North Lake College

Instructor Information
Name: William R. Godbey
DCCCD Email: wrg7420@dcccd.edu
Office Phone: 972-273-3480
Office Location: A-310 By Appointment
Office Hours: By Appointment
Division Office and Phone: Liberal Art Division- 972-273-3480

Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number: 79031
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: A-349
Certification Date: 1-27-2020
Last Day to Withdraw: 2-26-2020

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>Due Date</th>
<th>Points (or Percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Narrative</td>
<td>TBD</td>
<td>100</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>TBD</td>
<td>100</td>
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<tr>
<td>Midterm Essay</td>
<td>TBD</td>
<td>100</td>
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<tr>
<td>Argument</td>
<td>TBD</td>
<td>100</td>
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<tr>
<td>Visual Analysis</td>
<td>TBD</td>
<td>100</td>
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<tr>
<td>Final Exam Essay</td>
<td>TBD</td>
<td>100</td>
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<tr>
<td>Participation and Daily Work</td>
<td>TBD</td>
<td>100</td>
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**The grade earned in this course is calculated from these areas:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Attendance, class assignments, and additional essay and/or participation (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>
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**Final Grade**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentages</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>Grade</td>
<td>Percentages</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</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>
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</tbody>
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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

Participation
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 frequently and it is a part of your grade.** However, if you must miss class, it is your responsibility to contact 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.

Policy on Late Papers (submissions and word limit)
Late Work: Assignments must be turned in at the beginning of class on the day they are due in hard copy, unless otherwise informed. I will not be responsible for any work submitted in any other fashion. Essays and major assignments turned in after the due date will be assessed at least a letter grade penalty. Students who miss deadlines for any invention, arrangement, drafting, or editing activities forfeit their opportunity to revise their formal essays. Late essays cannot be revised for a better grade, nor will I accept late assignments from students who are habitually absent or tardy. Furthermore, I will grade late work only as my time permits, and I will not be responsible for keeping up with late papers. Class participation grades cannot be made up.

Communication
My email address is located on the first page of this syllabus. Email is not my preferred method of communication. My preferred method is face-to-face, which can be arranged before or after class. Call the number on the first page to establish a time, if necessary. Do not email me asking what you may have missed during an absence; it is your responsibility to obtain that information from another student. I will not respond to emails that do not ask specific questions, nor will I respond to emails sent simply to inform me of your absence or tardiness. I will attempt to respond to appropriate emails within 48 hours (not including weekends, holidays, etc.).

Email and Netiquette (Internet Etiquette)
After Hours E-mail Communication If you contact me outside of regular classroom or office hours, I routinely check my email on Mondays, Tuesdays, and Thursdays from 6-8:00PM, Fridays from 10-12:00PM, and Saturdays 8-10:00AM. 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 7-14 days to return your essay. After I have assessed your papers, you can view them via Turnitin.com.

**Bonus Opportunities**

I typically do not offer nor grant bonus points. If the work is done when it is required to be there is no need for it. I may consider extending due dates because of unusual circumstances, but it is not a policy to do so.