English 1301 Syllabus
Richland College

Instructor Information
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Course Information
Course Title: Composition 1
Course Number: ENGL 1301
Section Number: 83423
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: Online
Certification Date: 1/27/2020
Last Day to Withdraw: 2/29/2020

Required Course Materials
All of the course materials are freely available online. You will be asked to read texts, watch video clips, listen to audio clips, participate in discussion boards, write essays, and take quizzes—all online. The lessons and instructions are on our eCampus course page, which you should check every week day for announcements and to keep up with the course material. For this course, you will need
• Access to a reliable computer/tablet with internet access
• Ability to access and navigate eCampus (Blackboard)
• Access to Microsoft Word to save documents in .doc or .docx format (this is freely available to students at DCCCD)

Accessing Course Materials
1. Go to: http://ecampus.dcccd.edu/
2. Click on “Access eCampus”
3. For Username, enter your student ID number preceded by an “e” (for example: “e1234567”)
4. Enter your password. The default password is the same as your username.
5. In the box on the right, you should see a list of courses in which you are enrolled. Click on English 1301—Composition I.
6. Use the menu on the left to navigate the site.

Email is the primary means of communication in this course. To ensure your communication through eCampus goes to your email:
1. Follow 1-4 above.
2. Under the “tools” box on the left, click on Personal Information.
3. Click on “Edit Personal Information.”
4. Provide a working email address in the space provided
5. Click “Submit” at the bottom of the page.
Course Prerequisites
Prerequisite Required: 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. (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

Online Courses
The instruction for this course is entirely online. You will be asked to read texts, watch video clips, listen to audio clips, participate in discussion boards, write essays, and take quizzes—all online. The lessons and instructions are on our eCampus course page, which you should check every week day for announcements and to keep up with the course material. You must have access to the minimal technological requirements (listed on the “Getting Started” page on eCampus) to complete the course requirements, which include completing and submitting assignments in
Microsoft Word. You should also have some experience working on a computer, writing emails and essays, and communicating online.

**Course Outline**

This course has five units. To access each unit, go to the eCampus page for this course, select the left course menu called “Lessons—Assignments,” and begin going through the units. This is not a self-paced course; all of the assignments have due dates, which are outlined in the assignment calendar located on the eCampus course page. Along with the syllabus, be sure to read or view the course orientation, which provides details about completing the assignments. Here is a basic outline of the units and the assignments in each unit:

**Unit 1: Yourself as a Writer**

This unit lays the groundwork for the reading and writing skills that will be developed throughout the course.

- Discussion Board 1.1
- Writer's Notebook 1.1
- Writer's Notebook 1.2
- Quiz 1.1
- Group interaction 1.1
- Grammar lesson 1.1

**Unit 2: How We Use Language**

In this unit, we will begin examining our use of language in different contexts. We will learn how voice, audience and purpose influence the way we speak and write to one another.

- Discussion Board 2.1
- Writer's Notebook 2.1
- Writer's Notebook 2.2
- Quiz 2.1
- Group Interaction 2.1
- Grammar lesson 2.1

**Unit 3: Joining the Conversation**

In this unit, you will practice reading and responding to the writing of others with a focus on summarizing, quoting and paraphrasing.

- Writer's Notebook 3.1
- Writer's Notebook 3.2
- Discussion Board 3.1
- Quiz 3.1
- Grammar lesson 3.1
- Group interaction 3.1
- Peer Review 3.1
- Major Essay - Summary / Response

**Unit 4: Analysis**
This unit is an introduction to a skill we refer to as analysis. Analysis means breaking a subject or text down into its constituent parts so that one can understand how it functions or creates meaning. The “texts” that we will focus on in this unit will be visual texts.

- Writer's Notebook 4.1
- Discussion Board 4.1
- Writer's Notebook 4.2
- Quiz 4.1
- Group interaction 4.1
- Grammar lesson 4.1
- Peer Review 4.1
- Major Essay - Visual Analysis

Unit 5: Introduction to Research & Argument

In the final unit of the course, you will learn how to write an argumentative research essay. You will practice how to conduct research, evaluate sources, integrate quotations, and make arguments.

- Discussion Board 5.1
- Writer's Notebook 5.1
- Writer's Notebook 5.2
- Quiz 5.1
- Group interaction 5.1
- Peer Review 5.1
- Grammar lesson 5.1
- Major Essay – Argument

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>Points</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary/Response Essay</td>
<td>1 @ 100 points</td>
<td>100 points</td>
</tr>
<tr>
<td>Visual Analysis Essay</td>
<td>1 @ 200 points</td>
<td>200 points</td>
</tr>
<tr>
<td>Argument Essay</td>
<td>1 @ 300 points</td>
<td>300 points</td>
</tr>
<tr>
<td>Orientation Quiz</td>
<td>1 @ 10 points</td>
<td>10 points</td>
</tr>
<tr>
<td>Discussion Board</td>
<td>5 @ 20 points</td>
<td>100 points</td>
</tr>
<tr>
<td>Writer’s Notebooks</td>
<td>10 @ 10 points</td>
<td>100 points</td>
</tr>
<tr>
<td>Grammar Quizzes</td>
<td>5 @ 10 points</td>
<td>50 points</td>
</tr>
<tr>
<td>Unit Quizzes</td>
<td>5 @ 10 points</td>
<td>50 points</td>
</tr>
<tr>
<td>Group Interaction</td>
<td>5 @ 10 points</td>
<td>50 points</td>
</tr>
<tr>
<td>Peer Review</td>
<td>3 @ 10 points</td>
<td>30 points</td>
</tr>
<tr>
<td>Course Reflection/Assessment</td>
<td>1 @ 10 points</td>
<td>10 points</td>
</tr>
</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>
</tbody>
</table>

## Due Dates

Assignment due dates are listed at the end of this syllabus. This is not a self-paced course. You may have several items due on a particular date, especially during shorter semesters, so be sure to look ahead and stay on top of the assignments. I’ve tried to give you an adequate amount of time between due dates to view the lessons and complete the work, and I have structured the course so that the due date is the last day that an assignment should be submitted. That does not mean that the assignment cannot be submitted before that date. In fact, I recommend looking ahead and completing the work early.

## Rubrics and Grading Policies

Most assignments, including the essays, discussion boards, and writer’s notebooks, will be graded using rubrics. To access the rubrics, follow the link used to submit the particular assignment and click “View Rubric.” You may also view the rubrics by selecting “My Grades” in the left course menu and clicking on “View Rubric” under each assignment.

In addition to rubrics, your instructor often leaves comments on your assignment document and/or in the feedback area for the assignment. This is especially true of the final essays and any work leading up to the final essays. Please be sure you can access those comments. Any assignment submitted late, however, will not receive written feedback and will only receive a rubric score, if it receives a score at all. You are always free to ask your instructor if you are unclear about grading policies or if you would like additional feedback on your writing.

To grade your material in a timely manner, your instructor will choose which assignments to read in detail and which to skim over more quickly. Some of the discussion boards and writer’s notebook assignments are writing exercises that will benefit you but do not require extensive feedback. Others, such as the essays and the writer’s notebook assignments directly related to the essays, do require more feedback, so your instructor will offer more comments on those.

## Late Work Policy

Every assignment in this course has a specific due date. As a rule, late work will not be accepted. The instructor may choose to make exceptions in the case of documented emergencies.

## Academic Honesty

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct [http://www.richlandcollege.edu/conduct](http://www.richlandcollege.edu/conduct).

Plagiarism is using someone else’s words or ideas without giving credit and is a serious academic offense. It can range from:

- Turning in a paper any part of which you did not write,
- Cutting and pasting a paper together from various sources without attributing the sources correctly,
- Changing a few words but basically keeping most of the words and sentence structure of the original,
- Using the ideas of another without giving credit to the person who originally had the idea.
• Using the exact words of the source without using quotation marks even if you give the name of the source.

**Note:** You must be able to demonstrate that written work submitted is original. This means that it is your responsibility to maintain copies of drafts, notes, and any other materials that can demonstrate the original nature of the writing. If you edit and revise on a computer, it will be necessary occasionally to save drafts of an assignment as it is revised in order to show how the final draft evolved.

**Collusion** is working with someone so closely on your paper that large sections have been reworded by someone other than you.

Collaboration with others is encouraged in the writing process (getting ideas, planning, revision, editing), but the final paper should be entirely your own writing, and edited mostly by you.

Both plagiarism and collusion are serious academic offenses. Consequences will include the following:

- a performance grade of "0" for the assignment or test,
- documenting the incident in your DCCCD file,
- taking other appropriate disciplinary actions.

More on plagiarism: [http://owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/)

“Recycling”: Papers written for another class, or written in previous semesters, will not be accepted. The purpose of a writing course is to practice your writing. Turning in old work defeats that purpose.

**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. More info online at: [http://www.richlandcollege.edu/writing/](http://www.richlandcollege.edu/writing/)
- The English Corner: Located in Bonham 228, you can receive supplemental instruction and free tutoring from qualified English instructors. No appointment is necessary. The English Corner is also a study area. Check the website for hours and more information. [http://www.richlandcollege.edu/englishcorner/](http://www.richlandcollege.edu/englishcorner/)
- Additional help is available on-line at: [http://www.owl.english.purdue.edu](http://www.owl.english.purdue.edu)

**Academic Progress**

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php) for more details.

**Obtaining Final Course Grades Using eConnect**

Final Grade Reports are no longer mailed; they are available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu) or by telephone at 972-613-1818. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

**Course Drop Date**

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course. The last day to drop this course with a “w” is

Please see the list of Important Dates on the Academic Calendar webpage at [http://www.richlandcollege.edu/academiccalendar/](http://www.richlandcollege.edu/academiccalendar/)
Institutional Policies
Please see the document: https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/

Disclaimer
The instructor reserves the right to amend this syllabus as necessary.