

# English 1301: Composition I

## Instructor Policies & Syllabus

Kelli L. Wood



**“YOU DON’T HAVE TO BE GREAT TO GET STARTED,  
BUT YOU DO HAVE TO GET STARTED TO BE GREAT.”**

—LES BROWN

### Contact Information

#### Email

[kwood@epcc.edu](mailto:kwood@epcc.edu)

#### Talk/Text

505-437-1948, [What’s App](#),  
[Teams app](#) or [Discord](#)

#### Web

[www.kelli.ninja](http://www.kelli.ninja)

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**Contact Hours:** M-Th, 1:30-5, Sun. 10-2. See [www.chatwith.kelli.ninja](http://www.chatwith.kelli.ninja)

**In-Office hours:** M-Th, 1:30-3:00; Transmountain Campus, Room 1101

**Text or call for quick questions** during [reasonable hours](#)

**Online Conferences:** [Schedule a conference](#)

### Spring 2024 Classes

#### Face-to-Face

CRN	Section	Days	Time	Location
21201	3E	MWF	10:00 – 11:50	Room 1131
21202	3F	MWF	10:00 – 11:50	Room 1131
20106	3M	T/Th	10:00-11:20	Room 1130
20107	3N	T/Th	10:00-11:20	Room 1130

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## TEXT(S) AND MATERIALS

### Text Book

- *The Norton Field Guide to Writing with Readings*, 5<sup>th</sup> edition
- Authors: Bullock, Goggin, and Weinberg
- ISBN: 978-0-393-88572-9

**\*\*Consult the daily schedule for when you will need to have this book. \*\***

### Supplements

- My website: [www.kelli.ninja](http://www.kelli.ninja)
- [\*Writing down the Basics\*](#): Available for free on my website as a pdf file, or you can purchase a print copy at Instructional Service Center—TM Room [1550](#)
- Purdue Online Writing Lab (OWL): [Site Map \(table of contents\)](#)

### Materials

You will need paper to take notes during face-to-face classes as we will be turning them in at the end of each class. Please use looseleaf or a spiral notebook so that you can hand me only your notes for the day.

### Online Components

This course uses online components, and making sure you have the necessary tools and access to our media outlets is key success.

#### *"What's Going On?" Videos*

"What's Going On" videos orient you to key things going on during the week. *These are important and considered part of our course and lessons.*

- Online Courses: Posted on Mondays unless something crazy happens. The link is on your weekly schedule.
- Face-to-Face, Hybrid or Blended Courses: Posted as needed when we are having conferences or doing other work where we may not meet as a whole class for a few days. They will appear as links on your schedule.

#### *Online Access & Tools*

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

#### *Computer Labs*

The college computer labs not only house computers but are also 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](#).

### *Online Classroom Use*

- For the most part, we will turn in assignments online, have discussions, and use online spaces and as a central place for access to documents and other online learning tools.
- There may be some assignments due in person in face-to-face classes.
- These tools are provided for you by the college and you will need to know your log in information to access them. If you have forgotten your username or password, [this link will help you retrieve those](#).

## **INSTRUCTOR'S POLICIES**

### **Attendance**

(5% of total grade) As the [EPCC Catalog](#) states, "While you are a student at El Paso Community College, it is your responsibility to attend classes and complete the coursework to earn a grade."

- Your attendance is expected and essential in any learning environment. You need to be mentally present and actively engaged when you are studying and learning.
- We follow the college schedule. Look ahead to make plans as needed. *When possible*, I'm more than willing to work with you to get things done early to work around life events, but you must give me sufficient notice.
- It is your responsibility to let me know if your name ever disappears from Banner or other college online services. 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.

### *Drops for Non-Attendance*

- **Online Classes:** If you have not logged in within the first two weeks of the course, I will drop you, and if you do not participate and/or turn in work class for two consecutive weeks without notifying me and discussing your situation, I may drop you.
- **Face-to-Face, hybrid, or blended classes:** If you do not attend class or submit work during the first two weeks, I will drop you. If you miss more than two-weeks' worth of classes and are not participating or turning in work, I may drop you.

### *Excused Absences*

Excused absences include those for active-duty military or reserve personnel, emergency responders, religious holidays, or college-sponsored activities. You are still responsible for keeping up with the work we do in class as well as your homework.

- Notify me as soon as possible if you will be unable to attend/participate in classes due to any of the conditions above. As much as possible, we will work around these things.
  - If you are active-duty military or emergency service personnel, I appreciate you letting me know that so that I am aware of that if you are called away with little or no notice. You can include that information in the contact form.
  - If you will be missing classes to observe religious holidays and want those to be excused, you need to [fill out this form](#) and submit it no later than 15 days after the beginning of the semester. You can fill it out, select print, under printer/destination, choose "save as pdf," save it with your name at the end of the file name, and then email it to me.

### *What to do When You Are Absent*

- If you anticipate being absent or without computer access for a week or more, you must contact me at least a week beforehand so that we can work out a schedule, otherwise I may drop you.
- *Face-to-Face:* If you should have an unforeseen emergency or if you contract or believe you have come in contact with a communicable illness, please stay home. Do not text me about this.
  - Email me (kwood@epcc.edu) and let me know why you were not able to be in class (communicable illness or an emergency). I will not respond to that email but will retain it for record keeping.
  - You are still responsible for the day's coursework and the daily schedule will have the links you need to keep up with that.
  - When you cannot attend class, watch the video uploaded to the class playlist and take notes. When you return to class, turn in class notes for missed days.
    - The link to the class playlist is on the first page of the daily schedule.
    - Since notes count as both participation and course work points, not turning them in will result in losing points in both of those sections of your overall grade.
    - You will not be able to make up in-class group work when you are absent.
  - If you should contract a communicable illness during the semester *and experience symptoms that affect your ability to continue working on the class for more than a week*, contact me as soon as possible so that we can discuss options for completion or continuation of the class.
    - As much as I am able, I will work with you to provide support and the opportunity to succeed in this class; however, understand that passing the course requires more than just completing the writings—you must engage, participate, and complete the supporting work as well.

### *Other General Attendance Policies—All Students*

- For any of the situations in this section or any other unforeseen situation that keeps you from attending and participating in class consistently, please keep these policies in mind:
  - 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, and you contact me as soon as possible.
  - Prolonged absence from the course to the extent you've missed major lessons and multiple assignments will necessitate retaking the course from the start.
- Ultimately, it is your responsibility to drop the course if you are not going to be able to complete it.

### **Participation**

(5% of total grade) Part of your grade is based on participation in active learning, class discussions, reading, having discussions about feedback with me, and participating in any collaborative/group work we do.

#### *General Guidelines*

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:

- Be prepared for class.
- Read/watch all assignments and submit your assignments on time.
- Ask questions about assignments and work in a timely manner—not leaving things until the last minute.
- Participate in classroom and/or online discussions at a professional, engaged level.
- 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.
- Pay attention to your grammar and spelling.
- Be respectful of your peers and instructor at all times and follow the guidelines of [netiquette](#).
- 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.
  - That does not mean we do not discuss these issues; it just means we do so respectfully.
- 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 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.
- Most importantly, come to class with a good attitude, a sense of humor, and a willingness to work and learn.

### *Pursuit of Course Objectives*

"In determining course pursuit by the student, the instructor will consider class attendance; the failure of the student to appear for examinations, presentations, or other required class activities identified in the course syllabus; and the failure of the student to submit required papers, projects and/or reports" ([EPCC Catalog](#))

- If you have not completed at least 50% of the major writing assignments done at any given time and are not attending and participating, you may be dropped.

### **Late Work Policy**

Each assignment will have a specified due date and will be due on that date. It is important that you attend and meet all deadlines.

- 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.
- Some assignments have different late-work periods. Make sure to read assignments carefully.
- Quizzes/Tests/Exams *cannot* be done after the due date, but you can complete them early.
- With work that gets personal feedback from me, you may not receive the feedback you would have gotten had the assignment been submitted on time.
- The only time I will accept works beyond the late due date is if you meet the following conditions:
  - Your work is late due to catastrophic circumstances beyond your control. (Unexpected injury, a serious accident, etc. It must be credibly documented.)
  - You must be in good standing in the class at the time of the incident. (Consistent attendance, work, and participation.)
  - If at all possible, 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.)



- 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.
- NO LATE WORK WILL BE ACCEPTED DURING FINALS WEEK.

### **Cheating, Plagiarism, and Collusion**

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

- 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](#).

### **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 for some other nefarious reason, 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.

### **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.

### **Contacting Me**

My contact information is listed at the top of this syllabus and at the top of your schedule. *The best way to contact me is of course to talk to me in person; however, if that's not possible, there are other options.*

#### *In-Person/Office Hours*

Transmountain Campus, Room 1101

See the top of this syllabus or your schedule for the semester's in-office hours. While I will make sure I am there most of the time, I may have meetings or other appointments during those times that keep me from that.

- If you want to come by for a quick question, please feel free to do so. You do not need to call or text.
- If you'd like to schedule time to sit down together and work on something during my in-office hours, please email me a few days in advance so we can double check schedules.

- *I will not go over your essays or major writing assignments with you before you turn in the draft.* The point of the draft is for you to turn it in and allow me time to give you thoughtful, helpful feedback. That said, I am happy to answer general questions and help you with some basic brainstorming and direction on specific parts.

### *Text or Call during Reasonable Hours*

You can call or message me using any of these:

- Phone: 505-437-1948
- [MS Teams App](#) (Use the chat or calls function)
- What's App; QR code →
- Discord (I'm barely familiar with it, but here's the link to my [Discord server](#). I do manage basic messages.)



What's App

Here's [a good introduction to the Teams App if you're not familiar with it](#). I encourage you to join my [English with a Ninja Team](#) as I occasionally post helpful things there, but it's optional.

### *Text vs Call*

- Text: Have a quick question and just want to text? I'll generally answer those pretty quickly.
- Call: Do you prefer to talk about things or are there too many words for a text? If I don't answer, please leave a message, or send a quick text and I'll get back to you as soon as I can.

### *Reasonable Hours?*

- Generally, between 9 am and 6 pm MST. NOT between 10 pm and 8 am. Between 7 and 10 at night? I won't find them horribly offensive, but I might not get back to you until the next day.
- Also, I don't answer calls/texts during class or other appointments, so while I'll often text right back, sometimes I won't.
- Basically, be conscious of the fact I too am human and also deserve to try and maintain a decent work/life balance.

### *Schedule an Online Conference*

[Click here](#) to schedule an online conference to work on your writing together. We can meet via Blackboard Collaborate, Zoom, Teams, Google Meet, Discord, or if you want, just talk on the phone. See the top of this syllabus or your schedule for times. If none of those work for you, talk to me, text, or email and we can find something that will work for both of us.

- You will be able to sign up for an online conference up to 10 days in advance. If there are not options shown for a conference, nothing is available for that 10-day period. You'll have to check back over the next few days.
- No ideas? That's okay. We can talk about that and come up with some.
- Got stuff to look at? Make sure you have a copy of what you're working on and send me one too so we can "look" at it together. It doesn't have to be finished, or it may be something you're revising and working on.
  - *I will not go over your essays or major writing assignments with you before you turn in the draft.* The point of the draft is for you to turn it in and allow me time to give you thoughtful, helpful feedback.
  - That said, I am happy to answer general questions and help you with some basic brainstorming and direction on specific parts.

Email: ←Read this section carefully!

Use this email address: [kwood@epcc.edu](mailto:kwood@epcc.edu)

Email is the most common mode of business and professional communication for official documents. As such, you are expected to use and check your email on a consistent basis.

- **Any attachment sent without a subject line *and* message will be deleted.**
  - Distinguish between the subject line and where you type the message.
- I expect you to use your EPCC 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.
- 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.
- Always include a subject line and a message. Use the class and day/time or Online. For example, "1301 MWF 9am," "1302 Online" is fine, as is "ENGL 1302 T/Th 11:30," or simply "MWF 11 am."
  - Just don't put "Engl 1301" or "Engl 1302." It is very likely I have more than one section of the course you are taking and a MWF schedule is different from a T/Th or an Online Schedule. Help me help you as efficiently as possible.
    - (Trust me, your teachers will love this! Unless they've given you specific instructions—then follow those! They'll love that even more and think you are the smartest student in the class!)
- 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.

- 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.
- [Read about these 11 best email practices.](#)
- I generally don't check email after 4 pm, and I'm sporadic on weekends.

### *Blackboard Messaging*

You may contact me using Blackboard messaging, but it is the messaging mode I check least—in other words, not on a daily basis, so if you really want to get in touch with me, email, text, or use the other alternatives I've given you.

### **Assessment and Training**

Work done for this class may be stored and used for assessment and training related to college accreditation and state regulations. Work used for these purposes will be kept anonymous and will not be made available for public consumption or used for financial gain. You retain full intellectual rights and copyright to all your work.

### **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.

## **COURSE REQUIREMENTS**

### **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 work that does not meet required standards of appearance or format which we will study in class.

### *Course Work*

Coursework may include quizzes, discussions, and other work that is not listed in the Major Writing Assignments section, but will appear on the daily schedule and be discussed in class.

### QUIZZES AND EXAMS

- These are based on the readings, videos, and assignments listed on the daily schedule. The final due dates for each of those are listed there.
- Any quizzes and exams are open from the beginning of class and will remain open up until the closing date for the particular quiz/exam so that you can go in and work on it and return later during period.
- It is your responsibility to make sure that you click on submit before the due date.

- You cannot make up missed quizzes or exams; however, you can work ahead.
- For issues with the content of the quizzes, let me know via email. I do sometimes make mistakes, and technology has messed up more than one quiz over the years. I'm more than happy to fix these things.

#### CLASS NOTES

- Class notes will be due each day of lecture at the end of class in face-to-face classes. This includes anyone who may be attending from a different location via the live stream.
- The Class Notes assignment explains how to turn these in if you must attend remotely or what to do if you must miss class due to military duty, extended illness, or unforeseen emergency.
- Each week's notes will be averaged as one grade.

#### HOMEWORK

There may be other homework assignments on the schedule or assigned in class. These will be averaged in the Coursework section.

#### ONLINE DISCUSSIONS

- While these will generally be a part of online courses, we may have some of these in face-to-face and hybrid classes.
- 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 completely.
- 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, and developing your response fully.
- Discussion counts toward Coursework as well as Attendance & Participation

#### *Major Writing Assignments: Essays & Cover Letters*

These assignments should be formatted according to the styles specified in the assignment. We will study that in class.

- As described in the Official Syllabus, we will have a total of four (4) essays or essay-equivalent projects. We will write both essays and cover letters. Each will be discussed as we go through the course.

### *Extra Credit for Essay/Writing Assignments*

- You may earn up to 5 extra credit points on Major Writing Assignments drafts and final versions if you [go to the writing center](#).
- Access the rules for essay extra credit on my Extra Credit webpage, and carefully read the rules and instructions.
- If you take your first writing assignment (the business letter and MLA format assignment) to the writing center, you may earn up to 10 extra credit points on each. After that, you will still get 5 extra credit points.

### **Course Evaluation**

To earn a transferable/prerequisite 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 & Participation	10%	A	90-100
Course Work	20%	B	80-89
Final Cover Letters	20%	C	70-79
Final Essays	50%	D	60-69
		F	0-59

## COURSE CALENDAR

### Calendar

This is our general weekly calendar—for mini-mesters, winter-mesters, or summer courses, the schedule will be condensed to fit into the allotted time, but adhere this basic order and structure:

Week 1	Intro to the course and technology and learning format	Week 9	Literary Analysis sources and study
Week 2	Format Assignments	Week 10	Literary Analysis sources and study
Week 3	Format Assignments	Week 11	Literary Analysis sources and study
Week 4	Emblematic Essay	Week 12	Media Analysis Essay introduction & discussion
Week 5	Emblematic Essay	Week 13	Media Analysis Essay introduction & discussion
Week 6	Emblematic Essay	Week 14	Media Analysis Essay prewritings & drafting
Week 7	Emblematic Essay	Week 15	Media Analysis Essay & Letter drafting
Week 8	APA format/documentation Introduction to the Literary Analysis Essay	Week 16	Media Analysis Essay & Letter

### Daily Schedule

- The daily schedule is linked on the [schedule page](#) of my website. It includes links and due dates for homework and assignments. Consider it your guide to this course.
- You should consult it at least 3 times a week to make sure you are ready for class and working on assignments.
- *Make sure and refresh the digital version of the daily schedule on a regular basis.*
- 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 in class, and/or in weekly “What’s Going On?” videos, or via other means of communication used during the semester and depending on the class format.

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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.

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## HELPFUL LINKS & NUMBERS



Get Connected

When you see this link on any college webpage, you can click on it to connect with someone via Blackboard Collaborate (audio and/or video) if they're "in the office" then.

If you're not familiar with Blackboard Collaborate, [here's a short video introduction](#).

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|---|--|
| <ul style="list-style-type: none"><li>• <a href="#">Academic Calendar</a></li><li>• <a href="#">Counseling</a></li><li>• <a href="#">Degree Works</a></li><li>• <a href="#">Distance Learning Support Services (DLSS)</a></li><li>• <a href="#">EPCC Catalog 2023-2024</a><ul style="list-style-type: none"><li>○ See pages 31-36 for Grading &amp; Academic Policies including drop policies and procedures.</li><li>○ See pages 36-42 for Services for Students</li></ul></li><li>• <a href="#">Financial Aid</a></li><li>• <a href="#">Library</a></li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Mental Health Resources</a></li><li>• <a href="#">Mini-Matrix: Student Resources booklet</a></li><li>• <a href="#">Password Recovery Link</a></li><li>• <a href="#">Registration Office Collaborate Link</a></li><li>• <a href="#">Registration Guide—2023-2024: Includes Semester Calendars, Finals Week Schedule, and more.</a></li><li>• <a href="#">Student Handbook</a></li><li>• <a href="#">Tejano Food Pantry</a></li><li>• <a href="#">Veterans' Resource Center</a></li><li>• <a href="#">Writing Center</a></li></ul> |
|---|--|
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- EPCC IT Help Desk at [915-831-6440](tel:915-831-6440) (Call them for help with EPCC website and services, but NOT Blackboard.)
  - Blackboard Helpdesk: [\(888\) 296-0863](tel:888-296-0863) (Call them for trouble with Blackboard issues)
  - Distance Learning Support Services (DLSS): [\(915\) 831-3111](tel:915-831-3111)
  - EPCC Operator: [\(915\) 831-3722](tel:915-831-3722)
  - Registrar (registration and withdrawal help): [\(915\) 831-2161](tel:915-831-2161)



# 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)</u>		
COURSE CREDIT HOURS	<u>3</u>	<u>3</u>	<u>: 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 English Language Arts Reading by TSIA2 or equivalent; OR completion of INRW 0311 or INRW 0312 or INRW 0313 with a "C" or better; OR concurrent enrollment in INRW 0311 or INRW 0313. (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 four 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.

D. Remediation

At the instructor's discretion, students may be allowed to rewrite papers or retest for higher grades.

The EPCC Writing Centers: Students are encouraged to visit EPCC Writing Centers for writing assistance throughout the semester. The centers' goal is to help students grow and improve as writers during any stage of the writing process. Tutors work one-on-one with students to provide guidance, feedback, and help students find their voice through the written word. For more information about writing tutoring services and resources at all campuses, visit: [www.epcc.edu/Services/WritingCenter](http://www.epcc.edu/Services/WritingCenter)

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 equal access 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 are 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 C144 (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.