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Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number: 73039
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: TR 415-535 A215
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


Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**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.

See Appendix A for detailed course calendar

<table>
<thead>
<tr>
<th>The grade earned in this course is calculated from these areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, class assignments, and additional essay and/or participation (including research group activity)</td>
</tr>
<tr>
<td>Four essays (including visual analysis and argument)</td>
</tr>
<tr>
<td>Midterm and Final Exam</td>
</tr>
</tbody>
</table>

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

**Final 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>

**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

Grading System:
5 homework assignments ................................................................. 100 points
5 essays .......................................................................................... 500 points
1 Mid-term ...................................................................................... 200 points
1 Final ............................................................................................... 200 points
Total ............................................................................................... 1000 points

Grade Computation:
900-1000 total course points = A Final Course Grade
800-899 total course points = B Final Course Grade
700-799 total course points = C Final Course Grade
600-699 total course points = D Final Course Grade
0-599 total course points = F Final Course Grade

Coursework Policies:
- All out of class essays and HW#5 must follow MLA format and be typed (using a word processor) to receive credit.
- HW#1-4, Midterm Exam and Final Exam can be handwritten, but they must be in pen.
  Any assignments done in pencil will not receive credit.
- Do not throw away any assignments/essays I grade/sign until final grades for the semester have been posted.
- I do not accept late work. If you are absent when homework assignments are due, you can email them to me, but I must receive them by the end of class on the due date to get credit.
- If you are absent the day an essay is due, the essay must still be submitted on time electronically to turnitin.com. “On time” is defined as the start of class the day the essay is due. Essays are not accepted via e-mail.
- If you bring the hard copy on time, but forget to submit to turnitin.com, there will be a letter grade penalty on the essay.
- If neither the hard copy nor the electronic copy are submitted on time, the essay will not receive credit.
- The writing we do in this class is focused writing. This means that for every essay, you will be assigned a topic or topics. Any essay that is not based on the topic/topics assigned, will not receive credit.
- Turning in a rough draft is optional. It is an opportunity for me to go over your essay before you turn it in for a grade. I do not allow rewrites or revisions of essays once they are graded.
- I set aside specific class days to go over rough drafts (see course calendar). Rough drafts will not be reviewed during office hours or online.
- The Mid-Term and Final Exam will be an in-class essay.
- If you leave anything in my mailbox in the Liberal Arts office (A310) make sure it is time stamped.
Once an assignment/essay is graded and returned to you, you have one week to ask me questions or clarify anything regarding the grade you have received. After a week, no questions/clarifications will be entertained.

Do not expect me to repeat an entire lecture for you. If you do miss class, it is your responsibility to find out what was done and what homework/assignments were assigned (if any).

If/when you communicate with me via e-mail, please include your full name and what class and section you are in (failure to do so will result in the e-mail not being answered). I will respond to e-mails within 24 hours. Therefore, do not count on e-mail for ‘last minute’ questions or concerns.

Any student found guilty of plagiarism will automatically get a zero for the assignment and if it occurs more than once, will fail the course. This includes using another student’s paper as your own. If you need any help with the assignments of this course, the only person you should be asking is me.

E-campus is an integral part of this course, in terms of specific information/instructions on assignments, keeping track of your grades, and accessing lecture notes and other documents.

If you ever want to know your progress/standing in the class, ask me (I will not come after you!).

The last day to drop the course is Thursday, April 16, 2020.

Behavior Policies:

Pay attention while lecture/class is taking place and be courteous in the way you deal with others.

If I find that electronic devices are being used for something other than what pertains to the class, or in a way that is disruptive to the class, I reserve the right to ask you to turn them off.

If you bring food/drink, please clean up after yourself.

Please refrain from any behavior that interferes with the learning process.

Attendance Policy:

Attendance will be taken at the start of every class. If you come after attendance has been taken, you are considered late. See me at the end of class, so I can mark you for a tardy (late arrival). Two late arrivals equal one absence.

If you are not present for at least half of the class (40 minutes) either due to your late arrival or early departure, you will be marked absent.

Once class has started, please do not leave in between to use the restroom, answer phone calls, get a snack, etc. This is considered disruptive and will be counted against your attendance.

You are allowed 4 absences for the semester, regardless of the reason (I do not distinguish between excused/unexcused absences). Therefore, doctor’s notes, work notes, travel itineraries, etc will not be accepted. After 4, 20 points will be deducted per absence from your total semester points.
Weekly Calendar
(I reserve the right to modify as necessary)

Week 1
1/21/20 – Introduction to Course*
1/23/20 – Lecture: Stage 1 (Prewriting) of the Essay Writing Process

Week 2
1/28/20 – Lecture: Stage 1 (Prewriting) of the Essay Writing Process
1/30/20 – Lecture: Stage 2 (Drafting) of the Essay Writing Process [Due: HW#1]

Week 3
2/4/20 – Lecture: Stage 3 (Editing) of the Essay Writing Process
2/6/20 – Lecture: Stage 3 (Editing) of the Essay Writing Process [Due: HW#2]

Week 4
2/11/20 – Lecture: How to Write an Essay About Yourself [Due: HW#3]
2/13/20 – Lecture: How to Write an Essay About Yourself

Week 5
2/18/20 – Rough Draft Day for Essay #1*
2/20/20 – Lecture: How to Write an Essay Explaining a Process [Due: Essay #1]

Week 6
2/25/20 – Lecture: How to Write an Essay Explaining a Process
2/27/20 – No Class (Professional Development Day for faculty/staff)

Week 7
3/3/20 – Rough Draft Day for Essay #2*
3/5/20 – Lecture: How to Write an Essay About an Event [Due: Essay #2]

Week 8
3/10/20 – Mid-Term Exam (In Class Essay)
3/12/20 – Extra Credit Assignment Day*

Week 9
3/17/20 & 3/19/20 – No class (Spring Break)

Week 10
3/24/20 – Lecture: How to Write an Essay Explaining Categories
3/26/20 – Lecture: How to Write an Essay Explaining Categories

Week 11
3/31/20 – Rough Draft Day for Essay #3
4/2/20 – Group Assignment Work Day*

Week 12
4/7/20 – Lecture: How to Write an Essay About a Controversial Issue [Due: Essay #3]
4/9/20 – Lecture: How to Write an Essay About a Controversial Issue [Due: HW#4]

Week 13
4/14/20 – Lecture: How to Write an Essay About a Controversial Issue
4/16/20 – Lecture: How to Write an Essay About a Controversial Issue [Last day to drop]
Week 14
4/21/20 – Rough Draft Day for Essay #4*
4/23/20 – Lecture: How to Write an Essay Analyzing a Picture [Due: Essay #4]

Week 15
4/28/20 – Lecture: How to Write an Essay Analyzing a Picture
4/30/20 – Rough Draft Day for Essay #5*

Week 16
5/5/20 – Lecture: How to Write an Essay Analyzing a Quote [Due: Essay #5]
5/7/20 – Group Presentations [Due: HW#5]

Final Exam (Date TBA)

* = Attendance not taken for grading purposes