North Lake College
Syllabus for English 1301

Instructor Information
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Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number: 73011
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: K318 / Tuesday and Thursday, from 9:30 – 10:50 AM
Certification Date: 2/3
Last Day to Withdraw: 4/16

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.

Coordinating Board Academic Approval Number 2313015112
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]

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. **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

Required Course Materials

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.

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 500-700 words or two to three 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.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Date</th>
<th>Points (and Weight)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay One</td>
<td>Week 4</td>
<td>100 (10%)</td>
</tr>
<tr>
<td>Essay Two</td>
<td>Week 7</td>
<td>100 (10%)</td>
</tr>
<tr>
<td>Midterm Essay</td>
<td>Week 8</td>
<td>100 (20%)</td>
</tr>
<tr>
<td>Essay Three</td>
<td>Week 11</td>
<td>100 (10%)</td>
</tr>
<tr>
<td>Essay Four</td>
<td>Week 15</td>
<td>100 (10%)</td>
</tr>
<tr>
<td>Final Exam Essay</td>
<td>Week 16</td>
<td>100 (20%)</td>
</tr>
<tr>
<td>Participation &amp; Other Work</td>
<td>Weekly</td>
<td>100 (20%)</td>
</tr>
</tbody>
</table>

The grade earned in this course is calculated from these areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation, Online Discussion, In-Class Activities and assignments (including research group activity)</td>
<td>20%</td>
</tr>
<tr>
<td>Four essays (including visual analysis and argument)</td>
<td>40%</td>
</tr>
<tr>
<td>Midterm and Final Exam</td>
<td>40%</td>
</tr>
</tbody>
</table>
Final Course Grade

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

A grade of C or higher is required to earn a degree from North Lake College.

Institutional Policies

Institutional Policies relating to this course can be accessed using the North Lake Institutional Policies link. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

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)

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.

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).

If you are caught plagiarizing, you will receive a zero, but for any subsequent incidents, you will fail the course and be reported to the dean.
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

- 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

1. Attend all classes.
2. Read the 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. Ask for help when needed.
5. Do not expect your professor to repeat a lecture given during an absence.
6. Visit the Writing Center (L-132) or meet with your professor when you need help or when you are directed to do so by your professor.

Classroom Etiquette

1. Follow your professor’s rules for acceptable classroom behavior.
2. Arrive on time.
3. Remain the entire time.
4. Turn off and put away all personal electronics.
5. Practice active listening (i.e., one voice at a time).
6. In short, treat your classmates and professor with respect.

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

Policy for Attendance and Punctuality
For the purpose of this course, attendance will not only consist of being present in the classroom; you are expected to be an active part of the class. If you engage in non-class-related activities, obstruct your classmates’ ability to learn, leave early or leave the classroom for long periods of time, you could be counted as absent. If absent, you will not have the chance to make-up the work done in your absence, and your final grade might be affected by these absences.

All students will have 4 chances to be absent to class without having to provide an excuse or receiving any penalties beyond missing the work done in the class sessions they missed. Each absence after these first 4 absences will result in a deduction of 3 percentile points from your final percentile grade for the course. Hence, 5 absences will result in a deduction of 3 points from your final grade; 6 absences will result in a deduction of 6 percentile points, 7 absence will result in a deduction of 9 points, and so forth.

If there is a legitimate reason for any absence (e.g., a medical reason), you need to notify the instructor of it and provide any related evidence (e.g., a doctor’s note) upon your return to class. Absences will only be excused when there is a legitimate reason for them and the appropriate documentation has been presented in a timely manner, as specified above.

Typically, attendance will be taken in class through the use of a sign-up sheet, which will circulated at the beginning of the class. If you do not sign in, you might be counted as absent. If you are absent at any point during the semester, you will need to contact one of your classmates to get the material covered in class. You are also the person responsible for keeping track of the number of times you have been absent, so you can avoid losing points in the class.

Arriving late to class can also have a detrimental effect on your grade. For every four times you arrive late, you will incur one absence. If you arrive late by thirty minutes or more, you might be counted as absent for the day also. However, if you have a situation that might prevent you from arriving on time to more than one class session, you should come see me as soon as possible.

Academic Integrity
The most common act of academic dishonesty in a composition course is plagiarism. In order to avoid plagiarism, you will be expected to make proper use of signal terms, in-text parenthetical citations, and quotation marks. You also need to make sufficient changes to the language used in your sources when you are integrating information from these sources in the form of a summary or through paraphrasing. If the reader cannot tell where the ideas, words, and/or conclusions of another person begin and end in your essay, you are very likely plagiarizing.

We will cover the different methods for integrating information from outside sources and giving credit to these sources during the semester. However, if you make use of information from an outside source before these topics are covered in class or if the source you want to
use is not covered in the class discussion, you will still be expected to identify all the information from that sources as established by the MLA guidelines. In such cases, you should visit the Online Writing Lab at Purdue to find information about the MLA and the documentation of sources and/or contact me with any questions you might have.

The typical penalties for academic dishonesty will be the following:

- Assignments that show evidence of academic dishonesty will not be graded. The student will receive a zero for this assignment, and he/she will not have the chance to do any additional work based on this assignment (e.g., extra credit work).
- If you commit a second act of academic dishonesty in anyone of your assignments, you will automatically receive a failing grade in the course, and you will be reported to the dean.
- You should be conscious that students can be subject to additional disciplinary measures by the college based on any acts of academic dishonesty.

Policy on Late Paper Submission
All assignments must be submitted on time and in the manner specified by the instructor in order for you to receive full credit for them. Late work will lose points and / or may not be accepted. Typically, the penalty for submitting work late will be an initial deduction of 5 points (or percentile points) and additional 5 points (or percentile points) for every 12 hours in between the deadline and the time you submit your paper. These points will be deducted from the total points (or percentile points) you earn for the assignment. You will only have 48 hours after the deadline to submit your paper. After these 48 hours, your assignment will not be accepted.

Most assignments will be considered on time, late, or will not be accepted based on the time when they are submitted online (through eCampus or Turnitin, according to the specifications for each assignment). It is your responsibility to make sure that you have uploaded the right file and that your submission has been processed without any problems. If you are unable to connect to eCampus or Turnitin to upload an assignment, you must send me an email with a copy of the assignment, the evidence of the issue that prevented you from submitting the assignment, and evidence of your effort to resolve this issue (e.g., verification that the eCampus Help Desk or the Turnitin assistance line was contacted). You must then upload the assignment as soon as the system is once again available.

There will be some assignments, like the final draft of the last essay written for the class at home, which will not be accepted late. Changes to this policy per assignment will be notified to the students when the assignment is introduced in class. Otherwise, the class will follow the policy described here.

After Hours E-Mail Communications and Netiquette (Internet Etiquette)
All emails and internet correspondence should follow grammatical rules and the appropriate punctuation. You should avoid any text messaging jargon, symbols, or intense colors. Your e-mails should include the following:

- A brief (1-3 Word) heading in the subject area,
• A message in the comment area that starts with a short sentence stating the purpose of your e-mail,
• Your name,

Before you send out any correspondence to me or anyone else in the class, you should consider whether your questions, comments, or concerns might be addressed more effectively in person. If such is the case, you can bring your question to the classroom or make an appointment to see me in my office.

I will respond within 30 hours of receiving any e-mail sent to me during the week (from noon on Mondays until 4:00 PM, on Fridays). All e-mails received during the weekend (i.e., between 5:00 PM on Friday and 11:59 PM, on Sunday) will be answered within 48 hours. I might not be available on holidays, so you should try to contact me before these days if you have any questions about the class. Still, you are expected to make a reasonable effort to gain the information you need to succeed in the class. If you have sent an e-mail less than 30 hours before the next class and have not received a response by the time we see each other in the classroom, you should come to see me before or after class. If you do not bring up your e-mail during this meeting, I will assume you no longer have any of the questions or concerns communicated through that e-mail.

Graded Essay Turnaround
Due to the number of students in this class, topic focus, and submission time, please give me approximately 14 days to return your essays.

Bonus Opportunities
If there are any opportunities to do extra credit work in the class, you should take advantage of them. Remember, your final grade is cumulative, so you want to accumulate as many points as possible when you can. You should not wait until you have done poorly on an assignment to ask for extra credit work, since the chance to get bonus points in the class might have passed.

Disclaimer
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 as necessary to promote the best education possible within prevailing conditions affecting this course.