North Lake College

**Instructor Information**
Name: Michelle Bartlett
DCCCD Email: MRBartlett@dcccd.edu (Michelle.Bartlett@gpisd.org preferred)
Office Phone: 972-343-7800
Office Location: D317
Office Hours: T 8:15-8:45am, Th 4:15-4:45pm, and by appointment
Division Office and Phone: Liberal Art Division- 972-273-3480

**Course Information**
Course Title: Composition II
Course Number: ENGL 1302
Section Number: 72377
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: 8:50-10:25 a.m. / D317
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


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>Week 5</td>
<td>20%</td>
</tr>
<tr>
<td>Research Unit</td>
<td>Week 11</td>
<td>30%</td>
</tr>
<tr>
<td>Literary Analysis Unit</td>
<td>Week 16</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam Essay</td>
<td>Week 17</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% |

Grade | Percentages   |
<table>
<thead>
<tr>
<th></th>
<th></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

Attendance Policy
Students are allowed a maximum of two weeks of absences, and for each and every unexcused absence over the free absences, the final grade will be reduced by 10% (one letter grade).

Additionally, all students are required to abide by the rules established by Dubiski Career High School. This includes (but is not limited to) attendance requirements, tardy policies, etc.

Policy on Late Papers/ School Related Trips:
Late papers will be penalized one letter grade per class meeting that they are late. Other late class assignments (homework, journals, etc.) will not be accepted unless approved in advance.

If you know you will be missing class due to a school related activity, it is your responsibility to notify the instructor and to submit your work early.

Academic Dishonesty Policy:
Plagiarized papers will not be accepted and the student will receive a zero for the assignment. Plagiarism detection software will be used to check for and document plagiarized assignments.

Email/Communication Policy
The preferred email for student communication is Michelle.Bartlett@gpisd.org. Students can expect a response from the instructor within 24 hours (excluding weekends).

Grading Policy
Student work will be evaluated within 2-3 class meetings of its submission. Grades will be updated in eCampus/Blackboard on a weekly basis.

Drop Policy for Dual Credit
Prior to the Census Date (a date specified by the college as the official student enrollment date each semester), a dual credit student must inform his/her counselor and complete a formal withdrawal process.

After the Census Date, a student must complete a College or University drop form so the withdrawal from the dual credit course can be properly processed. Failure to complete both drop forms could result in an F on a student’s college transcript.

FERPA & Parent Communication
Dual enrollment/credit students are college students and subject to the federal Family Educational Rights and Privacy Act (FERPA).

It is the student’s responsibility to inform his/her parent(s)/guardian(s) of his/her academic performance.