

**English 1302.4016 hybrid**  
The Writer's Odyssey  
Dallas County Community College District  
Eastfield College  
Arts, Language and Literature Division

Semester: **Fall 2008**  
Instructor: R. W. Cooper  
**Room No: C 224 Class meets on Tuesdays at 12:30 PM;** other work is done on the computer  
Phone: 972-860-7124  
Office **Adjunct Professors do not have offices. You may meet me in C202 which is the Arts, Language and Literature office.**

**CATALOG COURSE DESCRIPTION:**

**ENGL 1302 Composition II (3)**

**Prerequisite:** English 1301 and have met Texas Success Initiative (TSI) standard in Reading and Writing.

In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 lec.)

**Coordinating Board Academic Approval Number 2304015135**

**CORE CURRICULUM EDUCATIONAL OBJECTIVES**

**Exemplary Educational Objectives**

**English 1302 addresses the following educational objectives:**

- 1) **To understand** and **demonstrate** writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- 2) **To understand** the importance of specifying audience and purpose and **to select** appropriate communication choices.
- 3) **To understand** and appropriately **apply** modes of expression, i.e. descriptive, expository, narrative, scientific, and self-expressive in written, visual, and oral communication.
- 4) **To participate** effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- 5) **To understand** and **apply** basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- 6) **To develop** the ability to research and write a documented paper and/or to give an oral presentation.

## Intellectual Competencies

### English 1302 addresses the following intellectual competencies:

- 1) **Reading:** The ability to analyze and interpret a variety of printed materials---books, documents, and articles---above 12<sup>th</sup> grade level.
- 2) **Writing:** The ability to produce clear, correct, and coherent prose adapted to purpose, occasion and audience---above 12<sup>th</sup> grade level.
- 3) **Critical Thinking:** Think and analyze at a critical level.
- 4) **Computer Literacy:** Understand our technological society, use computer-based technology in communication.

### WELCOME to *The Writer's Odyssey!*

You are about to embark on a journey into the fascinating world of writing. On your journey, you'll meet two instructional gurus, five distance learning students (and a few of their friends), and a host of working writers who will be sharing their insights about the world of writing. These are featured in the instructional videos.

## ORIENTATION

For you to be a success in this course, you are required to participate in an orientation session. This gives you an opportunity to ask questions and get information about the best way to proceed through the course. This will be done during the first session of class.

## STUDENT E-MAIL

Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set up your account by going to [www.dccd.edu](http://www.dccd.edu) and by clicking on Student Services, Online Services, and Student NetMail. After you have set up your account, you **MUST CHANGE IT IN econnect and in ecampus.** Go to ecampus, sign on and select Personal Information in the upper left corner. Go to Edit Personal Information and put in the new email address. **THIS IS A MUST NOT EXCEPTIONS!**

## COURSE MEETINGS

**This course will meet every Tuesday ONLY.**

After the orientation meeting, go to eCampus (Blackboard) and sign on with your student ID. The first time you sign on the password is the same as your student ID. After you are signed on, IMMEDIATELY change your password and then check your Personal Information Tab and change email address to the one you just set up so I may contact you in a timely manner.

Next, go to the Begin Here tab and learn how to navigate through the website.

## **COURSE MATERIALS**

Textbook: Mauk, John and John Metz. *Inventing Arguments*. Boston, MA: Thomson Wadsworth, 2009.  
ISBN 13: 978-1-4130-3311-3 ISBN 10: 1-4130-3311-3 (Student Editions)  
ISBN 13:978-1-4282-3030-9 ISBN 10:1-4282-3030-0 (Teacher Edition)

## **EDUCATIONAL OBJECTIVES**

1. Ensuring academic success while encouraging students to grow intellectually.
2. Helping literal thinkers recognize assumptions, evaluate arguments and assess inferences.
3. Helping novice writers who are apprehensive about the writing process gain confidence in their research, communication, and argumentation skills
4. Utilizing technology appropriately in the learning process.

## **COURSE OBJECTIVES**

Working in a spirit of inquiry and dialogue, upon successful completion of this course, you will:

1. Apply a variety of invention strategies that generate topics and ideas suitable for writing at an analytical level.
2. Apply a variety of organizational strategies that support a logical progression of ideas and supporting evidence.
3. Apply a variety of revision strategies that clarify and enhance the writer's approach to the topic.

## **COURSE EXPECTATIONS**

To complete this course successfully, you should do the following:

- Participate in the course orientation activities.
- View all the thirty-minute video lessons.
- Complete all the assignments in the week-by-week section under Assignments in eCampus (Blackboard)
- Prepare and submit all writing assignments.

Remember that you must turn in all assignments to receive a passing grade in the course. Assignments should be turned in on the assigned due dates unless you have special permission from the instructor. You may not turn in a substantial amount of work at the same time. You may NOT turn in all assignments at the end of the semester. **This is not a self-paced course.**

Please follow these instructions when writing your papers:

- Writing assignments must be typed.
- Use a standard font and font size of 12 pt. (Times New Roman).
- Double-space.
- Essay Writing Assignments are 800-1000 words in length.
- Reading Response Assignments must be one full page only.
- Research Paper must be 1500-2000 words in length.

- Pay attention to spelling, grammar, and punctuation.
- Due dates for all assignments are noted in the Course Calendar
- **No late papers are accepted.**
- Follow MLA Format

## **MAKE-UP POLICY**

Contact instructor for the make-up policies for this course if necessary.

## **COURSE/ASSIGNMENTS GRADES**

Your assignments will be evaluated using the following point values:

Essay Assignments and Short Essay Assignments	Total:
Four Essay Assignments @ 100 points each	400
One Research Essay @ 200 points	300
Five Responses to Assignments @ 25 points each	125
One Orientation Quiz @ 10 points	10
Four Discussion Thread Responses @ 10 points each	40
Ten Video Quizzes @ 12.5	125
Total points available	1000

## **COURSE GRADE**

Semester grades will be assigned according to a 1000-point scale:

900 – 1000	A
800 – 899	B
700 – 799	C
600 – 699	D
0 – 599	F
Non attendance After the drop date.	N

## **ATTENDANCE/PARTICIPATION POLICY**

**Any student who misses more that 2 classes will have the final grade lowered one letter.**

## **INSTRUCTOR CREDENTIALS**

Robert W. Cooper, Bachelor of Arts and Master of Liberal Arts – Southern Methodist University. Honorary Doctor of Human Letters. I have been teaching at Eastfield College since 1990. I had 13 years experience teaching at W. H. Gaston in Dallas and 8 at W. H. Ford High

School in Quinlan; selected Teacher of The Year for the Quinlan Independent School District in 1999. My teaching experience at Eastfield has included English 1301 and 1302 and English 2328 American Literature. I had eight years experience teaching 1301 and 1302 courses through Paris Junior College while at Ford High School. I am Past President of the Dallas Council of Teachers of English. I served on the team which developed the hybrid English 1302 course through the LeCroy Center for distance learning.

## **WITHDRAWAL POLICY/DATE & STUDENTS RECEIVING FINANCIAL AID**

IT IS YOUR RESPONSIBILITY TO DROP A COURSE OR WITHDRAW FROM THE COLLEGE. FAILURE TO DO SO WILL RESULT IN RECEIVING A PERFORMANCE GRADE, USUALLY A GRADE OF "F." THE LAST DAY TO DROP/WITHDRAW IS **November 13, 2008.** Important information you need to know about dropping courses. Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W." Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information you may access: <http://www.dcccd.edu/thirdcourseattempt>.

**Grade of N = given to students who do not attend class regularly after the official drop date yet remain registered in the course. The "N" will affect the student's ability to receive financial aid, and the student may be asked to return funds received for the course not being attended.**

## **DIVERSITY**

The course content and the course environment are dedicated to an understanding of and acceptance of all people. Disparaging remarks in relation to others' ethnic or racial background, sex, sexual orientation, age, disability, socioeconomic background, et cetera, will not be tolerated.

## **AMERICANS WITH DISABILITIES**

If you are a student with disabilities and/or special needs who requires ADA accommodations, please contact your college Disability/Special Services Office.

## **CHANGE OF ADDRESS**

If your address changes, you must immediately notify (in person or in writing) the campus admissions office where you are enrolled in order to be certain that you receive all necessary information. This is important. If you have enrolled before and your address has changed since then, please point this out to the registrar. In addition, please notify your instructor of any change of address or change of e-mail address.

## **ACADEMIC HONESTY & PLAGIARISM**

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student's "Responsibility" as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (<http://www.dccd.edu/cat0608/ss/code.cfm>). **Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this English 1302 class found guilty of cheating on an examination or of plagiarism (using the definitions given for both terms in the above document, will receive **one** or more of the following penalties:

- The grade of **zero (0)** on that particular assignment.
- A course grade of **F** (depending on the severity of the student' dishonesty or plagiarism).
- The professor may request that the student drop the class.

## **ABSENCE FOR OBSERVANCE OF HOLY DAYS**

Please notify your instructor during the first 15 days of the semester of any days you expect to be absent from any required meetings or tests for religious observance. You will be allowed to make up work missed on these days.

## **MEETING THE EEOs**

The assignments in this course correspond with the following EEOs (Exemplary Educational Objectives on pages 1 and 2 of this syllabus as indicated below:

**Essays:** 1,2,3 and 5

**Reading Responses** 1,2,3 and 5

**Video Quizzes:** 3 and 5

**Discussion Threads:** 1, 4 and 5

**Research Paper:** 1, 2, 3, 5 and 6

## PAPER PREPARATION

All papers must be computer generated. Use 8 ½ X 11 white paper, one side only, double-spaced, using a 12 point type face preferably Times New Roman with Justified right margin. Do not use fancy, hard-to-read typefaces. **DO NOT** place your essay in a folder. Instead prepare a cover sheet with the following information

Title of your paper centered in the middle of the page. Centered beneath your title, place this information:

Name  
English (Course and Section Number)  
Instructor: Dr. R. W. Cooper  
Date:

Place the cover sheet over your essay and staple in the upper left corner.

On page 2 and following, use the MLA format with your last name and the page number against the right margin.

## OPERATIONS POLICY:

I reserve the right to make any changes I deem necessary in the content and conduct of the course.

## INSTRUCTIONS FOR CORRECTING ESSAYS

When you receive your first corrected essay, some of the correction marks will be confusing or cryptic, so please refer to the list of correction symbols for further explanation. Of course, it is often still difficult to interpret exactly what I mean from the symbols even with the help of the chart. You may visit with me following class or make an appointment for a visit for further explanation.

Correct the sentences with errors in handwriting on the back of the preceding page. Page 1 will correct on the back of the cover sheet; page 2 on the back of page 1, etc. After you have completed these corrections, go to your computer, incorporate the changes into your essay, proofread again carefully and print a second version. Attach it to the **front** of your original paper and turn it in again. You will **NOT** receive your grade until the corrections have been turned in. **Student must turn in corrections on all papers in a timely manner. At the end of the semester, all corrected papers will be assembled into a writing portfolio.**

## Marks Used in Grading Papers

IR = Indefinite Pronoun Reference

Sp = Spelling Error

Pr	=	Pronoun reference problem
ROS	=	Run-on Sentence - <b><u>automatic 5 point penalty</u></b>
SVA	=	Subject - Verb Agreement error - <b><u>automatic 5 point penalty</u></b>
Frag	=	Sentence fragment. Not a complete sentence - <b><u>automatic 5-point penalty.</u></b>
Proof	=	Proofreading error
//	=	Parallel structure error
Awk	=	Awkward Construction
Trans	=	Transition needed
Cap	=	Capitalization
	=	Remove something
	=	insert something
	=	draw together elements marked (how ever)
	=	paragraph break
	=	reverse order of information marked
&	=	do not use!

### **How to Set Up a Page with the Proper Defaults**

1. Go to the Page Set-up Menu
2. Set all the margins at 1 inch
3. Go the Paper tab and set it at 8 ½ X 11
4. Go to the Format Menu
5. Select Paragraph
6. Under General, select Alignment, then select Justified (my rule is different from MLA format)

7. Under Spacing, select Double
8. Under Line and Page Breaks, check Widow-Orphan Control
9. Go to Tools, select Word Count and check Show Tool Bar

### **Checklist for Editing Papers for English 1302**

Before you turn in your final copy of any paper, be sure that you have checked the following:

- ✓ No comma between author's name and page number in parenthetical citations within the text; no "page" or "pg" in the citation.
- ✓ Lead-in phrase to ALL summaries and paraphrases. Lead-in phrase NOT to include the following: says, states, quotes (unless used appropriately). Find a stronger verb.
- ✓ Quotations of more than three lines double indented, but with NO quotation marks around them.
- ✓ Format for heading and page numbers in MLA style.
- ✓ No slang or informal language (such as "okay," "kids," "awesome")
- ✓ No "you" or "your"
- ✓ "Its" and "It's" used correctly
- ✓ Apostrophe used to show possessive (John's book) but not plural (John's books not John's book's).
- ✓ All works cited in the text listed in the Works Cited. No works listed in the Works Cited that are not cited in the text.
- ✓ Comma and period inside quotation marks (," and."). Semi-colon and colon outside quotation marks ("; and :").
- ✓ No "you." Rephrase the sentence. Do not simply substitute "one" or "person" for "you."
- ✓ Avoid "a lot" or "alot."
- ✓ Avoid the following overused or vague expressions and words: throughout history, since time began, through the centuries, today's society, today's world, in the world today.