English 1301 Syllabus
Richland College
Spring 2020

Instructor Information
Name: Professor Amy Boltrushek
DCCCD Email: ABoltrushek@dcccd.edu
Office Phone: 972-238-6040
Office Location: WH 227
Office Hours: 8:00 a.m. - 9:00 a.m. Monday-Thursday
Division Office and Phone: School of Communications, Lavaca 208
972-238-6943

Course Information
Course Title: Composition 1
Course Number: ENGL 1301
Section Number: 83104
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: 9:05—10:05 a.m. MWF
Room: Bonham Hall 218
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Co-Requisite Class
Students enrolled in this class must also be enrolled in DIRW 0315.83104.
Note: If you drop English 1301, you must also drop DIRW 0315.

Required Course Materials
No textbook is required for this section.
See DIRW 0315 Syllabus for Additional Textbook and Materials Information
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.

Course Prerequisites
Prerequisite: The successful completion of DIRW 0305 or DWRI 0305 or DREA 0305 or an appropriate TSI test score.

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. (3 Lec.)

Coordinating Board Academic Approval Number 2313015112

Student Learning Outcomes
Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

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. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**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.

**Summary of Graded Work**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>6 Major Writing Assignments</td>
<td>60%</td>
</tr>
<tr>
<td>Homework/Classwork/Quizzes &amp; Other Daily Work</td>
<td>30%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
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</tbody>
</table>

**Final Grade**

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
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<td>80-89%</td>
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<td>60-69%</td>
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<tr>
<td>0-59%</td>
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</table>

**Description of Graded Work**

Daily grades include assignments such as annotations, notes, journals, and quizzes. Most are worth 100 points each.

The four major essays are each worth 15% of the final grade and include these types of assignments: informative, analysis, summary/response, and argumentative research.

Attendance is taken daily and the grade is computed as a percentage of the total number of class days. For example, if class meets 20 times and a student has 5 absences, the grade is 15/20 or 75%.
Attendance and Your Final Grade
In order to be successful, students must attend and participate in enrolled courses. To help you meet the course objectives, this class includes regular writing assignments both in and out of class, group activities, and exercises. This means that being in class and on time is required. Students must attend both the ENGL 1301 class and the DIRW 0315 class.

There is a strong correlation between class attendance and college success. Your class involvement enables you to learn more actively and effectively; therefore, **class attendance is essential and is counted a percentage of your final grade.**

I take roll at the beginning of class. Avoid arriving late to class to avoid disrupting our learning session. If you are late, it is your responsibility to be sure your attendance record has been changed in order to avoid being marked absent.

If you are absent, email me immediately, so I can clarify the classwork and assignments you missed that day. **NOTE:** You are still responsible for completing any assignments that are due on the day you return to class, so always be sure to consult your course calendar.

If you become seriously ill and have to miss several classes, it may be best for you to reschedule the class next semester. Once you have missed four classes, please make an appointment with me so we can determine if you can successfully complete the course.

Late Work Policy
I do not accept late work except in extreme situations. Documentation of the reason for the absence may be required if I do grant permission to make up work.

Other Course Policies
Rough Drafts
Rough drafts for all major essays must be submitted in DIRW 0315. No paper will be accepted without a rough draft.

Email Policy
Any correspondence outside of class must be submitted in the following format and from a DCCCD Email
Account:

If you need to create a DCCCD email account, follow this link:
http://www.dcccd.edu/SS/OnlineSvs/Pages/MSOffice.aspx

In the Subject line (type): Your Last Name, First Name -- Course Number, Section and [Purpose].  [Add your specific attendance policy]

Example: Doe, Jane—ENGL 1301.8XXX [Question about Annotation Homework]

An email needs a proper salutation (e.g. “Dear Professor Smith,), and the body of the email requires the use of proper grammar, capitalization, and punctuation.  I expect you to be cognizant of the language and punctuation you use.

Help with Writing

- The Writing Center is located in Medina 216. There you can receive free tutoring by appointment or on a drop-in basis.  Phone: 972-238-6226.
- The Writing Center also offers online tutoring.  See the information in your eCampus class.
- The English Corner is located in Bonham 228. There you can receive supplemental instruction and tutoring from qualified English instructors.  You may also use the Corner as a study area to complete your homework.  No appointment is necessary.  The Corner is open from 9AM – 6PM.
- The English Corner is also available online to help you.  Just click on the red Community tab after you login to eCampus.  Then, click on the Online English Corner.
- Additional help is available online at Purdue’s Online Writing Lab (OWL).

Institutional Policies

Institutional Policies relating to this course can be accessed using the link below.  These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.[Richland Institutional Policies](http://www.richlandcollege.edu/syllabipolicies)

Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Classwork</th>
<th>Homework</th>
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ENGL Course Calendar Spring 2020
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Thursday</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Wednesday, Jan. 22</td>
<td>• Course Introduction: Syllabus/Calendar/eCampus</td>
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<td></td>
<td>Friday, Jan. 24</td>
<td>• Introduction to Annotation: “Message to My Freshman Students” pgs. 147-148 <em>(Fundamentals of College Writing workbook)</em></td>
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<td>2</td>
<td>Monday, Jan. 27</td>
<td>• <strong>Writing Assignment #1:</strong> Introduction to Letter Writing, the power of the written word and comma usage</td>
<td>• Review types of letters</td>
<td>• <strong>GRADE:</strong> Complete letter format outline</td>
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<td>Wednesday, Jan. 29</td>
<td>• <strong>GRADE:</strong> Quiz Letter Writing and commas • Revise outline and complete rough draft of letter</td>
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<td>• Revise, edit and proofread your letter</td>
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<td>Friday, Jan. 31</td>
<td>• Complete/submit letter writing assignment</td>
<td>• <strong>GRADE:</strong> Complete Paragraph Information Sheet pgs. 119-120 (Use pg. 121 to complete this assignment from <em>Fundamentals of College Writing</em> workbook) • Review: Transitional Expressions pg. 123 • Review: Modern Language Association (MLA) Format pg.125</td>
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<td>3</td>
<td>Monday, Feb.3</td>
<td>• Review : Paragraph Structure • Review: MLA Format • Discussion of Model of Illustration Paragraph • <strong>Writing Assignment #2:</strong> Richland College Student Services</td>
<td>• <strong>GRADE:</strong> Complete topic sentence and outline (Graphic Organizer pg. 127 <em>(Fundamentals of College Writing</em> workbook))</td>
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<td>Wednesday, Feb.5</td>
<td>• Review : Paragraph Structure • Review: MLA Format • Revise topic sentence and outline</td>
<td>• <strong>GRADE:</strong> Begin draft of Writing Assignment #2</td>
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<td>Friday, Feb.7</td>
<td>• <strong>GRADE:</strong> MLA Format Quiz • Continue to work on draft of</td>
<td>• <strong>GRADE:</strong> Draft of Richland College Student Services</td>
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<td>Week 4</td>
<td>Monday, Feb.10</td>
<td>• Revise draft of Writing Assignment #2</td>
<td>• <strong>GRADE:</strong> Revise Rough Draft: Richland College Student Services</td>
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<td>Wednesday, Feb.12</td>
<td>• <strong>GRADE:</strong> Final Copy of Richland College Student Services Paragraph due. (Print final copy, submit rough draft, and submit in eCampus)</td>
<td>• <strong>GRADE:</strong> Annotate “Day of the Dead” (Handout)</td>
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| Friday, Feb.14 | • Introduction to Summary Writing:  
• Discuss “Day of the Dead”—main idea, major & supporting details  
• **Writing Assignment #3:** Summary: “Day of the Dead”— | • **GRADE:** Complete Writing Assignment #3: summary outline for “Day of the Dead” |
| Week 5 | Monday, Feb.17 | • Group Practice—Revise outline for “Day of the Dead” Summary  
• Group Practice—Begin draft “Day of the Dead” Summary | • **GRADE:** Complete draft “Day of the Dead” Summary |
| Wednesday, Feb.19 | • Group Practice—Summary Set Up Noodle Tools Account for Works Cited page  
• Group Practice—Revise Rough Draft: Group Summary | • **GRADE:** Revise Rough Draft: Group Summary |
| Friday, Feb.21 | • **GRADE:** Writing Assignment #3: Group Summary Due | • Read and annotate “The Four Types of Courage” (Handout) |
| Week 6 | Monday, Feb.24 | • Discuss “The Four Types of Courage”  
• **Writing Assignment #4:** Summary: Begin outline of Summary /Response | • **GRADE:** Complete summary outline for “The Four Types of Courage”  
Visit the English Corner/Writing Center in person or online for tutoring |
| Wednesday, Feb.26 | • Summary Writing Continued--  
• Revise outline and begin summary draft. | • Continue to work on summary outline |
<p>| Friday, | <strong>Professional Development</strong> | | |</p>
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<th>Date</th>
<th>Day—Campus closed.</th>
<th>Monday, March 2</th>
<th>Tuesday, March 3</th>
<th>Wednesday, March 4</th>
<th>Thursday, March 5</th>
<th>Friday, March 6</th>
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<th>Tuesday, March 10</th>
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<th>Thursday, March 12</th>
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<td><strong>Week 7</strong></td>
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<td>Summary Writing Continued</td>
<td>GRADE: Revise Rough Draft: “Four Types of Courage”</td>
<td>Visit the English Corner/Writing Center in person or online for tutoring</td>
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<td>Visit the English Corner/Writing Center in person or online for tutoring</td>
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<td>MLA format guidelines and Works Cited page</td>
<td>GRADE: Complete Works Cited page—Must be approved by instructor</td>
<td>Visit the English Corner/Writing Center in person or online for tutoring</td>
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<td>Revise Works Cited, if necessary</td>
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<td><strong>Week 8</strong></td>
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<td>Compete final revisions for Writing Assignment #4</td>
<td>Compete final revisions for Essay 3: Integrate instructor and tutor feedback</td>
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<td><strong>Final Draft of Writing Assignment #4:</strong> Summary/Response due: Print off a hard copy of final essay AND post final essay AND tutor feedback in eCampus – must be uploaded as a Word document and must be in MLA format – due at the end of class.</td>
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| Week 9 | Monday, March 23 | • **Writing Assignment #5: Evaluation Essay**  
• Analyze Model Essays—Cracker Barrel | • **GRADE:** Annotate “The 2011 Motor Trend Car of the Year: Chevrolet Volt, a Car of the Future You Can Drive Today” by Angus Mackenzie |
| --- | --- | --- | --- |
| Wednesday, March 25 | • **(GRADE) Reading Quiz:** “The 2011 Motor Trend Car of the Year”  
• Review assignment and sample essays posted in eCampus | • Review assignment and sample essays posted in eCampus  
• **GRADE:** Writing Assignment #5: Evaluation Essay Complete Outline (Handout) |
| Week 10 | Friday, March 27 | • Draft introduction, 1st body paragraph  
• Visit the English Corner/Writing Center in person or online for tutoring | • **GRADE:** Draft 1st body paragraph  
• Visit the English Corner/Writing Center in person or online for tutoring |
| Monday, March 30 | • Draft 2nd body paragraph  
• Visit the English Corner/Writing Center in person or online for tutoring | • **GRADE:** Draft 2nd body paragraph  
• Visit the English Corner/Writing Center in person or online for tutoring |
| Wednesday, April 1 | • Draft 3rd body paragraph  
• Visit the English Corner/Writing Center in person or online for tutoring | • **GRADE:** Draft 3rd body paragraph  
• Visit the English Corner/Writing Center in person or online for tutoring |
| Friday, April 3 | • Draft 4th body and conclusion body paragraph  
• Visit the English Corner/Writing Center in person or online for tutoring | • **GRADE:** Draft 4th body and conclusion and body paragraph  
• Visit the English Corner/Writing Center in person or online for tutoring |
| Week 11 | Monday, April 6 | • Revise Writing Assignment #5: Evaluation Essay  
• Visit the English Corner/Writing Center in person or online for tutoring | • Compete final revisions for Writing Assignment #5: Evaluation Essay  
• Visit the English Corner/Writing Center in person or online for tutoring |
<p>| Wednesday, April 8 | • <strong>GRADE:</strong> Final Copy of Writing Assignment #5: due at the end of class. (Print final copy, submit) | | |</p>
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<th>Week 12</th>
<th>Monday, April 13</th>
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| **Writing Assignment #6:** Research  
  Introduction to Research/Argument  
  Analyze: Student Sample Research Essay Introduction and thesis  
  Introduction to Argumentative Writing: Outline—Discuss introduction and thesis. | **GRADE:** Complete Argumentative thesis statement  
 **GRADE:** Complete introduction  
 Visit the English Corner/Writing Center in person or online for tutoring |
| Wednesday, April 15 | **GRADE:** Annotate academic source #1 that corresponds to your selected reasons and save it in your Noodle Tools account.  
 **GRADE:** Complete body paragraph #1 for research essay  
 Visit the English Corner/Writing Center in person or online for tutoring |
| Friday, April 17 | **GRADE:** Annotate academic source #2 that corresponds to your selected reasons and save it in your Noodle Tools account.  
 **GRADE:** Complete body paragraph #2 for research essay  
 Visit the English Corner/Writing Center in person or online for tutoring |
| Week 13 | Monday, April 20 |
| **Analyze: Student Sample Research Essay---Body paragraph #3: inclusion of sources  
  In-Class Research---Finding Sources & Noodle Tools  
  In-class: draft the research essay** | **GRADE:** Annotate academic source #3 that corresponds to your selected reasons and save it in your Noodle Tools account.  
 **GRADE:** Complete body paragraph #3 for research essay  
 Visit the English Corner/Writing Center in person or online for tutoring |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Assignment</th>
<th>Notes</th>
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</thead>
</table>
| Wednesday, April 22   | - Analyze: Student Sample Research - counterargument-inclusion of sources and conclusion and Works Cited page  
                        - In-class: draft the research essay                                      | - **GRADE:** Complete body paragraph #4 – counterargument, conclusion and Works Cited page in Noodle Tools--for research essay  
                        - Visit the English Corner/Writing Center in person or online for tutoring |                                            |
| Friday, April 24      | - Analyze: Student Sample Research - counterargument-inclusion of sources and conclusion and Works Cited page  
                        - In-class: draft the research essay                                      | - **GRADE:** Complete body paragraph #4 – counterargument for research essay  
                        - Visit the English Corner/Writing Center in person or online for tutoring |                                            |
| **Week 14** Monday, April 27 | - Analyze: Student Sample Research conclusion  
                        - In-class: draft the research essay                                      | - **GRADE:** Complete conclusion for research essay  
                        - Visit the English Corner/Writing Center in person or online for tutoring |                                            |
| Wednesday, April 29   | - Analyze: Student Sample Research Works Cited page  
                        - In-class: draft the research essay                                      | - **GRADE:** Complete Works Cited page in Noodle Tools for research essay  
                        - Visit the English Corner/Writing Center in person or online for tutoring |                                            |
| Friday, May 1         | - In-class Revising and Editing  
                        - Visit the EC/WC in person or online                                    | - Revising and edit  
                        - Visit the English Corner/Writing Center in person or online for tutoring |                                            |
| **Week 15** Monday, May 4 | - In-class Revising and Editing  
                        - Visit the EC/WC in person or online                                    | - Complete final revisions  
                        - Visit the English Corner/Writing Center in person or online for tutoring |                                            |
<p>| Wednesday, May 6      | - <strong>Writing Assignment #6: Final Draft due:</strong> Print off a hard copy of final essay AND post final essay AND tutor feedback in |                                            |                                            |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Week 16</strong></td>
<td><strong>Final Day of Class</strong></td>
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<tr>
<td>Monday, May 11</td>
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<tr>
<td>Friday, May 8</td>
<td>• Review</td>
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</table>

eCampus – must be uploaded as a Word document and must be in MLA format – due at the end of class.