Instructor Information
Name: Professor H. Gallego
DCCCD Email: Hgallego@dcccd.edu
Office Phone: N/A
Office Location: Central campus, A247
Office Hours: M, W 11am – 12pm North, T, R 10am – 11am Central
Division Office and Phone: Liberal Arts Division

Course Information
Course Title: Composition II
Course Number: ENGL 1302
Section Number: 70023
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: (2nd 8 weeks-starting March 24th) 12:30 - 1:50 pm, A259
Certification Date: 2/3
Last Day to Withdraw: 4/16

Course Prerequisites
ENGL 1301

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. Coordinating Board Academic Approval Number 2313015112

Student Learning Outcomes
All essays in this course comply with the three learning outcomes from the Texas Higher Education Coordinating Board (THECB):
1. Participate in a group activity that requires research, data collection, and written reflection, using the departmental assignment and/or a professor-approved list of tasks and questions. Students will demonstrate 75% proficiency. [P.L. 1, 2, 3, 4; C.L. 1 2, 3, 4, 5]

2. Complete a visual interpretation, analysis, or synthesis project in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 75% proficiency as measured by the Visual Communication Rubric. [P.L. 1, 2; C.L. 1, 2, 3, 4, 5]

3. Compose multiple drafts before submitting a developed research-based argument essay using proper research and substantiation. Research is delivered in standard written American English. Specific occasion, audience, and purpose are clearly outlined. Students will demonstrate 75% proficiency as measured by the English Research Rubric. [P.L. 1, 2, 4; C.L. 1, 2, 3, 4, 5]

**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

**Required Course Materials**


(Above is not required.)


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.
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.

Since English 1302 is a composition course, students are expected to write on a regular basis. In most cases, they will submit some written work each week. In addition to exercises and quizzes that some professors may require, students will write at least six essays, which includes a visual analysis, research-based argument, mid-term and final with a specific purpose (expressive, informative, or persuasive), occasion, and audience. These essays will be at least 500-700 words or two to three typed or word-processed pages. The professor will determine the specifics. Students will practice specific rhetorical techniques such as description/narration, definition, classification, cause/effect, comparison/contrast, and process. They will also demonstrate a working knowledge of the MLA (Modern Language Association) guidelines for research papers.

The grade earned in this course is calculated from these areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, class assignments, and additional essay and/or participation (including research group activity)</td>
<td>10%</td>
</tr>
<tr>
<td>Visual Analysis Unit</td>
<td>20%</td>
</tr>
<tr>
<td>Literary Analysis Unit</td>
<td>20%</td>
</tr>
<tr>
<td>Research Unit</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam Essay</td>
<td>20%</td>
</tr>
</tbody>
</table>

Grade Percentages

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

A grade of C or higher is required to earn a degree from North Lake College.

Institutional Policies
Institutional Policies relating to this course can be accessed using the North Lake Institutional Policies link. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.
Academic Success Center (ASC)
The Academic Success Center (located at the lower level of the library) cultivates student success and supports instruction in an inclusive environment where students are encouraged and empowered to achieve excellence. Comprised of the Blazer Computer Lounge, ELP Language Lab, Writing Center, and Online Writing Lab (OWL), the ASC has a variety of services designed to help students improve their writing, reading and language skills.

Blazer Computer Lounge (L-134)
With 12 computers and WiFi Internet access, the lounge is available to students and community members who are working on academic or personal projects individually or in groups.

Writing Center (L-132)
Writing Center services are available to all North Lake students and members of the community, not just those enrolled in English classes. Users can be assisted with class assignments, college application essays, personal statements and other documents. The Writing Center also offers free Grammar Clinic classes. Tutors are skilled writing specialists who can help students:

❖ Clarify their writing tasks
❖ Develop and organize their papers
❖ Explore revision options
❖ Detect grammar and punctuation errors
❖ Properly document sources

In addition to Central Campus hours, writing tutors are also available at the North Campus in their Learning Resource Center, Tuesday – Thursday from 10:00 a.m. to 2:00 p.m.

Online Writing Lab
A service of the North Lake Writing Center, the Online Writing Lab, or OWL, provides assistance to students, faculty, and staff at every stage of the writing process. OWL allows busy users to submit papers to our writing tutors electronically and get feedback within 48 - 72 hours. This service expands North Lake's reach and provides flexibility and accessibility to those who find it difficult to meet with a tutor face-to-face. Visit the Online Writing Lab website for more information.

For more information, the Academic Success Center can be reached by phone at (972) 860-3927.

Department of English Policies for Student Success
Attendance Policy

The correlation between attendance and success in the course is strong because class participation is part of the learning process and can affect your final course grade. You are expected to arrive on time for all classes. If you miss all or part of a class, you should not expect your professor to repeat a lecture given during your absence. Check Appendix A for your professor’s policy because some professors deduct points when students miss class or are late to class. Absences and/or tardiness can affect the grade you earn in this course.

Policy on Late Papers

You are expected to hand in papers on time. Your professor is not required to accept late papers, and no late paper will be considered for full credit unless you discuss with your professor why the paper will be late prior to its due date. Check Appendix A for your professor’s policies on accepting late papers.

Academic Integrity

Throughout this course, you will pursue your studies with integrity and honesty; this means you will provide the appropriate credit for any words, thoughts, ideas, and data that are not your own. Plagiarism includes the following:

- Failure to cite the source of any material borrowed from an outside source properly, including failure to use quotation marks, paraphrases, and bibliographic information.
- Submitting any assignment that you did not write for this class without consulting your instructor (this includes assignments written for another class, essays purchased online or written by someone else).

If you are caught plagiarizing, you will receive a zero, but for any subsequent incidents, you will fail the course and be reported to the dean.

Early Progress Reporting

Starting in Fall 2018, students will receive an electronic progress report for all courses 5 weeks or longer. Students can access their progress report in eConnect. NOTE: These reports are not final grades; it is students’ responsibility to monitor their grades in eCampus and contact their professor if they have any questions regarding grades.

Reporting Schedule

- Students in courses 15 weeks or longer will have TWO student progress reports. The first report will be between weeks 5 and 6 and the second will be between weeks 9 and 10.
- Students in courses 5 weeks to 14 weeks long (including 8-week courses) will have ONE student progress report near the midpoint of the course.
Student Responsibilities

1. Attend all classes.
2. Read the textbook selections that are assigned and be prepared to discuss them.
3. Hand assignments in on time and in the format designated by your professor.
4. Ask for help when needed.
5. Do not expect your professor to repeat a lecture given during an absence.
6. Visit the Writing Center (L-132) or meet with your professor when you need help or when you are directed to do so by your professor.

Classroom Etiquette

1. Follow your professor’s rules for acceptable classroom behavior.
2. Arrive on time.
3. Remain the entire time.
4. Turn off and put away all personal electronics.
5. Practice active listening (i.e., one voice at a time).
6. In short, treat your classmates and professor with respect.

End of the Semester Guidelines

Please remember all of your assignment expectations (page length and content) as well as submitting assignments are important in shaping your final grade. Your professor will grade each of your assignments accordingly. Once all assignments are graded, your instructor will view your overall average for your final grade. Remember, obtaining the highest grade coincides with fulfilling all of your assignment's expectations. Please know that requesting additional points, “bumping up your grade” or asking for a specific grade is against any instructor’s professionalism, integrity, and morality.

Your professor will use and provide Learning Activities customized for your course.

Appendix A: Professor’s Instructional Policies

Technology Connectivity Issues are NOT an Excuse

Please note that eCampus connection or Turnitin.com connection issues are NOT an excuse for late papers. If you are unable to connect to eCampus or Turnitin.com and upload an assignment, send me an email and a copy of the assignment to my email address: hgallego@dccc.edu as proof that you attempted to post the assignment on time. In the email, you must tell me that you were unable to connect to the eCampus system or the Turnitin.com system, and you MUST show verification that you contacted the eCampus Help Desk for assistance (eCampus Help Line: ...
You must then upload the assignment as soon as the system is once again available.

NOTE: Send assignments to my email ONLY if eCampus/Turnitin.com is down and you have attempted to contact the Help Desk/Turnitin.com support for verification that the system was unavailable. I will NOT grade an assignment that comes to my personal email. It must be posted in the appropriate program to count for grading purposes.

**Participation & Attendance**

Your attendance and participation is required in my class every class period. Missing class periods, arriving more than 10 minutes late, or being unprepared, and therefore unable to participate, will be detrimental to your overall score in the course. If you miss a class or classes, you alone are responsible for finding out what was missed. I will not review what a student missed when they are not in class. There are no excused absences in this college-level course for any reason whatsoever.

**Policy on Late Papers (submissions and word limit)**

Assignments are due on the date and time discussed in class or listed on the course calendar unless otherwise specified verbally in class (hence why attendance is important). I DO NOT TAKE LATE WORK.

**Email and Netiquette (Internet Etiquette)**

All emails and internet correspondence should follow all grammatical rules and the appropriate punctuation. You should avoid any text messaging jargon, symbols, or intense colors. Make sure you provide a brief heading in the subject area, a message in the comment area, your name, and the course/section that you are a part of. Write your emails as if you are writing a letter. Before you send out any correspondence to me or anyone else in the class, make sure you think before you send.

Emails requiring assistance will be returned within 48 hours during the work week (Monday after 9 a.m. through Friday at 3 p.m.) and will be returned within 72 hours over the weekends, starting at 5 pm on Friday. I typically do not check emails after 7 p.m. on weekdays and not at all on weekends, typically. I am unavailable on holidays. Please keep this in mind and do not
wait until the last minute to contact me regarding questions about assignments, essays, or any other matters that may need immediate assistance.

Graded Essay Turnaround

Due to the number of students in this class, topic focus, and submission time, please give me a minimum of approximately 14+ days to return your essays.

Notes from Prof. G:

1. If you are unhappy with your grade in the course, you must discuss this with me at least 2 weeks prior to taking the Final Exam. I will not respond to any emails with complaints about grades without speaking to me well BEFORE taking the final exam.
2. Do not search or add me on social media other than my professional Twitter account, @the_professor_G
3. IF any extra credit is offered, you must label that extra credit on the assignment you turn in to which the credit would apply. If you forget to do this, I am not responsible for remembering any credit that you should’ve earned. You will not be given extra credit if you forget to label the associated assignment with your extra credit notice. NO back-dated extra credit will be given.
4. If you do not review comments on any final draft turned in on Turnitin.com, I reserve the right not to leave commentary on essays that are turned in on a later date.
5. Do not allow your parents or yourself to make doctor’s appointments for you during my class. You will not be excused and will receive an absence and a score of “0” on any work/quizzes, etc. missed during that class period. There are no excused absences or makeup tests/etc. in this course for any reason.
6. If you miss class, do not email me asking me what we did in class. I will not respond to these emails. Make friends. Ask a friend for help. Community = success. Also, review the course calendar.
7. I craft your participation/attendance score based on your participation in class, attendance, and how many times you’re late/on-time. Please understand that our individual definitions of participation may be different. I will craft your participation score as I see necessary—so please know that there’s no such thing as “over participation.”
8. I do not allow re-writes on essays for any reason. I do not accept essays with plagiarism: this includes re-using a paper you’ve written for another class, copying sentences/paragraphs, etc. from a friend, your mom, the internet, etc., and/or using pieces of the example essays in your essay. If caught plagiarizing even one sentence, you will be given a 0. If caught plagiarizing even one sentence a second time, you will receive an automatic
“F” in the course and will be reported to the Dean for further repercussions according to the Student Conduct Handbook.

9. I reserve the right to change/edit anything on this syllabus including dates, rules, etc. as I see necessary.