First off, welcome to English 1301! I’m glad you’re here.

“Always question. Do not accept answers as definitive. Answers change. Questions don’t. Always question those who are certain of what they are saying. Always favor the person who is tolerant enough to understand that there are no absolute answers, but there are absolute questions.”

--Holocaust Survivor and Nobel Peace Prize Recipient Elie Wiesel

Instructor: Angie Cook
Office Location: W274
Phone: 214-860-8897
Office Hours: Monday/Wednesday 11:00-12:00, Tuesday/Thursday 8:00-9:30
Credit Hours: 3 lecture hours
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Meeting Times</th>
<th>Location</th>
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<tr>
<td>69800</td>
<td>Online</td>
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<td>69801</td>
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<td>63806</td>
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Contact Information:

The best way to contact me is via our Canvas email. I will also use Canvas to communicate announcements should I have to cancel class due to illness, etc.

My official work email is angiecook@dcccd.edu, but please use this only if you are trying to contact me after class has ended.

Arts & Communication Division: Office E40/ (214)860-8783
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:**

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.

**Core Objectives:**

ENGL 1301 develops the following Core Objectives:
- **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- **Communication:** to include effective development, interpretation, and expression of idea through written, oral, and visual communication.
- **Personal Responsibility:** to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Textbooks and Other Course Materials:**

Various printed and digital handouts provided throughout the course of the semester, accessible on our class website (unless printed and provided by me). You will not need to purchase a textbook for this course.

**Grading/ Evaluation Procedures:**

All assignments must be completed and earn a passing grade in order to pass this course. The following is the grade breakdown for this course:

<table>
<thead>
<tr>
<th>Major Essays</th>
<th>All Other Writing Assignments</th>
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<tbody>
<tr>
<td>• Major Essay #1: 15%</td>
<td>• Daily Assignments (includes discussion board postings as well as all other assignments) 30%</td>
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<td>• Major Essay #2: 25%</td>
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<tr>
<td>• Proposal and Annotated Bibliography 10%</td>
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<tr>
<td>• Major Essay #3: 20%</td>
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Exams and Assignments:

You will write three major essays, and a number of smaller reading responses and discussion board postings and an annotated bibliography, to total 35 pages of written work by the end of the semester.

Course Content

Unit One: Social Media
Major Essay #1: Comparative Essay (embedding quotations)

Unit Two: Iconic Images
Major Essay #2: Research Essay (introduction to research)

Unit Three: The Other Side/Civil Conversations
Proposal and Annotated Bibliography
Major Essay #3: Research Profile Essay (independent research)

Attendance Policy:

Students are expected to check the syllabus, the course materials, and announcements on Canvas regularly. Keeping track of upcoming due dates is the student’s responsibility, and so is time management. It is the responsibility of the student to fully prepare and to turn in assignments when they are due. To clarify, being absent from a prior class is no excuse for not having your assignment, due the class you return, completed.

* 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 Financial Aid purposes. 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:

An assignment that is not uploaded and/or turned in on the due date is considered late. Any major essay submitted late will not be eligible for revision (and therefore, not eligible for a revised grade). Additionally, late submissions will be graded only after I have graded all assignments submitted on time.

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.

Required Materials

- An actual computer: while your iphone may grant you internet access, it is not adequate for accessing and contributing to this online course.
- Working email address.
- Reliable and readily available computer and internet access.
- Reliable and readily available computer storage method (jump drive, google storage, icloud, etc.) so if your computer crashes, you have a backup.
- A program (google docs works) that can save a file in one of these formats (Canvas cannot open .pages files, so do not save your documents in that format): .doc, .docx, .pdf, or .rtf.

Classroom Etiquette:

A key distinguishing feature of an online course is that communication occurs solely via the written word. Because of this, the body language, voice tone, and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into account both when contributing messages to a discussion and when reading them. Keep in mind the following points:

- **Tone Down Your Language**
  Given the absence of face-to-face clues, written text can easily be misinterpreted. Avoid the use of strong or offensive language and the excessive use of exclamation points. If you feel particularly strongly about a point, it may be best to write it first as a draft and then to review it, before posting it, in order to remove any strong language.

- **Be Forgiving**
  If someone states something that you find offensive, mention this directly to the instructor. Remember that the person contributing to the discussion is also new to this form of communication. What you find offensive may quite possibly have been unintended and can best be cleared up by the instructor.

- **The Recorder Is On**
  Think carefully about the content of your message before contributing it. Once sent to the group, there is no taking it back. The grammar and spelling of a message do reflect on you, and your audience might not be able to decode misspelled words or poorly constructed sentences. It is a good practice to compose and check your comments in a word-processor before posting them.

- **Test for Clarity**
  Messages may often appear perfectly clear to you as you compose them, but turn out to be perfectly obtuse to your reader. One way to test for clarity is to read your message aloud to see if it flows smoothly. If you can read it to another person before posting it, even better.

- **Avoid Distractions**
DO NOT TYPE IN ALL CAPS. This is regarded as shouting and is out of place in a classroom. Acronyms and emoticons (arrangements of symbols to express emotions) are popular, but do not use them in college discussion boards.

- **Remember Your Place**
  An online classroom is still a classroom, and comments that would be inappropriate in a regular classroom are likely to be inappropriate in a Web-based course as well. Treat your instructor and your fellow students with respect.

- **Stick to The Point**
  Contributions to a discussion should have a clear subject header, and you need to stick to the subject. Don’t waste others’ time by going off on irrelevant tangents.

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**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. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the [DCCCD Code of Student Conduct](#) published in the DCCCDD Catalog.

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 un-administered test, and substituting for another person to take a test.
- In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words without quotation marks. You cannot mix the 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, unless you are using a direct quote. The author’s words, phrases, sentences must be put in your words, in your way of writing.
- Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**Consequences for Academic Dishonesty and/or Plagiarism:**

Any student in this English class found guilty of cheating on an examination or of plagiarism (using the definition above) will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
• A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
• The professor may request that the student drop the class.

Institutional Policies:

Please visit the Mountain View College Institutional Policies 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).

Drop/Withdrawal Policy and Drop Date:

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You may withdraw through the Admissions/Registrar’s Office in person or by mail before the deadline. You may also withdraw online through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F,” which will affect your GPA. You will receive a “W” (“Withdraw”) in each class dropped, which shows up on your transcript but does not hurt your GPA.

Student Email:

Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to the DCCCD MS Office link here. All communication should be conducted through your official student email account.

Mountain View College provides a number of resources to help you in your educational journey. Please visit the following resources whenever you need help, in or out of the classroom:

The Ink Spot Writing Center

The goal of The Ink Spot is “teaching the writing process, and our goal is to help you become a better writer.” Located in W114, visit them during the hours of Monday – Thursday: 7:30 a.m. – 9:00 p.m. and Friday – Saturday: 7:30 a.m. – 4:30 p.m.

Tutoring
Visit the MVC Instructional Support Lab in W139 for tutoring and/or workshops in subjects as broad as math, reading, sciences, business, etc. Tutoring sessions are also available online by
- emailing MVCilabs@dcccd.edu with the subject line stating: Online Tutoring-Last Name-Student ID.
- In the body of the email, state the course you need help with, the preferred date and time between 9 a.m.-6 p.m., Monday through Thursday and 10 a.m.-2 p.m. Friday and Saturday.

Microsoft Office (including Microsoft Word):

As a student of MVC, you have access to Microsoft Office products, free of charge, and this link will instruct you how to access it.

Food Pantry:

The food pantry is located in room S1016, which is housed in the Student Services Building. Hours for the food pantry are Tuesday, Wednesday and Friday: 8 a.m.- 5 p.m., Monday and Thursday 8 a.m. – 7 p.m.

North Texas Food Pantry Mobile Truck:

Arrive early to ensure you get some of the fresh produce available from the mobile food truck. It’s parked in the west campus parking lot in front of the S Building off Duncanville Rd. every second Thursday and fourth Wednesday of the month from 10 a.m. – 12 p.m.

College Counseling Center:

Our licensed professional counselor can help with concerns such as depression, anxiety, grief, abuse, stress, drug or alcohol issues, domestic violence, etc. The MVC Counseling Center is located in S2076. Email MVC-lets-talk@dcccd.edu or call 214-860-3640 whenever. Office hours are Monday-Friday, 8:30 a.m.-4:30 p.m.

Career and Disability Services

Located in S1053 Call 214-860-8677 for more information. Office hour are Monday and Thursday, 8 a.m.-7 p.m. Tuesday, Wednesday and Friday, 8 a.m.-5 p.m.
Disclaimer: The instructor reserves the right to amend this syllabus as necessary.