Composition I: ENGL 1302-40325
Eastfield College
Spring 2020

Instructor Information
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Course Information
Course Title: Composition I
Course Number: ENGL 1302
Section Number: 40324
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: Online only in response to CODIV-19
Certification Date: April 3, 2020
Last Day to Withdraw: May 4, 2020

Course Format
Course co-requisite: students should also be registered for ENGL-1301-49315.

This course is entirely online. It will involve some online portals related to your textbook, but Blackboard/eCampus is always “home base” – it is the central location from which you will access your assignments, grades, and course announcements. You will use Google Classroom for drafting, revision, and collaboration (account information and class code given on first day of class). You will use Launchpad for game-based activities related to the textbook. You will use Blackboard (eCampus) to submit drafts for SafeAssign and rubric use, to access grades, and to participate in discussions.
Course Description

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. CB Academic Approval Number 23.1301.51 12

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

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 - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information. English 1302 demonstrates Critical Thinking by requiring students to use effective research strategies, in the evaluation of sufficient, reliable, evidence-based library information sources to be incorporated into a research essay.
2. Communication - to include effective development, interpretation, and expression of idea through written, oral, and visual communication. ENGL 1302 demonstrates Communication by requiring students to produce a clearly written research-based argumentative/persuasive college-level essay.
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. English 1302 students demonstrate Teamwork through peer editing and peer review of research essay drafts and through the collaborative exploration of English components including logic, ethics, merit, credibility, synthesis, grammar, punctuation, etc., prior to final essay submission.
4. Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making. English 1302 develops Personal Responsibility by requiring students to write multiple drafts, follow student codes of conduct in regards to plagiarism in the research essay writing process (e.g., summarizing, paraphrasing, directly quoting, parenthetical in-text citing, etc.), and to practice academic honesty as a standard for their academic rigor and a representation of themselves.

Required Course Materials

- A working desktop or laptop computer (a tablet is not sufficient)
- Internet access.
• An updated web browser compatible with Blackboard.
• A DCCCD Outlook account (free).
• An Eastfield Google Classroom account (free, available on first day of class).

Note: A student of this institution is not under any obligation to purchase a textbook from a college-affiliated bookstore. The same textbook is available from independent retailers, including online.

Graded Work

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Launchpad</td>
<td>30%</td>
<td>Average of grades on InQuizitive.</td>
</tr>
<tr>
<td>Rhetorical Analysis (Formal Essay)</td>
<td>10%</td>
<td>Final draft after revising to make changes based on instructor feedback from the working draft. (Rhetorical Analysis)</td>
</tr>
<tr>
<td>Final Research Paper (Formal Essay)</td>
<td>20%</td>
<td>Final draft after revising to make changes based on instructor feedback from the working draft. (Final Research Paper)</td>
</tr>
<tr>
<td>Daily Grades</td>
<td>30%</td>
<td>Drafts, low-stakes writing assignments (journals, discussion boards, eCampus quizzes, freewriting, response papers, etc.).</td>
</tr>
<tr>
<td>Ethos</td>
<td>10%</td>
<td>Participation, engagement, and proper netiquette in all class meetings, forums and emails (see below).</td>
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Writing Expectations: For formal essays, students will compose papers that adhere to grammatical and stylistic standards of edited academic American English and follow Modern Language Association (MLA) style in all particulars, including (but not limited to) double spacing, 1-inch margins on all sides, and in Times New Roman size 12 font, four-line MLA style heading, MLA style header with page numbering, and Works Cited page. All writing assignments in this class expect original work, which means that turning in work you have created for a different class is considered academic dishonesty and a violation of the Student Code of Conduct (see below).

Course Policies

You will be required to use eCampus/Blackboard in this course. You are responsible for monitoring eCampus daily. For grade-related questions or for sending files, you must use your DCCCD Outlook Account, which is DCCCD’s official means of communication. Please set up that account now if you have not already. Email is vital to communication in this course. Make sure your email address is accurate. If you need to update your email address, go to eCampus, click on “My DCCCD,” then go to “Tools” and click on "Personal Information." Change your email address and hit submit. PLEASE MAKE SURE THAT YOUR EMAIL IS CURRENT. This means the email I have for you is one you actually use. Also, do not use someone else’s email address, even if it is a family member.

Communicate all extenuating circumstances to me as soon as possible; the earlier you email me, the better it will be for you and your grade. Late work is not accepted in this course unless I deem the circumstances extenuating. Late work is never accepted if you contact
me after the deadline has already passed. Computer, internet, and technology problems do not excuse students from due dates.

Etiquette: Respectful etiquette is expected of students at all times, in all course forums. Proper etiquette/netiquette establishes your ethos and affects your final grade in this course. Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. Here is a PowerPoint describing proper email etiquette at Eastfield College. Also see this article from Purdue OWL.

- Include a subject, salutation, body, and signature. Open with a greeting or salutation and sign your name at the bottom of the email.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Use complete sentences and do your best to have proper grammar, punctuation, and spelling. If you notice an error, take the extra second to fix it before sending. Remember the two most important considerations in writing: audience (in this case, a college professor) and purpose (whatever you are writing about).
- NEVER send an email with just an attachment (you should always explain the purpose of your writing). Sending a blank email with an attachment is considered rude in the professional world.
- Remember what you should think about in all writing: audience (in this case, a college professor) and purpose (whatever your email is about).
- If I have to remind you more than once to use correct email etiquette, it will negatively impact your Ethos/Participation grade.
- Never type in all uppercase letters. All-caps is one of the most offensive things you can do in a professional or academic email, and it almost always results in you not getting what you want.
- Remember audience and purpose. If you are asking for something, provide reasons. If you are claiming something, provide evidence. (Screenshots help.)
- Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

All grades are posted on eCampus. You have the same access to grades and grading criteria that I do. Hint: this means that emailing to ask whether or not it’s still possible to pass is unnecessary—you can do those calculations yourself. 😊

Discussion Boards

DBs are a significant part of almost any online class. Therefore, it is important you practice proper DB etiquette at all times. When posting to the discussion board, you are expected to:

- Participate a minimum of three times per discussion board, unless otherwise instructed.
- Read and follow all directions and deadlines carefully.
- Title your thread appropriately (meaning title it something that has to do with the prompt or topic).
- When responding to classmates or your instructor, include a greeting or salutation as you would with an email.
• and sign your name at the bottom of your response. This is both professional and courteous.
• Use tactful/courteous language with fellow students.
• Create an atmosphere where other students feel comfortable posting their responses. If you are worried that someone will misinterpret your tone, use an emoticon to demonstrate your tonal intent.
• Provide constructive criticism to fellow classmates’ responses and essays. See “What Is a Substantive DB Post” in the Discussion Board tab for more information on this.
• Avoid profanity and refrain from any disrespectful language.
• Proofread assignments BEFORE posting.
• Respect the opinions of others even if you do not agree.
• “Flaming” or derogatory comments will not be tolerated. NO EXCEPTIONS.

DCCCD Academic Honesty/Code of Conduct

Academic honesty is expected, and integrity is valued in the Dallas County Community College District. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but it 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 published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm. In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.

Classroom Etiquette: Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior in the classroom is not accepted and will not be tolerated. All rules, regulations, and guidelines as listed and explained in the EFC/DCCCD Catalog and Code of Student Conduct will be followed. It is important that you read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

• Be on time for class and stay the entire class meeting.
• Silence cell phones and other electronic devices upon entering the classroom.
• Help maintain a classroom atmosphere in which everyone can work without disturbance.
• Come prepared for each class by having completed assignments.
• Bring required texts and other materials to each class period.
• Use respectful verbal and body language toward all persons in the classroom.

Student Conduct: Your enrollment in this class indicates acceptance of the standards of conduct published in the current edition of the Eastfield College Catalog. As you are a college student, I consider you to be a responsible adult. Therefore, any disruptive behavior is not accepted and will not be tolerated. All rules, regulations, and guidelines as listed and explained in the EFC/DCCCD Catalog and Code of Student Conduct will be followed. It is important that you
read the Code of Student Conduct carefully. Some specific expectations of you as a student are that you:

- Help maintain a classroom atmosphere in which everyone can work without disturbance.
- Be prepared for each class activity by having completed assignments.
- Have and use all required texts and other materials throughout the term.
- Use respectful verbal and body language toward all persons in your class, including the instructor.

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. [Eastfield Institutional Policies](http://www.eastfieldcollege.edu/syllabipolicies)

Academic Honesty and Plagiarism - English Departmental Policy

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.

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words without quotation marks. For such an offense, a student will receive a zero on the assignment and could even receive an F for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write, unless you are using a direct quote. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in
the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website.

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this English class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document) will receive one or more of the following penalties:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.