Course Description: Composition I is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is placed 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.

Core Objectives:
• Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
• Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
• Teamwork – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
• Personal Responsibility Skills – to include the ability to connect choices, actions and consequences to ethical decision-making

Learning Outcomes
After successful completion of this course the student should be able to
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.
Course Materials/Supplies Needed
Merriam-Webster dictionary app (free) or paper copy
Personal Organizer or Calendar (Physical or Digital)

Course Outline

Assignments

You will complete three major essays and multiple minor writing assignments in this class. You will complete in class revision assignments. You will edit your classmates' essays. I reserve the right to modify these assignments whenever I suspect that the class is not working up to its potential.

Each week we will have one or more writing assignments. Some will be homework; others will be in class assignments. Late classwork will not be accepted.

Grading:

I will grade you on your Major Essays, Minor Writing Assignments, Daily Work, and Journals.

Major Essays 50% [Informative, Visual Analysis, Argument]
Minor Writing Assignments 20% [Paragraphs and short essays]
Daily Work 20% [Homework, Classwork, Attendance, Quizzes]
Journals 10%

The grading scale is
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59% or less

All assignments must be turned in as Microsoft Word documents. I reserve the right to refuse to grade an assignment that is not turned in using the proper format. All assignments must be in MLA style. This requirement includes but is not limited to the following rules:

- 1 inch margins
- 12 point Times New Roman font
- Double spacing
- Word count in the heading
- No cover page
- Page numbers
- Title: centered, one space away from first line and heading
The following writing errors are not acceptable:

- Run-on sentences [fused sentences or comma splices]
- Sentence fragments
- Spelling errors
- Agreement Errors
- Faulty Predication or mixed constructions
- Verb errors

A paper or homework exhibiting one of these errors will receive a grade of MR (Mandatory Rewrite) and lose 10 points for each day that it takes you to revise. This list may grow as we discuss grammar rules during the semester. If we discuss a rule in class, you may no longer make an error regarding that rule.

Attendance Policy:

Punctual attendance at every class is a necessity. If it is absolutely necessary to miss class, it is your responsibility to find out from the course calendar what you missed and come to the next class fully prepared, with all assignments complete. To clarify, being absent from a prior class is no excuse for not having your assignment on the day you do attend.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students who are not certified as beginning class are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Late Work Policy: Late work will lose 10 points per day for three days. After three days, you may not submit late work. In the case of a certified health emergency (Documents must be submitted to verify this), please inform me, and we will arrange a makeup work plan. Understand that appointments are NOT synonymous with emergencies, as they are planned ahead of time. As such, they are no excuse for late work or absence.

Makeup Exam Policy: N/A

College Sponsored Events: These activities do merit an “excused” absence, but any assignments due on the date of the event must be submitted on or before that due date. Written responses must be submitted in order to earn points for any participation activities missed.

Electronic Devices: Please refrain from using electronic devices for purposes besides coursework during class time.
Spring Academic Semester 2020

Dates for 16-Week Spring Semester

January 20 (Monday)  Dr. Martin Luther King, Jr. Day - Holiday
January 21 (Tuesday)  Classes Begin
February 3 (Monday)   12th Class Day (Certification Date)
February 27 - 28 (Thursday - Friday)  Professional Development Days -- Thursday and Friday day classes will not meet. Friday evening, Saturday and Sunday classes will meet.
March 2 (Monday)  Classes Resume
March 16-20 (Monday - Friday)  Spring Break
March 23 (Monday)  Classes Resume
April 10 (Friday)  Holiday
April 13 (Monday)  Classes Resume
April 16 (Thursday)  *Last Day to Withdraw*
May 11-14 (Monday - Thursday)  Final Exams
May 14 (Thursday)  Semester Ends
May 18 (Monday)  Last Day for faculty to submit grades

Academic Dishonesty:
Plagiarized essays will receive a 0 for the assignment. If you plagiarize any assignment you will receive a 0 on the assignment. Self-plagiarism, also called “reuse” or “recycling-fraud,” will also receive a grade of 0. To read more about that Click Here.

Students who are caught deliberately plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college. Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. For more information, Click Here.

Institution Policies:   Click Here for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).
Classroom Etiquette

Please treat each other and the instructor with respect. Be aware of the written and/or verbal policies the instructor includes in the syllabus or says in class. As you would wish to be treated, so treat others. In other words, by following the rules outlined below, you will be more successful and less frustrated with your instructor and fellow students (and better prepared for university and/or business life).

a. Practice open and honest communication. Communicate, politely, with your instructor if you have a problem. Nothing can be solved if you approach your instructor in an offensive manner, or demand the instructor solve your problems. Also, nothing can be accomplished if you don’t talk to your instructor at all! Remember the golden rule above: if you treat your instructor with respect, your instructor will treat you with respect. This works for your fellow students, too!

b. Avoid asking for special treatment without good reason. Requests for special consideration from the instructor (such as late papers, excused absences, etc.) are just that, requests. You are asking the instructor for a favor. Your instructor must be fair to all students and may not grant your request or may grant it only with adequate documentation/evidence. Be aware of this and respect the instructor’s decision.

c. Be prepared. Come to class prepared to write, discuss, work in groups, and ready to cooperate. Being prepared and able to work with a team are the two most valued skills in the business world! Have your reading done, drafts prepared, topics considered before you come to class. This, above all else, demonstrates respect for yourself!

d. Listen! Listen to your instructor and your fellow students. Take notes when needed. Most problems occur because deep and open listening has not been practiced. Considering what has been said before reacting shows respect for the other person, as well as yourself.

e. Finally, respect other students and the instructor by coming to class on time and making sure you turn off cell phones and other devices. Disrupting class is never respectful in anyone’s eyes!
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