Course Syllabus: English 1301 (Winter 2019/2020)

Liberal Arts Division Office: A-310
Phone: (972) 273-3480
Call the office for hours of operation.

This course syllabus is intended as a set of guidelines for English 1301. Both North Lake College and your professor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Professor Information

Professor’s Name: Ivan Dole (Professor D) Email: idole@dcccd.edu
Office Location/Hours: A 375 by appt Office Phone: 972.273.3076

Course Information

ENGL 1301 (3 Credit Hours)
Offered at BHC, CVC, EFC, ECC, MVC, NLC, RLC

Composition I

This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

Prerequisite: 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.

Coordinating Board Academic Approval Number 2313015112

Course Number-Section: English 1301-72426 (this course is 100% ONLINE)
Class Meeting Time: 100% ONLINE (email with questions: idole@dcccd.edu; I will reply)

1. Recognize that writing is a way to learn, communicate, record, and remember.
2. Examine a variety of texts as a basis for writing.
3. Understand and use the processes of writing: inventing, drafting, revising, and editing.
4. Understand the interrelationships among writing, reading, and critical thinking.
5. Use appropriate grammar, mechanics, and spelling.

Students who need help with specific skills are encouraged to visit the Writing Center (L-132). (not open during Wintermester)

**Textbooks & Software**


**Program Level Outcomes**

ENGL 1301 develops the following objectives from the Texas Higher Education Coordinating Board (THECB):

1. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and/or visual communication

Last update 11-Dec-19
• **Written**: Process and produce effective written communication adapted to audience, purpose, and time constraints.
• **Visual**: Effectively interpret visual images or produce effective visual images.

2. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

**Course-Level Student Learning Outcomes**

ENGL 1301 supports the following learning outcomes from the Texas Higher Education Coordinating Board (THECB):

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.

**Student Learning Outcomes**

All essays in this course comply with the three learning outcomes from the Texas Higher Education Coordinating Board (THECB):

1. Participate in a group activity that requires research, data collection, and written reflection, using the departmental assignment and/or a professor-approved list of tasks and questions. Students will demonstrate 75% proficiency. [P.L. 1, 2, 3, 4; C.L. 1 2, 3, 4, 5]
2. Complete a visual interpretation, analysis, or synthesis project in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 75% proficiency as measured by the Visual Communication Rubric. [P.L. 1, 2; C.L. 1, 2, 3, 4, 5]
3. Compose multiple drafts before submitting a developed research-based argument essay using proper research and substantiation. Research is delivered in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 75% proficiency as measured by the English Research Rubric. [P.L. 1, 2, 4; C.L. 1, 2, 3, 4, 5]
## Course Outline

Since English 1301 is a composition course, students are expected to write on a regular basis. In most cases, they will submit some written work each week. In addition to exercises and quizzes that some professors may require, students will write at least six essays, which includes a visual analysis, research-based argument, mid-term and final with a specific purpose (expressive, informative, or persuasive), occasion, and audience. These essays will be at least 500-1000 words or two to four typed or word-processed pages. The professor will determine the specifics. Students will practice specific rhetorical techniques such as description/narration, definition, classification, cause/effect, comparison/contrast, and process. They will also demonstrate a working knowledge of the MLA (Modern Language Association) guidelines for research papers. The following table lists the major assignments, a description of each, required readings, and due date for each assignment:

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Description</th>
<th>Required Readings</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Novel + 5 Journal Entries</strong></td>
<td>Read the novel and complete the 5 journal entries; each one is 250-375 words.</td>
<td><em>Tuesdays with Morrie</em> by Mitch Albom</td>
<td>Complete the Novel by 1/7</td>
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<td></td>
<td></td>
<td>• Journal 1 – 12/22</td>
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<td>• Journal 2 – 12/26</td>
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<td>• Journal 3 – 12/30</td>
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<td>• Journal 4 – 1/03</td>
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<td>• Journal 5 – 1/07</td>
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<tr>
<td><strong>Essay ONE: Narrative</strong></td>
<td>Article Analysis</td>
<td>See the Essay ONE folder for the article options</td>
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<tr>
<td><strong>Key:</strong></td>
<td>Personal Narrative Essay</td>
<td>• Article Analysis – 12/14</td>
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<td><strong>Db = Discussion Board</strong></td>
<td>Outline (Db)</td>
<td>• Outline – 12/16</td>
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<td><strong>IR = Instructor Review</strong></td>
<td>Draft for IR (Turnitin.com)</td>
<td>• IR Draft – 12/19</td>
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<td></td>
<td>Final submission (Turnitin.com)</td>
<td>• Final Draft – 12/23</td>
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<tr>
<td><strong>Essay TWO: Visual Analysis</strong></td>
<td>Print Ad Analysis</td>
<td>See the Essay TWO folder for the Print Ad options</td>
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<td></td>
<td>Visual Analysis Essay</td>
<td>• Print Ad Analysis – 12/24</td>
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<td>• Outline (Db)</td>
<td>• Outline – 12/26</td>
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<td>• Draft for IR (Turnitin.com)</td>
<td>• IR Draft – 12/28</td>
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<td></td>
<td>• Final submission (Turnitin.com)</td>
<td>• Final Draft – 1/01</td>
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<td><strong>Essay THREE: Argument</strong></td>
<td>Annotated Bibliography (AB)</td>
<td>See the Essay THREE folder for the argument options</td>
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<td></td>
<td>Argument Essay</td>
<td>• AB – 1/08</td>
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<td></td>
<td>• Outline (Db)</td>
<td>• Outline – 1/03</td>
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<td>• IR Draft – 1/05</td>
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<td>• Final Draft – 1/11</td>
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<tr>
<td>Assignment Name</td>
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<td>Required Readings</td>
<td>Due Date</td>
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<tr>
<td>Draft for IR (Turnitin.com)</td>
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<tr>
<td>Final submission (Turnitin.com)</td>
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**Essay FINAL**

Timed Reflection Essay

See the FINAL folder (hidden until the day of the final)

The Final will be 1/12 (the class ends on 1/12)

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**Evaluation Procedures**

The grade earned in this course is a combination of the following individual grades:

- Journals 10%
- Skill preparatory assignments (Analysis, AB) 15%
- Instructor Review participation 10%
- Minimum of three essays or writing projects 45%
- Final essay 20%

An **A** requires 90-100%; a **B**, 80-89%; a **C**, 70-79%; a **D**, 60-69%; an **F**, 0-59%. A grade of **C** or higher is required to earn a degree from North Lake College.

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**Institutional Policies**

Institutional Policies relating to this course can be accessed from the following link:

[www.northlakecollege.edu/syllabipolicies](http://www.northlakecollege.edu/syllabipolicies)

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**Academic Success Center (ASC)**

The Academic Success Center (located at the lower level of the library) cultivates student success and supports instruction in an inclusive environment where students are encouraged and empowered to achieve excellence. Comprised of the Blazer Computer Lounge, ELP Language Lab, Writing Center, and Online Writing Lab (OWL), the ASC has a variety of services designed to help students improve their writing, reading and language skills.

**Blazer Computer Lounge (L-134)**

With 12 computers and WiFi Internet access, the lounge is available to students and community members who are working on academic or personal projects individually or in groups.
Writing Center (L-132) Not available during Wintermester

Writing Center services are available to all North Lake students and members of the community, not just those enrolled in English classes. Users can be assisted with class assignments, college application essays, personal statements and other documents. The Writing Center also offers free Grammar Clinic classes. Tutors are skilled writing specialists who can help students:

- Clarify their writing tasks
- Develop and organize their papers
- Explore revision options
- Detect grammar and punctuation errors
- Properly document sources

In addition to Central Campus hours, writing tutors are also available at the North Campus in their Learning Resource Center, Tuesday – Thursday from 10:00 a.m. to 2:00 p.m.

Online Writing Lab

A service of the North Lake Writing Center, the Online Writing Lab, or OWL, provides assistance to students, faculty, and staff at every stage of the writing process. OWL allows busy users to submit papers to our writing tutors electronically and get feedback within 48 - 72 hours. This service expands North Lake's reach and provides flexibility and accessibility to those who find it difficult to meet with a tutor face-to-face. Visit the Online Writing Lab website for more information.

For more information, the Academic Success Center can be reached by phone at (972) 860-3927.

Department of English Policies for Student Success

Attendance Policy

The correlation between attendance and success in the course is strong because class participation is part of the learning process and can affect your final course grade. You are expected to arrive on time for all classes. If you miss all or part of a class, you should not expect your professor to repeat a lecture given during your absence. Check Appendix A for your professor’s policy because some professors deduct points when students miss class or are late to class. Absences and/or tardiness can affect the grade you earn in this course. Attendance in an online class is captured through active, timely participation and submission of assignments.

Policy on Late Papers

You are expected to hand in papers on time. Your professor is not required to accept late papers, and no late paper will be considered for full credit unless you discuss with your professor why the paper will be late prior to its due date. Check Appendix A for your professor’s policies on accepting late papers.
**Academic Integrity**

Throughout this course, you will pursue your studies with integrity and honesty; this means you will provide the appropriate credit for any words, thoughts, ideas, and data that are not your own. Plagiarism includes the following:

- Failure to cite the source of any material borrowed from an outside source *properly*, including failure to use quotation marks, paraphrases, and bibliographic information.
- Submitting any assignment that you did not write for *this class* without consulting your instructor (this includes assignments written for another class, essays purchased online or written by someone else).

Cheating or plagiarizing is taken seriously. If you are caught plagiarizing, you will receive a zero for the assignment without a chance for a redo. For any subsequent incidents, you will fail the course and be reported to the dean.

**Drop Policy**

If you are unable to complete this course, you must officially withdraw by **Monday, January 6**. Withdrawing is a formal procedure which you must initiate; your professor cannot do it for you.

**DCCCD Academic Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>What happens</th>
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<tbody>
<tr>
<td>December 13 (F)</td>
<td>Classes Begin</td>
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<tr>
<td>December 17 (T)</td>
<td>4th Class Day (Certification Date)</td>
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<tr>
<td>January 6 (M)</td>
<td>Last Day to Withdraw*</td>
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<tr>
<td>January 12 (Su)</td>
<td>Final Exams</td>
</tr>
<tr>
<td>January 12 (Su)</td>
<td>Semester Ends</td>
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<tr>
<td>January 15 (W)</td>
<td>Last day for faculty to submit grades electronically through eConnect to the Registrar's Office.</td>
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</table>

*student is responsible for withdrawing

**Early Progress Reporting**

Starting in Fall 2018, students will receive an electronic progress report for all courses 5 weeks or longer. Students can access their progress report in eConnect. **NOTE: These reports are not final grades; it is students’ responsibility to monitor their grades in eCampus and contact their professor if they have any questions regarding grades.**

**Reporting Schedule**

Last update 11-Dec-19
• Students in courses 15 weeks or longer will have TWO student progress reports. The first report will be between weeks 5 and 6 and the second will be between weeks 9 and 10.
• Students in courses 5 weeks to 14 weeks long (including 8-week courses) will have ONE student progress report near the midpoint of the course.

Student Responsibilities and Classroom Etiquette

1. This is an online class, but you are expected to actively participate.
2. Read the novel and textbook selections that are assigned and be prepared to discuss them.
3. Hand assignments in on time and in the format designated by your professor.
4. Review comments left by instructor in Turnitin.com
5. Ask for help when needed. (idole@dcccd.edu)
6. Please include your name, class name and section when you email me. Explain what you need. Give me context, so I can help you.
7. Please reply promptly when I email or reply to you

End of the Semester Guidelines

Please remember all of your assignment expectations (page length and content) as well as submitting assignments are important in shaping your final grade. Your professor will grade each of your assignments accordingly. Once all assignments are graded, your instructor will view your overall average for your final grade. Remember, obtaining the highest grade coincides with fulfilling all of your assignment's expectations. Please know that requesting additional points, "bumping up your grade" or asking for a specific grade is against any instructor's professionalism, integrity, and morality.

Your professor will use and provide Learning Activities customized for your course.

Appendix A: Professor’s Instructional Policies

Technology Connectivity Issues are NOT an Excuse

Please note that eCampus connection or Turnitin.com connection issues are NOT an excuse for late papers. If you are unable to connect to eCampus or Turnitin.com and upload an assignment, send me an email and a copy of the assignment to my email address: idole@dcccd.edu as proof that you attempted to post the assignment on time.

In the email, you must tell me that you were unable to connect to the eCampus system or the Turnitin.com system, and you MUST show verification that you contacted the eCampus Help Desk for assistance (eCampus Help Line: 9726696402 or 18663747169) or the Turnitin assistance line.

You must then upload the assignment as soon as the system is once again available.

Last update 11-Dec-19
NOTE: Send assignments to my email ONLY if eCampus is down and you have attempted to contact the Help Desk for verification that the system was unavailable. **I will NOT grade an assignment that comes to my email. It must be posted in the appropriate program to count for grading purposes.**

**Participation & Attendance**

Your attendance and participation is required in my class every class period. Missing class periods or being unprepared, and therefore unable to participate, will be detrimental to your overall score in the course.

**Policy on Late Papers (submissions and word limit)**

Assignments are due on the date and time shown in the syllabus unless otherwise specified. **I DO NOT TAKE LATE WORK.**

**Email and Netiquette (Internet Etiquette)**

All emails and internet correspondence should follow all grammatical rules and the appropriate punctuation. You should avoid any text messaging jargon, symbols, or intense colors. Make sure you provide a brief heading in the subject area, a message in the comment area, your name, and the course/section that you are a part of. Before you send out any correspondence to me or anyone else in the class, make sure you think before you send.

Emails requiring assistance will be returned within 48 hours during the work week (Monday after 8 a.m. through Friday at 5 p.m.) and will be returned within 72 hours over the weekends, starting at 5 pm on Friday. I typically do not check emails after 9 p.m. on weekdays and not at all on weekends unless an essay is due. I am unavailable on holidays. Please keep this in mind and do not wait until the last minute to contact me regarding questions about assignments, essays, or any other matters that may need immediate assistance.

**Graded Essay Turnaround**

Due to the number of students in this class, topic focus, and submission time, please give me approximately 7+ days to return your essays.