This course syllabus is intended as a set of guidelines for English 1302. Both North Lake College and your professor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Professor Information

Professor's Name:  Mrs. Sonia R. Bush  
Email: sbush@dcccd.edu

Virtual Office Hours: Monday & Wednesday 11:30 AM to 1:30 PM; Phone appointments available by request

Office Location: A-313

Course Information

ENGL 1302 (3 Credit Hours)  
Offered at BHC, CVC, EFC, ECC, MVC, NLC, RLC

Composition II  
This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.

Prerequisite: 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
Course Number-Section: English 1302-72424

Class Meeting Time: start: December 13, 2019; end: January 12, 2020; 100% Online

**Required Software & Films**


*Turnitin.com* is a free access website where everyone **MUST** submit the following assignments: essay proposals, rough drafts, peer review assignments, final draft essays, and essay exams. All paper assignments must be composed in *MSWord* and submitted as this file type only. Any assignments in a file type other than *MSWord* will receive the grade “0.” No Exceptions!

Use the information below to join this course on [www.Turnitin.com](http://www.Turnitin.com)

Course ID: 23243986—Enrollment Key: Winter2020

Students are required to purchase access to two films this semester. The location and price of films will be provided on Blackboard in the corresponding unit folder.

**Program Level Outcomes**

ENGL 1302 develops the following objectives from the Texas Higher Education Coordinating Board (THECB):

1. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
   - **Written**: Process and produce effective written communication adapted to audience, purpose, and time constraints.
   - **Visual**: Effectively interpret visual images or produce effective visual images.

2. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

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
**Course-Level Student Learning Outcomes**

ENGL 1302 supports the following learning outcomes from the Texas Higher Education Coordinating Board (THECB):

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
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., MLA, CMS, APA, etc.)

**Student Learning Outcomes**

All essays in this course comply with the five 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, 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]

**Course Outline, Exams and Assignments, and Evaluation Procedures**

Since 1302 is a composition course, students will be expected to write and to read on a regular basis. Written work will be submitted each week, though not all will be graded. Major class projects involve visual, literary, and research assignments. Papers written in English 1302 are expected to be substantially longer than those written in English 1301; in most cases, these papers will be a minimum of 750-1000 words (3-4 typed or word-processed pages). The professor will explain the specifics.

In addition to the exercises and quizzes that some professors may require, each student will write a minimum of four graded essays; the specific goals and suggested percentages for each unit are listed below. The grade earned in this course is a combination of the grades earned on the following assignments.
### Assignment Name | Description | Required Readings | Due Date
--- | --- | --- | ---
Essay 1 – Rogerian Argument | see Unit 1 folder on Blackboard | Provided via Blackboard | Saturday, January 4
Essay 2 – Literary Analysis | see Unit 2 folder on Blackboard | Provided via Blackboard | Thursday, January 9
Essay 3 – Final Exam | see folder on Blackboard | Unannounced topic | open: Thursday, January 9 close: Saturday, January 11

### Evaluation Procedures

The grade earned in this course is a combination of the following individual grades:

- **Quizzes, Blogs, and Discussion Boards**
  - 10%

**Essay 1 – Rogerian Argument Unit**
- (rough draft 5%, peer review 5%, final draft 30%)
  - 40%

**Essay 2 – Visual Analysis Unit**
- (peer review 5% and final draft 25%)
  - 30%

**Essay 3 – Final Exam**: (essay on an unannounced topic)
  - 20%
  - 100%

An A requires 90-100%; a B, 80-89%; a C, 70-79%; a D, 60-69%; an F, 0-59%. 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 from the [NLC Institutional Policies website](#).

### 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 Wi-Fi 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.

Drop Policy

If you are unable to complete this course, you must officially withdraw by Monday, January 6. Withdrawing is a formal procedure which you must initiate; your professor cannot do it for you.

DCCCD Wintermester/SP 2020 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>December 13 (F)</td>
<td>Classes Begin</td>
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<tr>
<td>December 17 (T) by 10:00 PM</td>
<td>Certification Date</td>
</tr>
<tr>
<td>December 23 to January 1</td>
<td>Christmas Holidays</td>
</tr>
<tr>
<td>January 2 (R)</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January 6 (M)</td>
<td>Last Day to Withdraw</td>
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<tr>
<td>January 9 - 11 (R-S)</td>
<td>Final Exam</td>
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<tr>
<td>January 12 (R)</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>January 16 (R)</td>
<td>Last day for faculty to submit grades electronically through eConnect to the Registrar’s Office.</td>
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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

**Attendance Policy**

*Because this is an online course, attendance is not recorded in a traditional manner. However, I do monitor student activity in the course (frequency of your access and the areas you visit); hence, all students are expected to know and observe all assignment due dates/deadlines. Most importantly, logging in daily is essential to your success in this course.*

**Policy on Late Papers**

You are expected to submit **ALL ASSIGNMENTS ON TIME**. Your professor is **not** required to accept late assignments nor will she. **Once a unit closes, it will not be reopened.**

*If you encounter technical difficulties with this course, you must call the help desk, report the issue, and get a ticket number. This is the only scenario in which I may consider accepting a past due assignment. **Blackboard Student Technical Assistance: 866.374.7169.**

**Turnitin.com Student Technical Assistance: 866.816.5046**

**Academic Dishonesty Policy**

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty" includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion."

You are not allowed to submit recycled papers, essays, assignments, and/or any other work created for other courses, which you have taken and/or currently taking. If this is detected, you will receive the grade “F” and the Dean will be notified.

Academic dishonesty will result in the following sanctions, including, but not limited to:

1. **FIRST INCIDENT** – A grade of zero on the assignment.
2. **SECOND INCIDENT** – The grade “F” will be awarded for the course and/or suspension from the college.
3. **ALL INCIDENCES** will be reported to the Dean of Liberal Arts.

I use both of the following software programs to identify plagiarized information: **SafeAssign** and **Turnitin.com**.

During this semester, you are expected to learn and apply the proper methods of documentation, whether the material is paraphrased, summarized, or directly quoted. If you are unsure, please consult with me during my office hours or visit the **NLC Writing Center** for additional instruction.
COURSE REQUIREMENTS:

- The best way to contact me is via email. The subject line of all emails you send must read: ENGL 1302-72424.
- The body of all emails you send must include your ENTIRE NAME and course and section number.
- Except for weekends, official College holidays, professional NLC development duties, and Campus closings beyond my control, I require 48 hours to respond to your email messages.
- I answer emails during the following times:
  - Monday thru Friday: 10:00 AM to 6:00 PM
  - Saturday: 11:00 AM to 2:00 PM
  - Sunday: I never answer emails on this day
- It is your responsibility to ensure that I ALWAYS have a valid email address for you.
- DO NOT email me your assignments. Unless otherwise instructed, all assignments should be returned to me via the instructions included with each individual assignment.
- The following assignments must be submitted to Turnitin.com as an MS Word document, ONLY: paper proposals, rough drafts, final draft essays, Mid-Term, and Final Exam essays. No exceptions!!!

GRADING POLICY:

- Excluding weekends, holidays, and emergency campus closures, all essay assignments will be graded within 7-to-14 days after the due date.
- All quizzes and peer reviews are automatically graded after the assignment closes.
- All blog, journal posts, and discussion boards will be graded within 7 to 10 days after the due date.
- Students must use the following browser, ONLY, when accessing Turnitin.com and Blackboard: Mozilla Firefox.
- All written assignments: Journals, Blog posts, Discussion Boards, exams, tests, quizzes, essays, research projects, etc., must adhere to MLA formatting (where applicable) and contain Standard American English.
- Late assignments are not accepted. Once an assignment and/or unit closes, it will not be reopened.

If you encounter technical difficulties with this course, you must call the help desk, report the issue, and get a ticket number. This is the only scenario in which I may consider accepting a past due assignment.

  - Blackboard Student Technical Assistance: 866.374.7169
  - Turnitin.com Student Technical Assistance: 866.816.5046

- All documents attached to this course are pdf files, ppt, and/or MSWord. Therefore, you must have the following software programs: Adobe Acrobat Reader (pdf), Microsoft PowerPoint (ppt), and MSWord (doc and docx) in order to access them. You can download a free copy of Adobe Acrobat Reader from the following link:
- You can download a free copy of Outlook email and the entire MSOffice365 Package from the link below.
  - https://www.dcccd.edu/services/onlineservices/email-ms-office/pages/default.aspx
**Student Responsibilities**

1. Be diligent about due dates and make sure you meet them.
2. Read the selections that are assigned, and be prepared to discuss them.
3. Submit assignments on time and in the format designated by your professor (if you use a Mac computer, *GoogleDocs*, or word processing software other than *MSWord*, you are responsible for ensuring that all assignments submitted are accessible via PC format and *MSWord*).
4. Ask for help when needed.
5. For assistance with MLA formatting, visit the Writing Center (L-132) or schedule a meeting with your professor.

**NETiquette**

Because we will rarely communicate face-to-face, there is the possibility for misunderstandings. Therefore, the following guidelines for internet communication must be followed by ALL who participate in this course.

1. I will always treat you with conscientious civility and require the same.
2. Always be aware of tone and diction in email communication [i.e.: Don’t use ALL CAPS, red font, bold font, profanity, slang, etc. Don’t make accusations or place blame. Use Standard English at all times—not texting symbols: i.e.: u = you, c = see, etc.]
3. I will not haggle about grades. If there is a problem that cannot be rectified in two emails, **we must meet in person or via a conference call (If necessary, the Dean will attend.)** I will make myself available at a reasonable appointment time that we both agree on.
4. Closely examine your academic record and don’t ask for nor expect extra-credit work.
5. Practice active listening (i.e.: one voice at a time) and engage in valuable criticism with your peers.

In short, treat your classmates and professor with respect.