Instructor Information
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Course Information
Course Title: Composition II
Course Number: English 1302
Section Number: 49311
Semester/Year: Spring 2020/8 Wk 1st session
Credit Hours: 3
Class Meeting Time/Location: MW 9:30-10:50 AM/G131
Certification Date: Jan. 27, 2020
Last Day to Withdraw: Feb. 26, 2020

Course Prerequisites
ENGL 1301

Course Format
This is a blended, 8-week course. Some course requirements will be completed in the classroom, and some will be completed online.
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. (3 Lec.)

Coordinating Board Academic Approval Number 2313015112

Student Learning Outcomes

Upon the successful completion of this course, students will be able to:

1. Demonstrate knowledge of individual and collaborative research processes. Develop ideas with appropriate support and attribution.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays. Read, reflect, and respond critically to a variety of texts.
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 the 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 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
Core Objective Development Statements

➢ ENGL 1302 demonstrates Communication by requiring students to produce a clearly written research-based argumentative/persuasive college-level essay.
➢ 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.
➢ 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.
➢ 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

➢ Supplies: Writing Supplies (pens, paper, etc), flashdrive

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.

Technology Requirements

Some specific software is required for this class because it is partially online.

➢ Google Chrome, Mozilla Firefox, or other web browser fully updated: To navigate eCampus, you will need a web browser that has been recently updated. Please note: Internet Explorer is not always compatible with eCampus.
➢ Microsoft Word, Google Docs, or other word processing program: For this course, you will need access to Microsoft Word, Google Docs, or another word processing program to submit your typed assignments.
➢ Adobe Reader: You will also need to download Adobe Reader to view course learning materials. It is a free download available at http://get.adobe.com/reader/.
➢ A DCCCD student Outlook account: A DCCCD student Outlook account is required for sending files or asking questions regarding grades in this class. Do not email your instructor from personal email accounts, such as Yahoo! or Gmail, if you are writing concerning grades. An account is free. You may set it up by
going to http://www.dcccd.edu/MSOffice. All communication should be conducted through your official student email account.

**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>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>30%</td>
</tr>
<tr>
<td>Argument Research Paper</td>
<td>20%</td>
</tr>
<tr>
<td>Classwork Grade</td>
<td>30%</td>
</tr>
<tr>
<td>Group Project</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
</tbody>
</table>

**TOTAL:** 100

**Final Grade**

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Description of Graded Work**

**Essays:** Students will write multiple essays throughout the course of the semester. Essays include in and out of class papers, prewriting, drafts, peer reviews, and rewrites. Unless otherwise directed, all essays must be in MLA style, typed, double-spaced, **minimum 1000 words**. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with each essay. Essay grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days.
Argument Research Paper: Students will write a persuasive paper that adheres to MLA style guidelines (8th ed.) for in-text parenthetical citations and Works Cited pages, minimum 1500 words. Only Times New Roman, 12-point font will be accepted. Students are to turn in all of the work associated with the research paper. Research paper grades will be affected by missing outlines, drafts, or sources, and being absent on peer review days. Instructions will be provided by the appropriate date.

Classwork Grade: Students will complete shorter assignments that fall into the daily grades/Classwork category. Daily grades can include but are not limited to quizzes, discussion boards, class discussions, peer reviews, reading responses, and short writings.

Group Project: Students will participate in a group collaborative project which will be turned in as a major grade and presented to the class. More details will be provided by the appropriate date.

Attendance;
ENGL 1301 students are expected to regularly attend class and to be on time and stay in class for the entire class meeting. The following attendance policy will be adhered to:
- 0-3 absences=full credit for attendance
- 4 or more absences= no credit for attendance
- Three tardies=1 absence
- Leaving early three times=1 absence
- Any combination of tardies/leaving early equaling three=1 absence

After three absences, you lose all attendance points

Late Work Policy
After the due date, 10 points will be deducted per essay per class date. No paper will be accepted one week past the due date. Daily work cannot be made up.

Other Course Policies
Writing Expectations
Students will compose essays that adhere to grammatical and stylistic standards of academic American English and follow Modern Language Association (MLA) style. All written assignments must be double spaced with 1-inch margins on all sides and in
Email Communication

As email is vital to communication in this course, be sure to:

- Check your email daily to keep up with course correspondence.
- Emails will generally be responded to within 24-48 hours, if not sooner.
- Do not attempt to send work via email. All assignments must be submitted through eCampus. Any assignments emailed as an attachment will not be opened or graded.
- Emails concerning grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

Email Etiquette

Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times. When emailing the professor, you are expected to:

- Begin with a greeting or salutation. This is both professional and courteous.
- Use Standard American English and proper grammar, punctuation, and spelling.
- All subject lines for this class should include your name and the course level and section, e.g. John Smith ENGL 1302-49311.
- Never type in all uppercase letters.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Sign your name at the bottom of the email. Again, this is both professional and courteous.
- Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

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. No food or drinks are allowed in the classroom. All rules, regulations, and guidelines as listed and explained in the Eastfield College, Dallas County Community Colleges Catalog, (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 and stay the entire class meeting.
- Turn off/silence cell phones and other electronic devices upon entering the classroom.
研究生行为准则

遵守以下规定，以确保课堂的顺利进行和学术诚信。

- 不在课堂会议中使用耳机或耳塞，除非得到授课老师的特别指示。
- 课堂期间应避免使用手机和其他电子设备。
- 不使用教室内的电脑和打印机，也不应使用个人电脑/平板/笔记本电脑进行与课堂无关的活动。
- 课堂期间不应睡觉。
- 应保持课堂氛围，确保每个人都能在不受干扰的情况下工作。
- 每次课堂会议前应完成作业并准备好。
- 带上所需的教材和其他材料到课堂。
- 课堂前应通知老师必要的缺席。
- 不得将食物或饮料带入课堂。
- 应采用尊重的口头和肢体语言。

讨论板礼仪

讨论板是几乎任何混合课程的重要组成部分。因此，始终要遵守讨论板礼仪至关重要。当在讨论板上发表言论时，应遵守以下规范：

- 每次讨论板至少参与三次。
- 认真阅读并遵循所有指示。
- 合适地为帖子命名（即，根据提示或主题命名）。
- 回复同学或老师时，应使用正式和礼貌的问候语，就像在电子邮件中一样。
- 应使用礼貌的语言。
- 创造一个让其他学生感到舒适的环境来发布回复。
- 提供对同班同学回复和论文的建设性批评。
- 不得使用粗俗或不尊重的语言。
- 回复同学或老师时，在回复末尾签名。
- 作业发布前应仔细校对。
- 尊重他人的意见，即使你不同意。
- “火药”或侮辱性言论将不被容忍。没有例外。

学术诚实与剽窃—英语系政策

学术不端行为是《学生行为准则》中的违反行为。学术不端行为包括但不限于在考试中作弊、剽窃和抄袭。作为大学生，你被视作一个负责任的成年人。你的入学确认了对《DCCCD行为准则》的接受。

学术不端行为包括但不限于在考试中作弊、剽窃和抄袭。

作弊包括抄袭来自他人的内容。
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 (https://www1.dcccd.edu/cat0608/ss/code.cfm).

Consequences for Academic Dishonesty and/or Plagiarism: Any student in this English class found guilty of cheating on an examination or of Plagiarism or of collusion (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.

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.
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)

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

10/21/19 Version

Tentative Course Calendar—Spring 2020
ENGL 1302

Key:                           Important dates:
EA: Everything’s an Argument  Jan. 27, Certification date
DB: Discussion Board          Feb. 26, Withdrawal date
                                  Mar. 12, Last day of classes

Week 1/ Jan 22
Course orientation
EA, Part 1
Review of MLA format
DB1

Week 2/Jan 27-29
Essay 1 assigned, Rhetorical Analysis

Week 3/Feb. 3-5
Essay 1—Rough draft/Peer review
Essay 1—Final draft submitted in eCampus
DB2

Week 4/Feb. 10-12
EA, Ch. 7, Structuring Arguments
Essay 2 assigned, Argument Group Project
Week 5/Feb. 17-19
Essay 2—Group Project submitted
Essay 2—Group Project presented
Essay 3 assigned, Argument Research Paper
DB3

Week 6/Feb. 24-26
EA, Part 4, Research and Arguments

Week 7/Mar. 2-4
Essay 3—Rough draft/Peer review
Essay 3—Final draft submitted to eCampus
Essay 4 assigned—Visual Argument
DB4

Week 8/Mar. 9-11
Essay 4—Final draft submitted in class