>Course Wrap-Up May 11</td>
<td>Bring all grade papers</td>
</tr>
</tbody>
</table>

Attendance and Your Final Grade
Any unexcused absences will be subtracted from a student’s Final Grade.

Late Work Policy
Any Lesson may be made up with a one letter grade off penalty as long as it is turned in BEFORE the Final is taken.

Other Course Policies
Cell phones must be turned off and stored during class.

Special Note #1: No paper/assignment for this course will be accepted after the Final!

Special Note #2: No E-Mail assignments are accepted in this course.
Special Note #3: No more than one Lesson may be turned in per week day or TWO LETTER GRADES will be taken off each of the subsequent Lessons. No Lessons are to be turned in over the weekend. This Rule does not apply to revisions.

Special Note #4: The first four Lessons for this course may be revised, for up to a one letter grade improvement, ONLY ONCE and ONLY IF the paper is returned with the original, graded assignment. No paper may be revised unless the grade is below a B- and NO REVISION will be accepted after the Final.

Special Note #5: If more the 5 words are quoted directly from any source without proper documentation, the assignment in question will automatically receive a zero and it will be impossible for the student to pass the course with a C or better grade.

Special Note #6: No student may take the Final without first turning in all four Lessons!

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.

Mountain View Institutional Policies
(http://www.mountainviewcollege.edu/syllabipolicies)