Welcome to English 1302! I’m glad you’re here.

“We do not believe in ourselves until someone reveals that deep inside us something is valuable, worth listening to, worthy of our trust, sacred to our touch. Once we believe in ourselves we can risk curiosity, wonder, spontaneous delight or any experience that reveals the human spirit.”

― e.e. cummings

Instructor: Angie Cook
Office Location: W274
Phone: 214-860-8897
Office Hours: Tues/Thurs 12:30-2:00, Mon/Wed 11:00-12:00
Credit Hours: 3 lecture hours
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Class Meeting Times and Locations:

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Meeting Times</th>
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<tbody>
<tr>
<td>63800 (GPISD)</td>
<td>M/W 8:00-9:20 AM</td>
<td>W279A</td>
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<tr>
<td>63801 (GPISD)</td>
<td>M/W 9:30-10:50 AM</td>
<td>W258</td>
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<td>63803 (GPISD)</td>
<td>T/R 8:00-9:20 AM</td>
<td>W279A</td>
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<td>63804 (GPISD)</td>
<td>T/R 9:30-10:50 AM</td>
<td>W174</td>
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<td>63017</td>
<td>T/R 11:00 AM-12:20 PM</td>
<td>W179</td>
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<td>63829 (DallasISD)</td>
<td>T/R 2:00-3:20 PM</td>
<td>W280</td>
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<tr>
<td>60800 (Molina HS)</td>
<td>Online—See Canvas Calendar</td>
<td>Online</td>
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Contact Information:
The best way to contact me is via our Canvas email. I will also use Canvas to communicate announcements should I have to cancel class due to illness, etc.

My official work email is angiecook@dcccd.edu, but please use this only if you are trying to contact me after class has ended.
Arts & Communication Division: Office E40/ (214)860-8783

Course Description:
Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. ENGL 1302 is the continuation of the skills mastered in ENGL 1301. Research paper required.

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

Core Objectives:
ENGL 1302 develops the following Core Objectives:
- **Critical Thinking**: to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- **Communication**: to include effective development, interpretation, and expression of idea through written, oral, and visual communication.
- **Personal Responsibility**: to include the ability to connect choices, actions, and consequences to ethical decision-making.

Textbooks and Other Course Materials:
Various printed and digital handouts provided throughout the course of the semester, accessible on our class website (unless printed and provided by me). You will not need to purchase a textbook for this course.

Grading/ Evaluation Procedures:
All assignments must be completed and earn a passing grade in order to pass this course. The following is the grade breakdown for this course:
Exams and Assignments:

You will write four major essays/presentations, including a proposal and annotated bibliography, and a number of smaller reading responses and discussion board postings, to total 35 pages of written work by the end of the semester.

For major essays/presentations, students will be required to present verification of revision assistance, to include participation in a revision workshop, the Ink Spot Writing Center tutoring session, or online revision work approved by your professor. **Paper submissions without evidence of revision assistance will be eligible for a maximum of 90 points on that assignment and will be returned with only rubric grading but no other specific feedback.**

Course Content

**Unit One: Pleased to Meet You**  
Sentence, paragraph, and essay development

**Unit Two: Manifest Destiny**  
Major Essay #2: Primary and Secondary Sources

**Unit Three: Perspectives**  
Major Essay #3: Introduction to APA Style and independent research

**Unit Four: Curiosity**  
Proposal and Annotated Bibliography  
Major Project #4 (independent research)

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Attendance Policy:

Students are expected to check the syllabus, the course materials, and announcements on Canvas regularly. Keeping track of upcoming due dates is the student’s responsibility, and so is time management. Following any absence, it is the responsibility of the student to come to the next class fully prepared, with all assignments complete. To clarify, being absent from a prior class is no excuse for not having your assignment, due the class you return, completed.
* Financial Aid will not be granted to students who have been certified as not attending by the certification date. For this lecture course, your physical participation in class, on or before the certification date, will allow you to receive credit for Financial Aid purposes. Students who are not certified as beginning class are responsible for any payments due as a result of non-certification, to include the dropping of courses.

**Late Work Policy:**

An assignment that is not uploaded and/or turned in on the due date is considered late. Any major essay submitted late will not be eligible for revision (and therefore, not eligible for a revised grade). Additionally, late submissions will be graded only after I have graded all assignments submitted on time.

**Makeup Work:**

Mountain View College-sponsored service-learning or cultural projects may be eligible for a daily activity class participation grade only, and only after you have talked to me first.

**College-Sponsored Events:**

These activities do merit an “excused” absence, but any assignments due on the date of the event must be submitted on or before that due date. Written responses must be submitted in order to earn points for any participation activities missed.

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**Classroom Etiquette:**

Look around you. Every one of your classmates deserves the chance to learn. To ensure they can,

1. please silence all communication devices before entering class, and
2. while I encourage you to bring technology to class in order to access our reading materials, do not text or engage with social media or gaming during class.
   *I will tell you to leave class if you are caught texting, gaming, or on social media, and this is important, you will receive a 0 for all assignments tied to that day’s instruction, including upcoming assignments.
3. please don’t talk while fellow students are contributing to class discussions, don’t pack up your books before you’ve been dismissed, don’t use class time as an opportunity to catch up on your naptime, etc.

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**Academic Honesty and Plagiarism:**

Scholastic dishonesty is a violation of the Code of Student Conduct. 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.
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 un-administered test, and substituting for another person to take a test.
- 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. 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.
- Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

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 definition above) 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 requesting that the student drop the class.

Institutional Policies:

Please visit the Mountain View College Institutional Policies for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).

Drop/Withdrawal Policy and Drop Date:

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You may withdraw through the Admissions/Registrar’s Office in person or by mail before the deadline. You may also withdraw online through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F,” which will affect your GPA. You will receive a “W” (“Withdraw”) in each class dropped, which shows up on your transcript but does not hurt your GPA.
**Student Email:**
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to the DCCCD MS Office link [here](#). All communication should be conducted through your official student email account.

Mountain View College provides a number of resources to help you in your educational journey. Please visit the following resources whenever you need help, in or out of the classroom:

**The Ink Spot Writing Center**
The goal of The Ink Spot is “teaching the writing process, and our goal is to help you become a better writer.” Located in W114, visit them during the hours of Monday – Thursday: 7:30 a.m. – 9:00 p.m. and Friday – Saturday: 7:30 a.m. – 4:30 p.m.

**Tutoring**
Visit the MVC Instructional Support Lab in W139 for tutoring and/or workshops in subjects as broad as math, reading, sciences, business, etc. Tutoring sessions are also available online by
- emailing [MVCilabs@dcccd.edu](mailto:MVCilabs@dcccd.edu) with the subject line stating: **Online Tutoring-Last Name-Student ID.**
- In the body of the email, state the course you need help with, the preferred date and time between 9 a.m.-6 p.m., Monday through Thursday and 10 a.m.-2 p.m. Friday and Saturday.

**Microsoft Office (including Microsoft Word):**
As a student of MVC, you have access to Microsoft Office products, free of charge, and [this link](#) will instruct you how to access it.

**Food Pantry:**
The food pantry is located in room S1016, which is housed in the Student Services Building. Hours for the food pantry are Tuesday, Wednesday and Friday: 8 a.m.- 5 p.m. , Monday and Thursday 8 a.m. – 7 p.m.

**North Texas Food Pantry Mobile Truck:**
Arrive early to ensure you get some of the fresh produce available from the mobile food truck. It’s parked in the west campus parking lot in front of the S Building off Duncanville Rd. every second Thursday and fourth Wednesday of the month from 10 a.m. – 12 p.m.
College Counseling Center:
Our licensed professional counselor can help with concerns such as depression, anxiety, grief, abuse, stress, drug or alcohol issues, domestic violence, etc. The MVC Counseling Center is located in S2076. Email MVC-lets-talk@dccc.edu or call 214-860-3640 whenever. Office hours are Monday-Friday, 8:30 a.m.-4:30 p.m.

Career and Disability Services
Located in S1053 Call 214-860-8677 for more information. Office hour are Monday and Thursday, 8 a.m.-7 p.m. Tuesday, Wednesday and Friday, 8 a.m.-5 p.m.

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