North Lake College

Instructor Information
Name: Dr. Mary Rutledge-Davis
DCCCD Email: mrutledge@dcccd.edu
Office Phone: 972.978.3973
Office Location: In front of my computer
Office Hours: TBA. I will determine virtual office hours after I get information from students.
Division Office and Phone: Liberal Art Division- 972-273-3480

Course Information
Course Title: Composition II
Course Number: ENGL 1302
Section Number: 70051
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: INET

Certification Date: 3 April
Last Day to Withdraw: 4 May

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. 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]

2. 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


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.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Date</th>
<th>Points (or Percent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Analysis Unit</td>
<td>April 5</td>
<td>20</td>
</tr>
<tr>
<td>Literary Analysis Unit</td>
<td>May 9</td>
<td>20</td>
</tr>
<tr>
<td>Research Unit</td>
<td>April 20</td>
<td>30</td>
</tr>
<tr>
<td>Final Exam Essay</td>
<td>May 12</td>
<td>15</td>
</tr>
<tr>
<td>Participation and Daily Work</td>
<td>daily</td>
<td>15</td>
</tr>
</tbody>
</table>

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

| Attendance, class assignments, and additional essay and/or participation (including research group activity) | 15% |
| Visual Analysis Unit                                                      | 20% |
| Literary Analysis Unit                                                    | 20% |
| Research Unit                                                             | 30% |
| Final Exam Essay                                                          | 15% |

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentages</th>
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<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>
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A grade of C or higher is required to earn a degree from North Lake College.
D  60-69%
F  0-59%

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.
Student Responsibilities

1. Check in to your online class at least three times per week.
2. Complete the required discussion board threads.
3. Read the textbook selections that are assigned and be prepared to discuss them.
4. Hand assignments in on time and in the format designated by your professor.
5. Ask for help when needed.
6. Use the NLC OWL for tutoring/assistance on your essays.

ONLINE Etiquette

1. This is the first time all of us have done all courses online. Be patient. If something doesn’t work, we will try to fix it. If it doesn’t fix, we will work something out.
2. Send one email and/or one text message if you need information about the class. It will not help you to send six emails, as that just slow down the process.
3. At the moment the due dates for essays are fluid. I reserve the right to make changes to the assignments and due dates.

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

**Attendance**  Please sign in to your class at least three times a week. Check your email at least once a day, as I frequently send announcements.

**Participation**  You are expected to participate in discussion boards and other activities in the class.

**Due Dates**  Essays and assignments are due on the date required. Late papers are accepted with permission from Dr. Rutledge only. Do not assume it is alright to turn in an essay whenever it is convenient for you. Each day late removes ten points from your grade. After seven days you will make no higher than a 50.

**Communication**  It is very important that you communicate with your classmates and with your professor on assignments. Your professor cannot read your mind. You need to tell her when you need extra help or extra time.

**Email and Netiquette (Internet Etiquette)**  Email is read and answered several times a day, including weekends. If you have sent one email, it is not necessary to send another. Be patient. It helps if you include your issue in your subject line, as well as your name. You **DO NOT** need to introduce yourself to your instructor in each email.

**After Hours E-mail Communication**  Emails are answered several times a day. See previous entry.

**Graded Essay Turnaround**  Essays should generally be returned 24-36 hours after the due date.