North Lake College

Instructor Information
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Division Office and Phone: Liberal Art Division- 972-273-3480

Course Information
Course Title: Composition I
Course Number: ENGL 1301
Section Number: 79500
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: Fridays 5:45-8:45 PM
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>Due Date</th>
<th>Points (or Percent)</th>
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<tbody>
<tr>
<td>Project 1</td>
<td>Feb. 2(^{nd})</td>
<td>15%</td>
</tr>
<tr>
<td>Project 2</td>
<td>Feb. 16(^{th})</td>
<td>15%</td>
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<tr>
<td>Midterm Essay</td>
<td>Feb. 20(^{th})</td>
<td>Included in Online Work</td>
</tr>
<tr>
<td>Project 3</td>
<td>Mar. 1(^{st})</td>
<td>15%</td>
</tr>
<tr>
<td>Project 4</td>
<td>Mar. 8(^{th})</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam Essay</td>
<td>Mar. 12(^{th})</td>
<td>Included in Online Work</td>
</tr>
<tr>
<td>Participation and Daily Work</td>
<td>-</td>
<td>20%</td>
</tr>
<tr>
<td>Online Assignments</td>
<td>-</td>
<td>20%</td>
</tr>
</tbody>
</table>

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>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td></td>
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<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>
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<tr>
<td>F</td>
<td>0-59%</td>
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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

Policy on Late Papers (submissions and word limit)

- You are expected to submit work on time.
- Reading journals will not be accepted late.
- Essays turned in late will be penalized. An essay submitted one day late is worth 70% of the worth. An essay two days late is worth 50% of the original worth. Essays will not be accepted later than two days.
- Work missed during an absence will not be allowed to be made up. If you know you are going to be absent when an assignment is due, the assignment must be turned in before the due date.
- Make up tests will not be given.
- All work, with the exception of in class participation activities, can be submitted online and ahead of time.

Email and Netiquette (Internet Etiquette)

- CHECK YOUR EMAIL! In addition to meeting in class, plan to receive occasional correspondence from me via email and Blackboard. It is your responsibility to check both of these between classes.
- If you have a question, please email me. Email is the quickest way to reach me. Allow 24 hours for a response, though it is often much quicker than that.

Cell Phone Policy

- Please put away your cellphones during class times. If you use a cellphone (or other electronic device) during classtime for non class purposes you will lose one point off your final course grade