Instructor Information
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Office Hours: MWF 11:00 AM – 12:30 PM
Division: ARCO
Class Location: W279B
Office Phone: 214-860-8783

Course Information
Course Title: Composition and Reading
Course Number: ENGL1302
Section Number: 69200
Semester/Year: Spring/2020
Credit Hours: 3
Class Meeting Time/Location: Tuesdays 9:30-10:50 AM
Last Day to Withdraw: 02/26/2020

Course Prerequisites:
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.

Student Learning Outcomes
After successful completion of this course the student should be able to:

Increasing Writing Skills
1. recognize that writing is a process involving generating ideas, drafting, revising, and editing, and to use these elements of the writing process appropriately.
2. adapt your writing process to different time constraints, such as a class period, several weeks, or a semester.
4. write for a variety of audiences, not just your instructor.
5. adapt your language, sentence structure, and organization to fit the audience,
purpose, and topic of the writing task.
6. write for a variety of purposes.
7. focus on a central idea that controls and unifies the whole piece of writing.
8. support your ideas with details (illustrations, examples, descriptions) that will
make them clear to your readers.
9. demonstrate a sense of personal voice in your own writing and the ability to vary
it accordingly.
10. produce effective and mature papers of several paragraphs.

Increasing Reading Skills
1. identify the main ideas and supporting details in variety of reading selections,
ranging from student to professional works.
2. analyze how the work of student and professional writers achieves the writer’s
purpose.
3. produce writing based upon your synthesis of written material with your own
knowledge and opinions.

Introducing Research Skills
1. locate and evaluate sources for writing tasks.
2. demonstrate preliminary research skills: summarize, paraphrase, synthesize, and
document information.

Building Analytical Thinking Skills
1. demonstrate maturity of thought by analyzing, questioning, and reflecting on
ideas.
2. understand the relationship between oral and written communication.

Improving Attitudes towards Communications Skills
1. develop confidence in yourself as a writer.
2. understand the value of writing in your life as a way to learn, record,
communicate, and understand.
3. have more awareness of your own writing process

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

English 1301 or English 1302 Study Guide
Dodge, Tom. Tom Dodge Talks About Texas

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>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson #1</td>
<td>1 @ 100 points</td>
</tr>
<tr>
<td>Lesson #2</td>
<td>1 @ 100 points</td>
</tr>
<tr>
<td>Lesson #3</td>
<td>1 @ 100 points</td>
</tr>
<tr>
<td>Lesson #4</td>
<td>1 @ 100 points</td>
</tr>
<tr>
<td>Final</td>
<td>1 @ 600 points</td>
</tr>
</tbody>
</table>

**TOTAL: 1,000 points**

<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>

Final Grade

### Course Schedule

<table>
<thead>
<tr>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson #1 Due January 28</td>
<td>Study Lesson #1 in Study Guide</td>
</tr>
<tr>
<td>Lesson #2 Due February 4</td>
<td>Study Lesson #2 in Study Guide</td>
</tr>
<tr>
<td>Lesson #3 Due February 11</td>
<td>Study Lesson #3 in Study Guide</td>
</tr>
<tr>
<td>Lesson #4 Due February 25</td>
<td>Study Lesson #4 in Study Guide</td>
</tr>
<tr>
<td>Final Exam Given March 3</td>
<td>Review Lesson #3 in Study Guide</td>
</tr>
<tr>
<td>Course Wrap-Up March 10</td>
<td>Bring all graded papers</td>
</tr>
</tbody>
</table>
Attendance and Your Final Grade
Any unexcused absences will be subtracted from a student’s Final Grade.

Late Work Policy
Any Lesson may be made up with a one letter grade off penalty as long as it is turned in BEFORE the Final is taken.

Other Course Policies
Cell phones must be turned off and stored during class.

Special Note #1: No paper/assignment for this course will be accepted after the Final!

Special Note #2: No E-Mail assignments are accepted in this course.

Special Note #3: No more than one Lesson may be turned in per week day or TWO LETTER GRADES will be taken off each of the subsequent Lessons. No Lessons are to be turned in over the weekend. This Rule does not apply to revisions.

Special Note #4: The first four Lessons for this course may be revised, for up to a one letter grade improvement, ONLY ONCE and ONLY IF the paper is returned with the original, graded assignment. No paper may be revised unless the grade is below a B- and NO REVISION will be accepted after the Final.

Special Note #5: If more the 5 words are quoted directly from any source without proper documentation, the assignment in question will automatically receive a zero and it will be impossible for the student to pass the course with a C or better grade.

Special Note #6: No student may take the Final without first turning in all four Lessons!

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.

Mountain View Institutional Policies
(http://www.mountainviewcollege.edu/syllabipolicies)