Course Syllabus: English 1301 (Fall 2019)

Liberal Arts Division Office: A-310
Phone: (972) 273-3480
Call the office for hours of operation.

This course syllabus is intended as a set of guidelines for English 1301. 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: Mihir Parekh
Email: mparekh@irvingisd.net

Office Location/Hours:

Course Information

ENGL 1301 (3 Credit Hours)
Offered at BHC, CVC, EFC, ECC, MVC, NLC, RLC

Composition I

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

Prerequisite: 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.

Coordinating Board Academic Approval Number 2313015112

Course Number-Section: English 1301-71280

Last update 14-Nov-19
Class Meeting Time:

1. Recognize that writing is a way to learn, communicate, record, and remember.
2. Examine a variety of texts as a basis for writing.
3. Understand and use the processes of writing: inventing, drafting, revising, and editing.
4. Understand the interrelationships among writing, reading, and critical thinking.
5. Use appropriate grammar, mechanics, and spelling.

Students who need help with specific skills are encouraged to visit the Writing Center (A-332).

**Required Textbooks & Software**


**Program Level Outcomes**

ENGL 1301 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/or 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 1301 supports the following learning outcomes from the Texas Higher Education Coordinating Board (THECB):

Last update 14-Nov-19
1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

**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]

**Course Outline**

Since English 1301 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 following table lists the major assignments, a description of each, required readings, and due date for each assignment:

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Description</th>
<th>Required Readings</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, class assignments, and participation</td>
<td>Includes group work</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Last update 14-Nov-19
<table>
<thead>
<tr>
<th>Essay One</th>
<th>Expressive (500 word minimum)</th>
<th>Primary and secondary resources</th>
<th>September 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay Two</td>
<td>Informative (500 word minimum)</td>
<td>Primary and secondary resources</td>
<td>September 26</td>
</tr>
<tr>
<td>Essay Three</td>
<td>Research-based Argument (500 word minimum)</td>
<td>Primary and secondary resources</td>
<td>November 8</td>
</tr>
<tr>
<td>Mid-term Essay</td>
<td>In-class, Unannounced topic</td>
<td>Unannounced</td>
<td>October 17</td>
</tr>
<tr>
<td>Visual Analysis</td>
<td>From a list of professor-selected image(s) such as a painting, poster, photograph, political cartoon, film or graphic design, students will write an analytical essay of two or more pages, plus a Works Cited page listing the primary source and any secondary sources (if required by the professor)</td>
<td>Professor-selected image(s) Secondary resources</td>
<td>December 6</td>
</tr>
<tr>
<td>Final Exam Essay</td>
<td>In-class, Unannounced topic</td>
<td>Unannounced</td>
<td>December 12</td>
</tr>
</tbody>
</table>

**Evaluation Procedures**

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

- Attendance, class assignments, and additional essay and/or participation (including research group activity) 20%
- Minimum of three essays or writing projects (incl. visual analysis) 30%
- Midterm essay on an unannounced topic written in one class period 20%
- Argument essay 10%
- Final essay on an unannounced topic written during the final exam period 20%

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 following link: [www.northlakecollege.edu/syllabipolicies](http://www.northlakecollege.edu/syllabipolicies)

Last update 14-Nov-19
Academic Success Center (ASC)

The Academic Success Center 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, ESOL Lab, iRead 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

With 12 computers, additional open seating, 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. There are also books and DVDs available for use.
**Writing Center**

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

Students who would like to work with a specific tutor should contact the Writing Center. 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 24 - 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.

**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 Thursday, November 15. Withdrawing is a formal procedure which you must initiate; your professor cannot do it for you.

**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 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 (A-332) or meet with your professor when you need help or when you are directed to do so by your professor.

Last update 14-Nov-19
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 (If you award or deduct points for attendance make this clear, including tardiness.)
Attendance is critical. While unexpected absences may arise, it is your responsibility to communicate with me and make prior arrangements for missed material.

Policy on Late Papers
Late papers are not accepted.

Academic Dishonesty Policy
Please read the section above titled “Academic Integrity”. Plagiarism will not be tolerated and will result in a zero.

Detailed Email/Communication Policy (including email turnaround time, preferred method of contact, netiquette)
All communication outside of class should be directed to my email address. I will respond to your email within 48 hours unless otherwise specified.

Detailed Grading Policy (grading turnaround time - be sure to specify whether you include weekends)
Graded assignments will be returned within 10 days (including weekends) unless otherwise specified.