North Lake College

Instructor Information
Name: Grady Cherry
DCCCD Email: gcherry@dcccd.edu
Office Phone: 972-273-3485
Office Location: A-237
Office Hours: 8-9:00 AM Mondays and Wednesdays / 8-9:00 AM and 3:30-4:00 PM Tuesdays and Thursdays
Division Office and Phone: Liberal Art Division- 972-273-3480

Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number: 79002
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: Mondays and Wednesdays from 9:30-10:50 AM in Room A-249
Certification Date: 1/27
Last Day to Withdraw: 2/26

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.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Essay One: Narration and Description</td>
<td>100</td>
</tr>
<tr>
<td>Essay Two: Connotative/Denotative Definition</td>
<td>100</td>
</tr>
<tr>
<td>Essay Three: Mid Semester (Written in class on an unannounced topic)</td>
<td>200</td>
</tr>
<tr>
<td>Group Activity: Bibliography, Self and Peer Evaluation, and Topic Reflection</td>
<td>80</td>
</tr>
<tr>
<td>Essay Four: Argument</td>
<td>100</td>
</tr>
<tr>
<td>Essay Five: Visual Analysis</td>
<td>100</td>
</tr>
<tr>
<td>Essay Six: Cause and Effect (Final. Written in class on an announced topic)</td>
<td>200</td>
</tr>
<tr>
<td>Discussion Board: Six @ 20 points each</td>
<td>120</td>
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</tbody>
</table>

TOTAL: 1,000 points

**Final Grade**

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>0-59%</td>
<td>F</td>
</tr>
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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

Participation and Attendance

Since our time limited, it is crucial that you come to class on time and prepared. Preparation consists of reading all assigned essays, writing sufficient notes for discussion, and completing all assigned readings, lecture videos, and homework prior to class time. It is important that you have read, researched, and documented any concerns or questions you may have about the assigned readings and/or assignments.

_I will take attendance each day, and it will be a major factor in your final grade._ If you enter the classroom a few seconds late, it is your responsibility to see me after class so that you can sign the attendance sheet. Otherwise, you will be counted absent. Leaving class early will be counted as an absence. Missing three (3) or more classes will result in your final grade dropping one (1) letter grade. Also, three (3) tardies will result in one (1) absence. If you miss class, it is your responsibility to contact me or a fellow classmate to acquire any information or assignments given in class. I will not repeat any lecture material, and if you miss any quiz or bonus activity, you cannot retake it.

As a general guideline, you should be actively learning through working with the lesson materials posted in Blackboard for about 3 hours per week (the same as attending class) and dedicate at least the same amount of additional time to studying and reviewing the lesson materials either offline or online. You should also be actively writing, revising, and editing for about 3-6 hours each week. **In total, to be successful, students should spend a MINIMUM of 9-12 hours working on course materials each week of the semester.**

Peer Groups (Required)

Peer review days are a part of the learning experience; therefore, you are required to participate. If an essay is not peer reviewed, 10 points (a letter grade) will be deducted from the grade you originally would have received. Since the only way for peer review to be successful, the following must happen:

1. You must have a completed a hardcopy keyboarded draft of your essay. If you do not have a completed hardcopy keyboarded draft of your essay, you will not be assigned to a student who has his.
2. Meet the entire class time.
3. All peer review handouts must be completed and turned in the day your paper is due. In addition, you must provide your peers with constructive feedback to receive credit.
4. This is a required assignment.
Policy on Late Papers (submissions and length)

You are expected to turn in written assignments on time. I will not accept a late assignment, unless you (1) have made a prior arrangement with me and (2) have the proper documentation. If an assignment is a class day late, a letter grade will be deducted. I will not accept an assignment more than one class day late. This policy does not include rough drafts. In order to participate in peer review, you must submit a complete rough draft, meeting all of the assignment’s minimum requirements. If your paper exceeds the required length, I will ask you to revise your paper within 24 hours without any penalties. It is important that you carefully read and follow the writing assignment instructions and that includes the length of the assignment.

Do not leave an assignment attached to my office door or slide it underneath the door. Go to the Division of Liberal Arts Office (A-310), log in the assignment, and give it to a Division secretary, who will place it in my faculty office box. I will not accept e-mailed assignments.

Last, all of your essays must be submitted in Word (.doc or .docx). As a DCCCD student, you have access to Microsoft Office for free.

Evaluation Policy

The time to be concerned about your course grade is the first day of the course, not in the last week. If you know right now that you need an “A” (or whatever) in this course to graduate from high school, to exit academic probation, to enter medical school or a nursing program, or to retain your student visa, start working on it now. The rules of the syllabus, content of the course and lectures, and calculation of the grade you earned are not a starting point for negotiations. While I am always willing to work with students on an individual basis, I cannot negotiate individual terms with each student. This is a college level writing course. The quality of your written work determines your grade. Be sure that your writing fulfills the assignment, satisfies the principles of correct writing as identified in the writing rubrics, and represents the best work you can do. Though I would like to, I cannot grade on effort. I must grade on the quality of the final product.

Communication

I routinely check my e-mail as follows:

Mondays and Wednesdays: 8:00 – 9:00 AM and 12:30 – 1:00 PM
Tuesdays and Thursdays: 8:00 – 9:00 AM and 3:30 – 4:00 PM
If you attempt to reach me during times other than the hours specified, you may not get a response until the following day. If there is an emergency, leave your name, class/section number, contact information, and a brief message. I will get back to you as soon as possible.

**Email and Netiquette (Internet Etiquette)**

All emails and internet correspondence should follow all grammar, usage and mechanics rules. 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 course information. I do not need your student ID. Before you send out any correspondence to me or anyone else in the class, make sure you **think before you send**.

Intermittently, we will use Blackboard as an extension to classroom discussion and I expect you to follow the same policies for Discussion Board (refer to the Discussion Board Rubric) as you would for an email communication; yet, there are ten core rules you should follow when interacting on the internet (taken from **The Core Rules of Netiquette**):

1. Remember the Human
2. Adhere to the same standards of behavior online that you follow in real life
3. Know where you are in cyberspace
4. Respect other people's time and bandwidth
5. Make yourself look good online
6. Share expert knowledge
7. Help keep flame wars under control
8. Respect other people's privacy
9. Don't abuse your power
10. Be forgiving of other people's mistakes

**After Hours E-mail Communication**

If you contact me outside of regular classroom or office hours, I routinely check my email on Mondays, Tuesdays, Wednesdays, and Thursdays from 5:00 – 6:00 PM, and Fridays from 10-12:00 PM. If you attempt to reach me during times other than the hours specified, you may not get a response until the following day. If there is an emergency, leave your name, class/section number, contact information and a brief message, I will get back to you as soon as possible.

The instructor will reply to all emails sent in the proper format within 24 hours, so double check your format and re-send your email if you do NOT hear back from the instructor within this time frame. Do NOT assume that an unanswered email was received – ALWAYS RE-SEND if you do not receive a reply in 24 hours!
REQUIRED SUBJECT LINE FORMAT: When contacting the instructor, the SUBJECT LINE must contain the course ID (ENGL 1301-**section #**) AND the student’s first and last name. The email itself (the body/message) must ALSO contain course ID and the student’s first and last name at the end of the message. Emails sent without this format will either receive no reply or a reply telling the student to re-send in proper format, which slows down response time.

Graded Essay Turnaround
Due to the number of students in this class, topic focus, and submission time allow me approximately 3-4 days to return your essay.

Bonus Opportunities
If you will work with a tutor in the Writing Center, you have the opportunity to earn 5 points extra credit on each of the 4 out-of-class essays. Turn-in with the polished essay the Writing Center draft with the signature of the tutor and the Writing Center stamp indicating the date and time to get your 5 points.

Classroom Decorum
Use the Sandbox before class. Once the class has begun, remain in the classroom. If you need to leave the classroom for any reason, take all of your materials with you and do not re-enter the classroom. Leaving and returning disrupts the class. Do not check texts, e-mails, and phone calls in class. If you must answer a phone call/text/email or make a phone call/text/email, take all of your materials with you and do not re-enter the classroom. Leaving and returning disrupts the class.

If you have a medical reason and must go to the restroom occasionally, please bring a medical explanation or get in person an accommodation statement from North Lake College’s Disability Services Office (A-430). I will then seat you next to the door where you can conveniently exit and re-enter.

Our classroom is a safe place to respectfully discuss topics, regardless of anyone’s beliefs and opinions. Anyone verbally or physically attacking another student or students will be asked to leave the classroom, and will be reported immediately to the North Lake College Police and the Executive Dean of the Liberal Arts Division.