

# **ENGL – 1301 – 72703 Syllabus**

## **Dallas College, North Lake Campus**

### **Contacting Your Instructor**

Instructors typically respond to emails from students within 24 hours. However, over the weekend and holiday periods responses may be delayed. Find out more about [contacting your instructor](#).

### **Instructor Contact Information**

Name: Professor Natalie Pleimann

Email: [nrpleimann@dallascollege.edu](mailto:nrpleimann@dallascollege.edu)

Student Hours: Tuesdays and Thursdays from 8:20 – 10:50 AM.

Office Location: North Lake Campus, Room A-253

- These hours are available for students to stop by and discuss questions, and concerns, as well as share feedback. These are open student hours meaning any student can stop by. If you would like to set up an appointment for a one-on-one meeting during this time, please email me. If you would like to meet virtually or at a different than listed office hours, please email me.
- These meetings can be used to discuss further instruction on an assignment, or any concept covered in the class. We can also go over your grades and progress or do one on one tutoring.

Information Central Office and Phone: Room A310, 972-273-3480, [infocentralNL@dallascollege.edu](mailto:infocentralNL@dallascollege.edu) Information Central provides Dallas College faculty, staff, students, and community with information, support, resources, and opportunities to reconnect or connect with Dallas College.

### **Course Information**

Course Title: Composition

Course Number: ENGL 1301

Section Number: 71115

Semester/Year: Spring 2023

Class Meeting Time/Location: MTWRFSU Online

Certification Date: January 30, 2023

Last Day to Withdraw: April 13, 2023

## Course Prerequisites

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. (3 Lec.)

**Coordinating Board Academic Approval Number 2313015112**

## Student Learning Outcomes

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.

## 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. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making

6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## Dallas College Marketable Skills Syllabus Statement

Students develop desirable marketable skills throughout their coursework in all Dallas College classes. “Marketable Skills include interpersonal, cognitive, and applied skill areas, are valued by employers, and are primary or complementary to a major.” (60x30TX). Students will understand and demonstrate the marketable skills within the *Core Objectives* fulfilled by their courses.

### Required Course Materials

If your Dallas College course requires learning materials, then they will be provided as part of the [IncludED program](http://dccc.edu/included) (dccc.edu/included). You will access the materials online via your eCampus course.

Note: If you chose to opt out of the IncludED program, then you are responsible for obtaining all your required learning materials before the first day of the class. For more details, see [Institutional Policies](#). Opting out is strongly discouraged.

All readings and course materials will be provided via Blackboard.

### 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.

#### Summary of Graded Work

Assignments	Points
Daily Assignments and Participation	20%
Annotated Bibliography	10%
Expository Essay	15%
Proposal Essay	15%
Narrative Essay	15%

<b>Assignments</b>	<b>Points</b>
Book Review and Reading Journals	15%
Proposal Presentation	10%
Total	100%

### **Final Grade**

<b>Percentages</b>	<b>Letter Grade</b>
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

### **Description of Graded Work**

**Assignments/Daily Works/Participation:** Assignments in this category include all assignments, excluding major essay projects. Examples in this category include assignments completed in class, participation in class activities, peer editing, writing workshops, and any other assigned work.

**Annotated Bibliography** critical evaluation of five sources related to a selected topic. See the instruction sheet for more information.

**Expository Essay** informative essay on a selected topic. 1000+ words. See the instruction sheet for more information.

**Proposal Essay** argumentative essay on a selected topic. 1000+ words. See the instruction sheet for more information.

**Narrative Essay** personal reflection essay. 1000+ words. See the instruction sheet for more information.

**Proposal Presentation** presented visual materials and speech covering proposal materials. 8-12 minutes. See the instruction sheet for more information.

**Book Review and Reading Journals** essay examination of the selected book along with reading journals submitted throughout the semester. The essay is 500+ words. See the instruction sheet for more information.

## Course Policies

### Attendance and Your Final Grade

- You are expected to attend class in person each time the course meets.
- Online classes will be graded based on your weekly participation in the course.
- If you are going to miss class, please let your instructor know.
- Class attendance and participation will be graded.

### Late Work Policy

- Late work will be accepted at a 30% penalty regardless of when it is submitted.
- If an emergency arises that affects your ability to turn in work, please let your instructor know immediately. It is possible that an alternative situation can be worked out. Emergencies include personal hospitalization, hospitalization of immediate family members, death in the family, etc... Procrastination and other obligations are not extenuating circumstances. I reserve the right to ask for documentation.
- Some assignments like peer editing and class participation assignments cannot be turned in late.
- The last day to submit class work is the last day the class meets **BEFORE** Final Exam Week.

### Technology Connectivity Issues are NOT an Excuse

- **Please note that eCampus connection or Internet connection issues are NOT an excuse for late papers.** If you are unable to connect to eCampus and upload an assignment, send me an email and a copy of the assignment to my email address: [nrpleimann@dallascollege.edu](mailto:nrpleimann@dallascollege.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 **and you MUST show verification that you contacted the eCampus Technical Support for assistance.**

- You must then upload the assignment as soon as the system is once again available.
- **NOTE:** Send assignments to my email ONLY if eCampus is down and you have attempted to contact the Help Desk for verification that the system was unavailable. **I will NOT grade an assignment that comes to my email. It must be posted in the appropriate program to count for grading purposes.**

[You may access Tech Support here.](#)

## Submitting Your Work

- Files submitted that are not the appropriate type will not be graded. Your work will be considered late if you do not submit the appropriate file before the due date.
- **Files are to be in Microsoft Word or a Word-compatible format (.docx or .doc files only).** No other types of files will be accepted. Google Docs, Apple Pages, or Microsoft Works cannot be used to complete assignments.
- **Get Word.** As a student in the DCCCD, you are entitled to a free version of Microsoft Office 365; there are versions for Windows and Mac. [Click here for more info and instructions.](#)
  - Mac computers come with a program called Pages. Files of that type cannot be accepted. You must convert those files into Word-compatible documents. [Instructions on how to do this are here.](#)
  - If you use a Chromebook, there are additional steps to take to either install or access Office 365. [See this link for more information.](#) You can also search online for additional tutorials.
- **Get Adobe Acrobat.** If you try to open any of the .pdf links or files and get an error, please go to Adobe to [download the latest version of Acrobat Reader.](#) Mobile Device Support: Even though you should be able to view the content from your mobile device, it is strongly recommended that you submit your work using a computer.
- Your work must be submitted on eCampus. I do not accept work that is emailed to me without prior arrangement. If you are having difficulties with eCampus and cannot submit your work, please email me your tech support ticket and we can work out an additional plan.

## Academic Honesty Policy

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).
- Submitting work generated by AI programs such as ChatGPT.

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

The goal of this class is to learn and practice college-level writing. As your instructor, I am interested in what you have to say!

## **Essay Length**

- Any essay assignments short the required length will be deducted 10 points per 100 words short or 20 points per page short (see instruction sheet in eCampus for each specific essay assignment).
- For example, if your essay needs to be 1000+ and is only 900 words, you will lose 10 points. If your essay needs to be four pages and is only three pages, you will lose 20 points.

## **Getting Help in Class**

- All paper assignments will be covered in detail well before they are due. If you ever have questions about an assignment, please ask. I would rather spend time helping you understand an assignment before it is due than receive work that does not meet the assignment requirements.
- You may also show me drafts at any stage of development, talk to me about your plans for an assignment to see if you are on the right track, or ask for help.
- You will also be required to participate in peer review sessions for each of your essays.
- Please remember, I am here to help you! It is my job, and my goal is for you to be successful in this class. There are additional resources available for you but I do not know to provide those if you do not reach out.

## **Learning Commons and Tutoring**

- A service of Dallas College is tutoring in the Learning Commons. Both face-to-face and virtual appointments are offered. The Learning Commons also offers walk-in appointments for face-to-face tutoring.
- You must take each essay project to either in-person or virtual tutoring before the due date of the paper. Make sure you stay aware of tutoring service hours and

schedule ahead to fulfill this requirement. Any essays submitted without proof of tutoring visit will lose 10 points.

[Visit the Tutoring Services page for more information.](#)

## **Communication and Email**

- Please check the syllabus before you send me an email. Need a due date? It is in the syllabus. Need to know the late work policy? It is in the syllabus. I have done my very best to provide you with all the information you will need to be successful. If you have read the syllabus and checked eCampus, and still cannot find the information you are looking for, then please send me an email.
- 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. I cannot help you if I do not know your name or the course you are enrolled in.
- I will respond to emails within 24 hours on Monday through Thursday and 48 hours on Friday, Saturday, and Sunday. This does not include school holidays. While I often respond much faster, it is not a guarantee.
- Please do not save your questions until the last minute. If you email me at 10:00 PM about an assignment that is due at 11:59 PM I will not see it until the next day.

## **Diversity and Inclusion Policy**

- It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength, and benefit.
- It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture.
- Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

## **Anti-Bigotry Policy**

- Bigotry of any form will not be tolerated in this class. Bigotry is defined by Oxford.com "as obstinate or unreasonable attachment to a belief, opinion, or faction, in particular prejudice against a person or people on the basis of their membership of a particular group." This includes racism, misogyny, sexism, homophobia, Islamophobia, classism, etc...

- This policy includes in-class discussions as well as submitted assignments. If you submit work including bigotry you will fail the assignment.

## Religious Accommodations

- Dallas College, and I as your professor, value and acknowledge a wide range of faiths and religions as part of our student body, and as such provide accommodations for students. Religious belief includes the student's faith or conscience as well as the student's participation in an organized activity conducted under the auspices of the student's religious tradition or religious organization. The accommodations include reasonable student absences from scheduled examinations or academic requirements if they create an undue hardship for sincerely held religious beliefs. For this to occur, the student must provide a written notice to the instructor of the course for which the student seeks said accommodation prior to the event.
- The North Lake campus has a place for meditation, prayer, reflection, or other forms of individual religious expression located in the Student Life Center, H201.

## Institutional Policies

- [Institutional Policies](#) include information about tutoring, Accessibility Services, class drop and repeat options, Title IX, and more.

## Course Schedule

Date	Lecture	Assignment Due
1/18	<ul style="list-style-type: none"> <li>• Welcome to Comp 1!</li> </ul>	Syllabus Quiz (In-Class Assignment) Student Survey (In-Class Assignment)
1/23	<ul style="list-style-type: none"> <li>• This I Believe Essay</li> <li>• Book Review</li> </ul>	
1/25	<ul style="list-style-type: none"> <li>• The Danger of a Single Story</li> <li>• Writing Workshop - This I Believe Essay</li> </ul>	This I Believe Essay (Due Online by 1/29)
1/30	<ul style="list-style-type: none"> <li>• Notetaking</li> <li>• The Writing Process</li> </ul>	Book Selection Form (Due at Beginning of Class, 1/30)

Date	Lecture	Assignment Due
		The Writing Process Notes (In-Class Assignment)
2/1	<ul style="list-style-type: none"> <li>● The Expository Essay Project</li> <li>● Prewriting and Brainstorming</li> <li>● Expository Essay</li> </ul>	Prewriting for Expository Essay (In-Class Assignment)
2/6	<ul style="list-style-type: none"> <li>● MLA Format</li> </ul>	Book Reading Plan (Due at Beginning of Class, 2/6) MLA Template (In-Class Assignment)
2/8	<ul style="list-style-type: none"> <li>● Evaluating Sources</li> <li>● Using Library Databases</li> </ul>	Works Cited Page (Due Online by 2/12)
2/13	<ul style="list-style-type: none"> <li>● Writing an Annotated Bibliography</li> <li>● Annotated Bibliography</li> </ul>	
2/15	<ul style="list-style-type: none"> <li>● Writing Workshop - Annotated Bibliography</li> </ul>	Annotated Bibliography (Due Online by 2/19)
2/20	<ul style="list-style-type: none"> <li>● Writing a Great Thesis</li> </ul>	Thesis Statement (In-Class Assignment)
2/22	<ul style="list-style-type: none"> <li>● Creating an Outline</li> </ul>	Expository Outline (Due Online by 2/26)
2/27	<ul style="list-style-type: none"> <li>● Introductions, Conclusions, and Transitions</li> </ul>	
3/1	<ul style="list-style-type: none"> <li>● Writing Workshop – Expository Essay</li> </ul>	
3/6	<ul style="list-style-type: none"> <li>● Writing Workshop –Expository Essay</li> </ul>	
3/8	<ul style="list-style-type: none"> <li>● Editing, Revision, and Peer Editing</li> </ul>	Expository Essay Draft (Due at the beginning of class, 3/8) Expository Essay Final Draft (Due Online by 3/12)
3/20	<ul style="list-style-type: none"> <li>● The Proposal Essay</li> </ul>	Reading Journal Due – 6 Entries Draft (Due at Beginning of Class, 3/20)

Date	Lecture	Assignment Due
3/22	<ul style="list-style-type: none"> <li>● Writing Workshop – The Proposal Essay, Sources</li> </ul>	The Proposal Essay - Four Sources (Due Online by 3/22)
3/27	<ul style="list-style-type: none"> <li>● Writing Workshop – The Proposal Essay</li> </ul>	The Proposal Essay – Thesis, Outline and Works Cited Page (Due Online by 3/27)
3/29	<ul style="list-style-type: none"> <li>● Writing Workshop – The Proposal Essay</li> </ul>	
4/3	<ul style="list-style-type: none"> <li>● Peer Editing – The Proposal Essay</li> </ul>	Proposal Essay Draft (Due at the beginning of class, 4/3)
4/5	<ul style="list-style-type: none"> <li>● The Proposal Presentation</li> <li>● The Book Review</li> </ul>	Proposal Essay Final Draft Due (Due Online by 4/5)
4/10	<ul style="list-style-type: none"> <li>● Writing Workshop – The Proposal Presentation and Book Review</li> </ul>	Reading Journal Due – 2 Entries (Due at the beginning of class, 4/10)
4/12	<ul style="list-style-type: none"> <li>● Writing Workshop – The Proposal Presentation and Book Review</li> </ul>	Book Review Final Draft (Due Online by 4/15)
4/17	<ul style="list-style-type: none"> <li>● Proposal Presentations</li> </ul>	Proposal Presentation (Due at Beginning of Class, 4/17)
4/19	<ul style="list-style-type: none"> <li>● Proposal Presentations</li> </ul>	
4/24	<ul style="list-style-type: none"> <li>● The Narrative Essay</li> <li>● The Narrative Essay</li> </ul>	
4/26	<ul style="list-style-type: none"> <li>● Writing Workshop –The Narrative Essay</li> </ul>	
5/1	<ul style="list-style-type: none"> <li>● Peer Editing – The Narrative Essay</li> </ul>	The Narrative Essay Draft (Due at the beginning of class.)
5/3	<ul style="list-style-type: none"> <li>● Writing Workshop – The Narrative Essay</li> </ul>	The Narrative Essay Final Draft (Due Online by 5/3)