



English 1301: Composition I

Spring 2021

Syllabus

Instructor: Kelli L. Wood

Talk/Text: [505-437-1948](tel:505-437-1948)

Virtual Office Hours: See <http://chatwith.kelli.ninja>

Email: kwood@epcc.edu

Mon. 10-12 • Tue. 3-5 • Wed. 3-5 • Thur. 3-5 • Fri. 10-12

Web: www.kelli.ninja

No office hours on school holidays; last day May 7

"You don't have to be great to get started, but you do have to get started to be great."

--Les Brown

Instructor's Course Requirements

I. Online Components

This is an online course and as such, making sure you have the necessary tools and access to our media outlets is key.

A. What's going on Videos

On Mondays, I post "What's Going On" videos that orient you to key things going on during the week. These are important. I will post links to them as an Announcement. Additionally, the link to the class playlist is posted on our Blackboard classroom menu. You can also visit [my YouTube channel](#), or just search YouTube for kelli.ninja

B. Online Access & Tools

You will need consistent internet access. While online courses have been successfully completed just using a smartphones, I do not suggest you follow that route and suggest you have at least a tablet if not a laptop or computer.

C. Computer Labs

The college computer labs not only house computers, but also are staffed by people who are knowledgeable and there to help you. Please don't hesitate to give them a call when you need support with college related computing issues. If they can't help you, they can help find someone who can. The labs also have a limited number of laptops and internet hotspots you can check out. EPCC computer lab locations and hours.

D. Blackboard

We will use Blackboard as a place to do the quizzes and exams and to turn in most work. We will not use it as a daily communication device. See the discussion on contacting me later in these policies. Access Blackboard at <https://online.epcc.edu>

1. EPCC Blackboard Help Desk
 - a) Contact the EPCC Blackboard Help Desk at [1-888-296-0863](tel:1-888-296-0863) if you need assistance with alternative formats, or if you experience technical issues with Blackboard.
2. Blackboard Ally
 - a) You can now download your course files in different formats that fit your device, need, and learning preference. Click the "A download" icon next to your course files to view "Alternative Formats" of your course files. The file may take a few minutes to download, so continue with your work while you wait. The quality of the alternative formats can vary based on the original file, so if something looks out of place, consult the original file. Depending on the type of file, you will see the following options:
 - b) An OCR'd PDF improves the quality of scanned PDFs
 - c) A Tagged PDF for Word and PowerPoint documents or for improved navigation with screen readers
 - d) An HTML version that will be a simple and responsive to mobile devices with zoom-in capabilities
 - e) An ePub version for use with ePub readers that allows for font customization, contrast adjustment, and annotation/highlighting
 - f) An Electronic Braille version for your Refreshable Braille Display
 - g) An Audio MP3 for listening to your content on the go

II. Texts and Materials

A. Text Book

1. A Writer's Reference with Writing about Literature, 9th edition. Diana Hacker, ISBN: 978-1319133054
 - a) We use this as intended—as a reference book, so you're expected to refer to it throughout the semester and I will direct you to specific parts of it as needed.

B. Supplements

1. My website: www.kelli.ninja
2. [Writing down the Basics](#): Available on my website as a pdf file.

3. [Purdue Online Writing Lab \(OWL\)](#)

C. Materials

1. Access to a good Word processor like Word, Google Docs, or Apple Pages
2. Access to Microsoft Word: If you need a copy of Microsoft Office, you can [get Microsoft 365 free](#) by signing up with your EPCC email address.
3. If you use Google Docs, Apple Pages or Word for Apple, make sure to save your documents in Word format: doc or docx. [See this link for help with Apple Pages](#), and [this one for help with Google Docs](#).

III. Attendance

(5% of total grade) Attendance is expected and essential in any classroom environment. Attendance is especially important in the online environment.

A. Drops for Non-Attendance

1. If you have not logged in within the first two weeks of the course, I will drop you.
2. If you do not participate in class for two consecutive weeks without notifying me and discussing your situation, I may drop you.

B. If you anticipate being without computer access for a week or more (military, work, or out-of-town commitment), you must contact me at least a week beforehand so that we can work out a schedule, otherwise I may drop you.

1. If you are active duty military, I appreciate you're letting me know that so that I can keep that in mind if you are called away with no notice.

C. I will only work out an alternate schedule for you if you are in good standing (getting your work done and participating in the course).

D. We follow the college schedule. Look ahead to make plans as needed. I'm more than willing to work with you to get things done early to work around life events when possible, but need you to give me notice.

E. It is your responsibility to let me know if your name ever disappears from Blackboard or Banner. Your name not being there indicates a registration problem you need to deal with quickly. I can help direct you to staff who can assist you with those issues.

F. Ultimately, it is your responsibility to drop the course if you are not going to be able to complete it.

IV. Participation

(5% of total grade) Part of your grade is based on participation in your active learning, class discussions, reading, asking questions about feedback from me, and participating in any collaborative/group work we do. If you expect to accomplish passing level writing by the end of the semester, it is important for you to actively participate in class by doing/keeping in mind the following:

- A.** Read/watch all assignments and submit your assignments on time.
- B.** Ask questions about assignments and work in a timely manner—not leaving things until the last minute.
- C.** Participate in discussions at a professional, engaged level following these guidelines:
- D.** When communicating online, remember that you convey tone with word choice and the use of emoticons, bold, all caps, etc. Be polite, proofread your writing, and do not write in all caps.
- E.** Pay attention to your grammar and spelling.
- F.** Be respectful of your peers and instructor at all times and follow the guidelines of netiquette.
- G.** Avoid making prejudicial remarks regarding anyone's race, ethnicity, social class, gender, sexual orientation, physical appearance, age, disability, or any other kinds of differences. Avoid activities that could be perceived as sexual harassment.
 - 1.** That does not mean we do not discuss these issues; it just means we do so respectfully.
- H.** Discussions cannot be re-created and therefore cannot be made up after the due date. You should participate in a timely manner. The class works best when everyone works together. If you wait until the last minute, you are not really participating and your classmates have no obligation to respond to your posts at the last minute.
- I.** I will drop students for disorderly conduct, abusive or disruptive behavior as defined in the student code of conduct, or if their behavior disrupts the learning environment. This includes but is not limited by items on the list above.
- J.** Most importantly, come to class with a good attitude, a sense of humor, and a willingness to work and learn.

V. Cheating, Plagiarism, and Collusion

Cheating, plagiarism, and collusion are both intellectual theft and academic dishonesty. They will not be tolerated in this class.

- A.** Any instance of cheating, plagiarism, or collusion will result in failure of the course. This does not negate your right of appeal as described in the Student Handbook.

VI. Assignments

All work should be typed and formatted according to standard formatting we will study in class unless otherwise stated in the assignment. I may not accept homework that does not meet required standards of appearance or format which we will study in class.

A. Course Work

(15% of grade) Coursework includes quizzes, prewritings, general homework, and discussions

1. Quizzes and Exams

- a) Quizzes and Exams are based on the readings, videos, and assignments listed on the course schedule and posted to our online classroom.
- b) Quizzes/Exams will close at midnight (11:59 p.m.) on Monday unless otherwise noted on the schedule.
- c) You may take each **quiz** twice before the closing date.
- d) You have unlimited chances to take the **Exams** before the closing date.
- e) You cannot make up missed quizzes or exams; however, you can work ahead.
- f) For issues with the content of the quizzes, let me know via email. I do sometimes make mistakes, and Blackboard has messed up more than one quiz over the years. I'm more than happy to fix these things.
- g) For technical problems with Blackboard, contact the EPCC Blackboard Help Desk at [1-888-296-0863](tel:1-888-296-0863)

2. Pre-Writing Assignments

These assignments serve as building blocks for the writings we do over the course of the semester.

- a) Prewritings are not accepted after the essay is turned in.

3. Discussion

- a) This is a public discussion forum, so the whole class is participating. When asked to reply to posts, make sure to reply thoughtfully; merely saying "I agree" is not enough. Explain your responses and thoughts. Make sure to proofread and answer questions thoroughly.
4. Your grade is based on your addressing the question or prompt specifically and clearly, paying attention to your writing and the concepts we are studying.
5. Discussions count toward Coursework, Attendance, and Participation

B. Major Writing Assignments

(75% of grade) As described in the Official Syllabus, we will have a total of five (5) essays or essay-equivalent projects. Each will be discussed as we go through the course. Below are the weights for each.

Unit 1 Final Format Assignments (10% averaged)
Final Cover Letters, Unit 2 and 3(10% each)
Final Essays, Unit 2, 3, and 4 (15% each)

VII. Extra Credit for Essay/Writing Assignments

You may earn up to 5 extra credit points on major writings and essays if you [go to the writing center](#).

- A. Access the rules for essay extra credit on my [Extra Credit webpage](#), and carefully read the rules and instructions.
- B. If you take your first writing assignment (MLA Format Assignment) to the writing center, you may earn up to 10 extra credit points.

VIII. Late Work

- A. Each assignment will have a specified due date and will be due on that date. It is important that you attend to and meet all deadlines.
- B. Quizzes/Exams cannot be done after the due date (see above)
- C. In general, I will not accept work that is more than one week late. In addition, you will lose five (5) points for each day the work is late.
- D. Some assignments have different late-work periods. Those are clearly stated in the assignment. Make sure to read carefully.
- E. With work that gets personal feedback from me, you will not receive the feedback you would have gotten had the assignment been submitted on time.

- F. The only time I will accept works beyond the late due date is if you meet the following conditions
 1. Your work is late due to catastrophic circumstances beyond your control. (Unexpected injury, a serious auto accident, etc. It must be credibly documented.)
 2. You must be in good standing in the class at the time of the incident. (Consistent attendance, work, and participation.)
 3. You must notify me as soon as possible and arrange to meet with me to discuss plans for catching up. (In extreme circumstances, have someone notify me on your behalf.)
- G. I reserve the right to determine whether or not your circumstance qualifies for this exception and whether or not you meet the conditions listed above.
- H. NO LATE WORK WILL BE ACCEPTED DURING FINALS WEEK.

IX. Course Evaluation

In order to earn a passing grade of C you must attend class, participate in class activities, and complete assignments at a minimal level of proficiency. Higher grades will require a more noteworthy performance on your part. As we go through the course, we will review the specific criteria for each assignment; however below is a breakdown of points in the class. We will follow a traditional grade scale, dispersed as follows.

Point Distribution		Grade Scale	
Attendance	5%	A	90-100+
Participation	5%	B	80-89
Course Work	15%	C	70-79
Format Assignments	10%	D	60-69
Final Cover Letters	20%	F	0-59
Final Essays	45%		

X. Grade Considerations

If you expect to transfer this course, you generally must make a C or better. At EPCC, you must have a C or better to take English classes beyond ENGL 1301.

XI. Pursuit of Course Objectives

If you fail to complete at least half of class work before the drop date, it will be assumed that you have ceased to pursue the objectives of the course and you will be dropped from the course.

XII. Record-Keeping

Keep copies of all the work you do for this class until final grades have been posted. In the event of fire, theft, or loss of my grade book, computer, or backup issues, you may need to produce all work you've done. Additionally, we may have projects that require you to use past course work. Make sure to save your major writing assignments, and as a backup, I suggest you email a copy of them to yourself or use some other method to assure you have an extra copy.

XIII. Literary Content

Some of the works we read or watch in this course may contain racial slurs, curse words, nudity, sexual situations, drug use, violence, or adult situations. As adults and students of literature, we need to study these in their context and work to understand the underlying themes or points made by employing these techniques.

XIV. Course Calendar & Schedule

- A.** The full schedule is linked on the [schedule page](#) of my website and on [Blackboard](#).
- B.** The schedule is tentative and subject to change. I will change it only to best support our learning throughout the semester. Changes will be announced on Blackboard and in weekly "What's Going On?" videos.
- C.** You should make sure and refresh the digital version of the schedule on a regular basis in case I have updated and broken or moved web links.
- D.** This is our basic calendar:

Week 1: Introduction to the course	Week 9: Advertising Approaches
Week 2: Unit 1: MLA and Business Letter format	Week 10: Sample Analysis and Prewriting
Week 3: Unit 2: Literary Analysis Introduction	Week 11: Prewriting and Student Samples
Week 4: Readings and Practice	Week 12: Final Readings and Prewritings
Week 5: Developing a Literary Essay	Week 13: Essay Draft
Week 6: Literary Analysis and Cover Letter	Week 14: Feedback and Revision
Week 7: APA Format Introduction	Week 15: Unit 4: Self-Analysis Essay and Samples
Week 8: Unit 3: Media Analysis Introduction	Week 16: Final Essay and Discussion

XV. Contacting Me

My contact information is listed on the first page of this syllabus.

A. Online Office Hours

1. I will hold online office hours as listed at the beginning of the document. I will let you know should that schedule change.
2. I will be available during the office hours listed to talk with you and answer your questions via text or phone call at 505-437-1948.

B. Online Conferencing

1. Email me (kwood@epcc.edu) to schedule an online conference to work on your writing together. In your email, let me know these things:
 - a) Which class you're in and which assignment you want to talk about and work on.
 - b) 2-3 times that work for you. My office hours are good times, but I can meet other times as well if those don't work with your schedule.
 - c) Your platform preference. I am familiar with Discord, Zoom, Google Meet, MS Teams, Blackboard Collaborate, and Jitsi.
2. Assume we'll spend at least a half hour together, but we can spend up to an hour if need be.

C. Email

1. **DO NOT EMAIL ME ON BLACKBOARD.** Use my college email address: kwood@epcc.edu
2. I expect you to use your EPCC email account for all communication related to your course work. I do, however, understand that you may need to use an alternate email if the college email isn't working.
3. When you email me, or any of your teachers for that matter, you need to make sure that you identify who you are and which class you're in.
4. Always include a subject line and a message. Any attachment sent without a subject line and message will be deleted.
5. Use the class and course CRN or section number as the subject.
Examples: 1301 CRN 12345 **OR** 1302-B4
6. Read about these [10 best email practices](#).
7. As this class is practice in your professional communication, I expect you to use proper English—no text-speak. You do not need to be overly formal, but proofread your writing and state your message clearly.

8. I will always do my best to respond to you in a timely manner, but remember that I teach a number of other classes in addition to my other duties at the college.
9. I do not always check email on Saturdays or Sundays.

XVI. Agreement to Instructor Policies

By continuing to be enrolled in this class, you are indicating that you understand and accept the class policies as explained above.

I DO NOT ACCEPT: "I don't know how to do this."

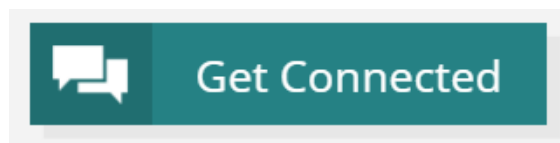
You are here to learn and experience new things.

I RESPECT: "I wasn't sure how to do this, but I tried."

It is only by trying that you get an opportunity to succeed.

Helpful Links

When you see this link on any EPCC webpage, you can click on it to connect with someone in the department via Blackboard Collaborate (chat as well as audio/video conferencing) during their posted hours.



- [Academic Calendar](#)
- [Counseling](#)
- [Distance Learning Support Services \(DLSS\)](#)
- [Financial Aid](#)
- [Libraries](#)
- [Mental Health Resources](#)
- [Password recovery link](#)
- [Registration Collaborate Link](#)
- [Student Handbook](#)
- [Tejano Food Pantry](#)
- [Veterans' Resource Center](#)
- [Writing Center](#)

Helpful Numbers

- Blackboard Helpdesk: [\(888\) 296-0863](tel:8882960863) (Call them for trouble with Blackboard issues)
- Distance Learning Support Services (DLSS): [\(915\) 831-3111](tel:9158313111)
- EPCC Operator: [\(915\) 831-3722](tel:9158313722)
- IT Help Desk: [\(915\) 831-6440](tel:9158316440) (Call them for help with your college password, but [try this first](#))
- Registrar (registration and withdrawal help): [\(915\) 831-2161](tel:9158312161)

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>English</u>
COURSE RUBRIC AND NUMBER	<u>ENGL 1301</u>
COURSE TITLE	<u>Composition I (CF) (HFA)</u>
COURSE CREDIT HOURS	<u>3 3 : 0</u> Credits Lec Lab

I. Catalog 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. **Prerequisite: Placement at College Level Reading or Writing by TSIA or equivalent; OR completion of INRW 0311 or INRW 0312 or ESOL 0341 with a “C” or better; OR concurrent enrollment in INRW 0311. (3:0).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to accomplish the following.

- A. Engage in **critical thinking skills**, creative thinking, innovation and inquiry; demonstrate analysis, evaluation, and synthesis of information.
- B. Demonstrate effective written, oral, and/or visual **communication skills**.
- C. Analyze the subject, occasion, audience, and purpose of writing assignments.
- D. Apply appropriate strategies to generate ideas and use modes of expression for writing assignments.
- E. Draft essays of approximately 700-1000 words that focus on a thesis statement, with introduction, multiple body paragraphs which develop the major points indicated in the organizational plan of each essay, and an appropriate conclusion.
- F. Demonstrate **teamwork skills** including the ability to consider different points of view, work effectively with others to support a shared purpose or goal, and integrating peer responses and instructor suggestions into the revision process.
- G. Revise the essay.
- H. Edit to improve content, organization, style, grammatical correctness, spelling, punctuation, usage and mechanics using Standard Written English.
- I. Analyze assigned readings and relate the styles and approaches to the student's own writing.
- J. Demonstrate comprehension of the reading assignments in class discussions, exercises, summaries, and/or objective quizzes.

- J. Demonstrate **personal responsibility skills** including the ability to connect choices, actions, and consequences to ethical decision-making.
- K. (Optional) Demonstrate basic library and research skills by using reference materials such as periodicals, books, electronic sources, and interviews.
- M. (Optional) Demonstrate interpretive insight in a written response to a short story, novel, poem, play, or film.

III. THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:

- 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.

IV. Evaluation

A. Activities and Other Concerns

- 1. Students will write a minimum of five major essays or other types of writing projects. It is suggested that at least one essay be written in class. These essays should involve the multiple stages of the writing process and demonstrate a variety of strategies. These assignments may vary in length, depending on the nature of the work, but the major essays should be at least 700 words. In addition to academic writing assignments, other types of writing assignments may include proposals, reports, commentaries and reviews. One of these activities must comply with the Community Essay requirements. As a form of "Learning About the Community as a Community," the Community Essay encourages students to connect and engage with El Paso and / or its surrounding communities and requires facts about the topic gathered through primary research. The instructor can decide when to assign the essay, and its genre. Community essay genres frequently assigned include profiles, ethnographic analyses, reviews, evaluations, responses, among others. Students should compose at least one assignment on a word processor or computer.
- 2. Correct use of Standard Written English will be emphasized, including grammatical sentence structure, spelling, punctuation, mechanics, and usage.
- 3. The various rhetorical patterns may be covered separately; however, instructors should stress the potential of these approaches to overlap.
- 4. Plagiarism is both intellectual theft and academic dishonesty and will not be tolerated. Any work that is plagiarized could result in failure of the course. See the Student Handbook.

B. Final Examination

All English 1301 instructors must meet their classes during the scheduled two-hour final examination period and administer an appropriate activity.

C. Grading Percentages

Grade percentages for determining the course grade may be devised by the individual instructor, but the writing projects/essays will account for at least 70% of the student's grade.

At the instructor's discretion, students may be allowed to rewrite papers or retest for higher grades. Students seeking additional help may obtain tutoring assistance from one of the Writing Centers, located at most of the campuses.

E. Grading Scale

Note: This course is the prerequisite for all further English courses, including literature courses, and must be passed with the grade of "C" or better before it can be used as a prerequisite.

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = below 60
I = Incomplete
W = Withdrew or withdrawn

V. **Disability Statement (Americans with/Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112(831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. **6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. **Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.