North Lake College

Instructor Information
Name: Kendra Chandler
DCCCD Email: kchandler@dcccd.edu
Office Phone: n/a
Office Location: n/a
Office Hours: Please send me an email to schedule an appointment.
Division Office and Phone: Liberal Art Division- 972-273-3480

Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number: 79038
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: 12:30pm - 1:50pm/A221
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.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Date</th>
<th>Points (or Percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay One</td>
<td>2/6/20</td>
<td>100</td>
</tr>
<tr>
<td>Essay Two</td>
<td>2/20/20</td>
<td>100</td>
</tr>
<tr>
<td>Midterm Essay</td>
<td>2/13/20</td>
<td>200</td>
</tr>
<tr>
<td>Essay Three</td>
<td>3/5/20</td>
<td>100</td>
</tr>
<tr>
<td>Essay Four</td>
<td>3/12/20</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam Essay</td>
<td>3/10/20</td>
<td>200</td>
</tr>
<tr>
<td>Participation and Daily Work</td>
<td>Various</td>
<td>200</td>
</tr>
</tbody>
</table>

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

| Attendance, class assignments, and additional essay and/or participation (including research group activity) | 20% |
| Four essays (including visual analysis and argument)                                                | 40% |
| Midterm and Final Exam                                                                               | 40% |

**Final Grade**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentages</th>
<th>A grade of C or higher is required to earn a degree from North Lake College.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td></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

Attendance Policy
Attendance will be recorded via a sign-in sheet at each class meeting. It is the student's responsibility to sign in each class meeting. Failure to sign in may result in an unexcused absence. You may also be marked absent and asked to leave for sleeping in class, engaging in non-class related activities, taking extended breaks during class, or generally not complying with instructor requests.

I reserve the right to strike your name from the sign-in sheet and mark you absent for the day if you sign-in and leave before class is dismissed. I also reserve the right to mark you absent if you sign in for someone else or if someone else signs in for you. If a sign-in discrepancy is discovered, all past sign-in sheets will be checked for additional discrepancies. Unexcused absences will be awarded accordingly.

3 unexcused absences will result in the lowering of your grade by one letter or 100 points.
3 tardies (being late to class) equal 1 unexcused absence.

I expect students to attend every class, be on time, and stay until dismissed. Leaving class early may result in being marked absent for that class period. Let me know BEFORE class if you need to leave early. Attendance is very important since major concepts will be explained in class. Also, detailed instructions and help will be given in class.

Policy on Late Papers
- Homework and quizzes (worth less than 100 points) should be completed and submitted by the posted deadlines. Failure to submit homework and quizzes on time will result in a grade of zero.
- Major writing assignments* (worth 100 points or higher) will be accepted up to three days past the due date; however, 10 points will be deducted for each day that the assignment is late up to 3 days.
- Major writing assignments that are more than 3 days late will earn a grade of zero.
- The late policy does not apply to the written mid-term and final exams. The mid-term and final exams cannot be made up.
- If you need extra help, please let me know well in advance of the due date. I am available by appointment.

*The Research Reflection is considered a major writing assignment.
**Academic Dishonesty Policy**
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion”.

**Occurrences of Academic Dishonesty will be dealt with in the following manner:**

**First occurrence:** Student will receive a ZERO on the paper, project, exercise, or test.

**Second occurrence:** Student will receive a ZERO on the paper, project, exercise, or test. The appropriate school officials will be notified.

**Third occurrence:** Student will receive a ZERO on the paper, project, exercise, or test. The appropriate school officials will be notified. Student may receive an "F" in the course.

**Note:** At any time during the course, the instructor reserves the right to check a student’s assignment(s) against any available means if plagiarism or other forms of academic dishonesty is suspected. This includes assignments which have previously been submitted and/or graded. **Assignments involving academic dishonesty cannot be replaced, redone, or made up.**

**Definition of Plagiarism**
Using someone else's language and/or ideas without proper attribution is academically dishonest. As members of this class and the larger scholarly community, you are expected to abide by the norms of academic honesty. Everything you submit must be your own work, written specifically for this class. Failing to acknowledge sources or willfully misrepresenting the work of others as your own will not be tolerated.

**Communication**

**Email and Netiquette (Internet Etiquette)**

Because this is a composition class, all emails and internet correspondence should follow all grammatical rules and use the appropriate punctuation. You should avoid any text messaging jargon, the use of all capital letters, symbols, or intense colors. All emails should be written in a courteous and respectful manner. **Always include your first and last name, course name, and section number in the subject line.** This information allows me to give you the best possible answer as quickly as possible. Emails without subject lines may not be opened or answered due to possible security/virus issues.
After Hours E-mail Communication

Responses to email are normally the same day, but may take 24 to 48 hours during the week; any communication after 5:00 p.m. on Friday will be returned on Monday unless there is an assignment due on a weekend. Do give me at least 24 hours before emailing the same question again. If you get no response from me within 48 hours, then you know I have somehow overlooked your email; please send your email again.

Grading Policy

Graded Essay Turnaround

Most Blackboard quizzes are automatically graded upon submission. Expect major papers and other written assignments to be graded within 1-3 weeks of the late submission date. Please allow additional time for weekends and holidays. I will not grade any assignments before their due date.

Grade Questions/Clarification

Once an assignment or essay is graded and the grade is posted in Blackboard, you have two weeks to ask me questions or clarify anything regarding the grade you have received. After two weeks, no questions or clarifications will be entertained. This is not a self-paced course; therefore, most Blackboard assignments are date-restricted.

Additional Information

Turnitin.com

All major writing assignments will be submitted to Turnitin AND Blackboard for grading. Failure to submit the assignment to Turnitin on time will result in a late assignment and late penalties. Turnitin submission disputes can be resolved by providing a copy of the emailed proof of submission receipt.

Classroom Etiquette

Everyone has the right to share their opinions without reproach. Students are expected to behave in a courteous and respectful manner at all times. Disruptive or demeaning behavior will not be tolerated. Using profanity, making derogatory remarks, or taking part in heated arguments may result in being asked to leave class for the day. Further disruptive or inappropriate behavior may result in permanent removal from the class.

Electronic Devices

No recording of classes allowed unless prescribed by Disability Support Services. Cell phones should be silenced or turned off, put away, and kept out of sight. Laptops and tablets are to be used for relevant coursework ONLY. Please do not work on homework assignments for this
class or other classes during class time. Please, no text messaging, checking or responding to email, or surfing the web during class. Please refrain from using any type of social media (i.e. Facebook, Twitter, Instagram) during class.

Assignments
Points will be deducted if assignments are not formatted properly. All major writing assignments must be submitted electronically via Blackboard and Turnitin as this receipts successful submission and all access can be tracked and verified by DCCCD and Turnitin technical staff. No hand written or computer printed assignments will be accepted unless otherwise instructed.

Bonus Opportunities
Extra credit may be earned by going to any DCCCD writing center in person or online and following the posted extra credit guidelines. Additional extra credit opportunities may be offered during the semester, but are not guaranteed.

Technology Issues
Technology issues are no excuse for late assignments. Equipment failures, login issues, user error, loss of internet access, or the inability to properly save, attach, and submit assignments are not valid excuses. I only accept technological faults if it is DCCCD’s hardware or software at fault. Save your work frequently and plan ahead so that you will have time to use on-campus computers and internet if necessary.

You may NOT submit papers or other assignments to me via email. You must seek prior permission first; furthermore, you may not consider an emailed paper submitted without a confirmation reply from me. An assignment emailed to me without permission will receive a grade of zero.

DISCLAIMER:
The syllabus, due dates, and class assignments are subject to change as needed. I will announce any changes either in class or on Blackboard or both when possible.