



First-Year Composition

ENG-101

FALL 2021 Section 13902 3.00 Credits 09/20/2021 to 12/17/2021 Modified 07/20/2021

Meeting Times

Site Information: Casteel High School/Chandler-Gilbert Community College (Dual Enrollment)

Room Number: J104

Monday/Tuesday/Friday	Wednesday/Thursday (Block Schedule)
Period 1 7:35 - 8:27	Period 1/2 7:35 - 9:26
Period 2 8:32 - 9:24	Conference 9:31 - 9:59
Period 3 9:29 - 10:21	Period 3/4 10:04-11:59
Advisory 10:26 - 10:51	Lunch 11:59-12:29
Period 4 10:56 - 12:01	Period 5/6 12:34-2:25
Lunch 12:01 - 12:31	
Period 5 12:36 - 1:28	
Period 6 1:33 - 2:25	

This 3-credit course meets face-to-face for 45 clock hours and students are expected to commit at least 90 additional hours (135 hours total) for reading, writing, research, and completing assignments. If you are not prepared to dedicate at least 135 hours to this course, you may want to reconsider your enrollment.

Contact Information

Instructor: Mr. Chumley

Email: chumley.joshua@cusd80.com

Phone: (480) 424-8304

Website: <https://www.cusd80.com/Domain/10155> (<https://www.cusd80.com/Domain/10155>)

If you have any questions in regards to the class, please email me. I will check email everyday and respond within 24 hours during the weekday. During the weekends and/or holidays, expect a response within 48 hours.

Office Hours

Monday, Wednesday, Friday, 2:30 PM to 3:15 PM, J104

Course Description

The refund date for this section of the course is Monday September 27, 2021.

MCCCD Official Course Description

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.

Requisites

MCCCD Official Course Requisites

Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097 or WAC101, or a grade of B or better in ALT100, or (a grade of C in ALT100 AND Corequisites: ENG101LL or ENG107LL OR WAC101 OR ENG100A+).

General Education Designation: GE [FYC]

Arizona Shared Unique Number: SUN [ENG1101]

Course Competencies

MCCCD Official Course Competencies

1. Analyze specific rhetorical contexts, including circumstance, purpose, topic, audience, and writer, as well as the writing's ethical, political, and cultural implications.
2. Organize writing to support a central idea through unity, coherence, and logical development appropriate to a specific writing context.
3. Use appropriate conventions in writing, including consistent voice, tone, diction, grammar, and mechanics.
4. Summarize, paraphrase and quote from sources to maintain academic integrity and to develop and support one's own ideas.
5. Use feedback obtained from peer review, instructor comments and/or other resources to revise writing.
6. Assess one's own writing strengths and identify strategies for improvement through instructor conference, portfolio review, written evaluation, and/or other methods.
7. Generate, format, and edit writing using appropriate technologies.

Program & General Education Outcomes

Student Learning Outcomes

The faculty and programs at CGCC are dedicated to effective teaching and successful learning with emphasis in the following areas: communication, critical thinking, literacy, and personal development. Periodically, students will participate in formal and informal assessment activities that will help faculty improve programs and teaching strategies. These activities are designed to facilitate student growth in whatever combination of the above outcomes applies to a course.

Materials

Recommended Supplies:

- Three ring binder with folders and notebook paper
- An assignment notebook for notetaking
- Pencils

- Pens, blue or black ink only
- Highlighters

Required Computer Skills:

1. Be able to access and navigate the internet.
2. Be able to use email, including attaching and downloading files. Be able to save and retrieve files on your computer.
3. Be able to use a computer, a keyboard, and a mouse or touchpad.
4. Be able to run and operate a variety of software programs, including a word processor. Be able to organize, copy, paste, name and rename files.
5. Be able to browse, upload and attach files.
6. Be able to cut and paste information from one document/program to another.

Required/Recommended Technologies:

1. Access to a computer with Internet connection.
2. MS Office or Google Apps for word processing and other academic uses. Both are free as Maricopa students. Find more information at [My.Maricopa.edu/student-perks \(https://my.maricopa.edu/tools/student-perks\)](https://my.maricopa.edu/tools/student-perks)
3. Web browsers: The newest version of [Chrome \(https://www.google.com/chrome/\)](https://www.google.com/chrome/), [Firefox \(http://www.mozilla.org/en-US/firefox/new/\)](http://www.mozilla.org/en-US/firefox/new/), or [Microsoft Edge \(https://support.microsoft.com/en-us/microsoft-edge/download-the-new-microsoft-edge-based-on-chromium-0f4a3dd7-55df-60f5-739f-00010dba52cf\)](https://support.microsoft.com/en-us/microsoft-edge/download-the-new-microsoft-edge-based-on-chromium-0f4a3dd7-55df-60f5-739f-00010dba52cf). Safari and Internet Explorer are not recommended (especially anything below IE 8).
4. Plug-ins: [Adobe Acrobat Reader \(http://get.adobe.com/reader/\)](http://get.adobe.com/reader/), and [Java \(https://www.java.com/\)](https://www.java.com/).
5. Hardware: Webcam
6. Maricopa adopted Cisco Webex Meetings as the preferred virtual meeting software - [install the desktop application \(https://www.webex.com/downloads.html\)](https://www.webex.com/downloads.html). Login to create meetings at [maricopa.webex.com \(https://maricopa.webex.com/\)](https://maricopa.webex.com/); use your MEID@maricopa.edu to login.

Activate and Access Your Maricopa Student Email and Applications

All students attending a Maricopa Community College are assigned a Gmail account. This is separate from a personal Gmail account, or one through your high school. To get started, using your MEID and password, you can login to your Maricopa student email account at [google.maricopa.edu \(http://google.maricopa.edu/\)](http://google.maricopa.edu). Your Maricopa student email account starts with your MEID and ends with "@maricopa.edu." Maricopa Enterprise IDs have the format of either "XXX9999999" or "XXXXX99999" where "X" is a letter and "9" represents a number.

If it has been more than a year since you last used your MEID, then you will need to reactivate it and reset your password. If you have used it within the last year and have forgotten your password, then you can do a self-service password reset. This [MEID page \(https://tools.maricopa.edu/Support/FindMeid\)](https://tools.maricopa.edu/Support/FindMeid) has instructions for reactivating your MEID and resetting your password. [Student Email and Sign-In Help \(https://my.maricopa.edu/help/student-email-and-sign-help\)](https://my.maricopa.edu/help/student-email-and-sign-help) is also available.

In addition to the Google Tools that come along with your email account, Maricopa Community Colleges provides a [variety of tools \(https://my.maricopa.edu/tools\)](https://my.maricopa.edu/tools), including Microsoft Office 365 to every current student free of charge. Find instructions at [my.maricopa.edu/help/microsoft-365 \(https://my.maricopa.edu/help/microsoft-365\)](https://my.maricopa.edu/help/microsoft-365)

The Longman Writer

Author: Nadell, Langan, and Coxwell-Teague
Publisher: Pearson
Edition: 9th
ISBN: 0321914139

Students do not need to check out this textbook. It will only be used in the classroom and a class set will be accessible.

✓ Grading

Grading Scale

The English Department grades on a 40-40-20 scale each semester.

- For example: Quarter 1's average will contribute 40% of the grade, Quarter 2's average will contribute 40%, and the final exam will contribute 20%
- Missing work will be noted using an "M" in Infinite Campus and recorded as zero points

Assignments

Any assignments that are considered formative assessments will be weighted at 40%

Any assignments that are considered summative assessments will be weight at 60%

Course Work

Weekly—Each week will consist of completing formative assessments that will help students learn the necessary skills to strengthen their writing and build upon those skills until they are asked to complete a summative assessment. Furthermore, students can expect to read various selections of literature and devote time to vocabulary, grammar, punctuation, and sentence structure.

Quarterly—Students can expect to work on summative assessments that will come in the form of various essays and projects. These assignments/assessments will provide students the opportunity to better understand their ability to write and how they can continue to improve their skills.

Each semester—A final examination will be given that assesses the cumulative skill development acquired throughout the semester.

Website and Absent Work

- An overview of what was completed in class will be posted on Google Classroom each day. If you are absent or unable to attend either digitally or in person, it is your responsibility to find out what you missed that day. Please refer to Google Classroom and/or access Infinite Campus to identify missing work.

Submitting Assignments: Assignments will be completed in person and digitally via Google Classroom unless otherwise noted. When utilizing Google Classroom, you must type your assignments and then add/upload it as an attachment to the assignment module. Again, be sure to keep copies of all your work. You should submit your work in a standard typeface and size. Please use either 12 Times New Roman or 12 Arial in all Word documents.

Late Work

- All assignments have a specific due date
- Any work not turned in on that specific due date will incur a penalty
- A 10% penalty will be incurred for each day the assignment remains missing (1st week)
- A 50% penalty will be incurred if the assignment is turned in the 2nd week it is missing
- No late work will be accepted beyond the 2nd week of the assigned due date
- No late work will be accepted during final exams
- Extra credit will not be offered

Grade Determination
A = (90-100%)
B = (80-89%)
C = (70-79%)
D = (60-69%)
F = (0-59%)

* Course Policies

Attendance

In accordance with college and district policies, students are expected to attend and be actively engaged in their classes. The

instructor has the option of withdrawing a student who has accumulated unofficial absences in excess of the attendance requirements set by the instructor. [MCCCD Administrative Regulation 2.3.2 \(https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#1\)](https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#1) provides additional details on what is considered an official absence, and procedures for handling make-up work for approved exceptions.

Furthermore, pursuant to Arizona Revised Statute - ARS 15-802/15-803, students who exceed an absentee rate of 10% are considered truant, even if the absences are excused. A student who accrues 10 or more absences – even though they may be excused – will result in notification to the district truancy officer who may require that all future absences be validated by a doctor's excuse.

- Absences are absences. Whether unexcused or excused, students are out of class.
- Students may not receive credit for unexcused absences. Teacher discretion.
- Parents should call within 24 hours of a child's absence, otherwise the absence may be considered unexcused.
- A student exceeding 10 absences in a class per semester may lose credit for the class.
- Student and guardian must be notified of possible consequences after 7 absences.

Conduct

You are expected to treat your instructor and your fellow classmates with respect. In all correspondence whether communicating in person or online, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums. Please see your high school's student handbook and code of conduct for more details.

In addition, understand that these rules of conduct apply to both the digital classroom and physical classroom. Failure to follow these rules of conduct may result in disciplinary action and/or a deduction of points.

Institutional Policies

MCCCD Academic Policies

Academic Honesty/Integrity

Besides academic performance, students should exhibit the qualities of honesty and integrity. Every student is expected to produce original, independent work. Any student whose work indicates a violation of the MCCCD Academic Misconduct Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Refer to the [Maricopa Administrative Regulation 2.3.11 \(https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#11\)](https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#11) for information regarding Academic Misconduct and due process procedures.

Example: Academic Misconduct (from [CGCC's Student Handbook \(https://www.cgc.edu/academics/course-catalog\)](https://www.cgc.edu/academics/course-catalog))

1. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies, objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
2. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to: (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
3. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged

in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance.

1. **Warning** - A notice in writing to the student that the student has violated the academic standards
2. **Grade Adjustment** - Lowering of a grade on a test, assignment, or course.
3. **Discretionary Assignments** - Additional academic assignments determined by the faculty member.
4. **Course Failure** - Failure of a student from a course where academic misconduct occurs.

Appealing Final Course Grade

Appeals to change a final course grade must be initiated within 60 days of the date on which the grade was issued. See the [Instructional Grievance Process \(https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6\)](https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-6) for additional information.

Withdrawing from the Course

Dual Enrollment students wanting to drop or withdraw from a dual enrollment course must email the Dual Enrollment Department at [dualenrollment@cgcc.edu \(mailto:dualenrollment@cgcc.edu\)](mailto:dualenrollment@cgcc.edu). Reviewing the [Frequently Asked Questions \(FAQs\) \(https://www.cgcc.edu/admissions/high-school-students/dual-enrollment/frequently-asked-questions\)](https://www.cgcc.edu/admissions/high-school-students/dual-enrollment/frequently-asked-questions) on CGCC's Dual Enrollment website is also recommended.

Withdrawal Warning for Non-payment of Fees:

Every term, students suddenly discover that they have been DROPPED FROM ALL THEIR CLASSES because they have failed to pay a lab fee or some other fee that is required for an online class. Please log on to your student account at [My.Maricopa \(https://my.maricopa.edu/\)](https://my.maricopa.edu/) and verify that you have paid all your fees.

If you are dropped for nonpayment, paying your fees will NOT automatically reinstate you in your classes. Reinstatement requires permission from your instructor and the department chair and can take a week or more! Also, there is no guarantee of reinstatement after your fees are paid, so please check your account now to be sure that you are not withdrawn for nonpayment of fees.

College and District Policies

Classroom Accommodations for Students with Disabilities

For Dual Enrollment courses, a student's school district will determine the appropriate accommodations for each qualified student with disabilities in accordance with the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. This may include submitting appropriate documentation on students with disabilities to the Disabilities Coordinator at the College, and implementing accommodations as required by Federal/State law and as negotiated between the College Disability Resource office and School District. School districts have the primary financial and administrative responsibility for providing and implementing necessary accommodations. Please see your high school for more information on registering, resources, and accommodations.

Diversity and Inclusion Statement

Chandler-Gilbert Community College, its faculty and staff, value diversity and support an inclusive and diverse learning environment where individual differences are welcomed, understood, respected, appreciated, and recognized as a source of strength. As mentioned in the Student Handbook, we embrace a notion of an intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender, and gender identity, sexuality, class, and religion. All of those affiliated with CGCC are expected to practice patience and respect for one another, refrain from jumping to conclusions or judgments, avoid labels, and allow for others to speak in a safe learning environment—both in-person and online (on Canvas).

- When communicating verbally or in writing, think about what you have to say and the potential impact despite your best

intentions.

- Show respect for the viewpoints of others who may disagree or see things differently than you.
- Strive to find a balance between speaking, listening, and reflecting.
- Consider all the communication that you produce as a reflection of the way you would like to and/or expect to be perceived.

Comments that cause harm, stress, or embarrassment, and work that offends and infringes on the safe space that this educational class should be, will not be tolerated.

Addressing Incidents of Title IX Sexual Harassment

Policy 2.4.4 Sexual Harassment Policy for Students was replaced with Administrative Regulation [5.1.16](#) (<https://district.maricopa.edu/regulations/admin-regs/section-5/5-1#16>) now known as [Title IX Sexual Harassment Policy](#) (<https://district.maricopa.edu/regulations/admin-regs/section-5/5-1#16>). Administrative Regulation 2.4.4 was rescinded effective August 14, 2020. For cases made prior to August 14, 2020, 2.4.4 applies.

In accordance with Title IX of the Education Amendments of 1972, the MCCCDC prohibits unlawful sexual harassment against any participant in its education programs or activities. Sexual harassment includes quid pro quo (this for that) harassment, hostile environment, sexual assault, dating/domestic violence, and stalking. This prohibition against sexual harassment - including sexual violence - applies to students, MCCCDC employees, and visitors to campus.

The policy of the MCCCDC is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as prohibited by state and federal law. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator, as outlined in the policy. MCCCDC will provide on its [Title IX and Preventing Sexual Harassment](#) (<https://district.maricopa.edu/consumer-information/title-ix>) webpage a link to all [Title IX Coordinators](#) (<https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>) at the MCCCDC. For CGCC, please contact Veronica Hipolito, Vice President of Student Affairs and Title IX/504 Coordinator, at veronica.hipolito@cgcc.edu (<mailto:veronica.hipolito@cgcc.edu>) or (480) 732-7309. Reports may be filed anonymously at: district.maricopa.edu/consumer-information/reporting (<https://district.maricopa.edu/consumer-information/reporting>).

Student Responsibilities

Students are responsible for reading and understanding the information contained in this syllabus and college policies included in CGCC's [Catalog and Student Handbook](#) (<https://www.cgcc.edu/academics/course-catalog>), in addition to your high school's policies and code of conduct. For an indexed overview of policies by topic or area of concern, the [Rights & Responsibilities](#) (<https://www.cgcc.edu/admissions/admissions-records/rights-responsibilities>) page on CGCC's Admissions & Records website is a useful quick reference to the full set of [MCCCDC Catalog Common Pages](#) (<https://my.maricopa.edu/academics/catalog-common-pages>) all students should know.

CGCC Academic Supports

Computer Lab

The CGCC Computer Lab is open to ALL currently enrolled CGCC students. The lab has Windows and Mac computers, printers, scanners, headsets, etc. Staff provide FREE one-on-one walk-in assistance with technology questions, Wi-Fi, Canvas, software, and more. Labs are at both campuses Pecos (Bradshaw 123) and Williams (Bridget Hall 116). We are also available online. For more information, please visit cgcc.edu/computerlab (<http://cgcc.edu/computerlab>) or call 480-732-7221.

Learning Center - Online Tutoring

The Learning Center provides free in-person and online tutoring and resources to assist students to achieve academic success. While the emphasis is on providing writing, mathematics, and science support, tutoring services are available for a wide range of academic courses at CGCC. Tutoring services are available on a drop-in basis, by appointment and online. In addition to tutoring, academic support resources include interactive workshops focusing on a variety of topics, handouts, textbooks, calculators, science models, and other assistive tools.

Students must be enrolled at CGCC in the class for which they are seeking assistance. At the Pecos Campus, the Learning Center

is located on the second floor of the Library and at Williams Campus, the Learning Center is located in Bridget Hall. For more information, visit www.cgcc.edu/lc (<https://www.cgcc.edu/lc>), call 480-732-7231 or email tutoring@cgcc.edu (<mailto:tutoring@cgcc.edu>)

For information on how to access online tutoring, visit our website at [cgcc.edu/lc/onlinetutoring](http://www.cgcc.edu/lc/onlinetutoring) (<http://www.cgcc.edu/lc/onlinetutoring>).

Library and Course Reserves

The CGCC Libraries are here to help you with your research and to achieve your educational goals. We offer a full-range of library services including access to information in a variety of formats including web-based (online subscription databases), traditional print sources, and multimedia sources. Course textbook reserves are available at both campuses but not all textbooks for all classes are available. Drop-in, call, or email the library for more information on whether your textbook is available. Textbooks do not leave the library, are for a 2 hour check-out only, and are based on availability.

We also provide virtual and face-to-face reference services. Stop by the library on either campus or use our [Ask-a-Librarian](https://maricopa.libanswers.com/widget_standalone.php?hash=7c4e97f0237bc84fd87883de478f849b) (https://maricopa.libanswers.com/widget_standalone.php?hash=7c4e97f0237bc84fd87883de478f849b) online 24/7 chat service.

For more information on hours and how to contact us visit our website: www.cgcc.edu/student-resources/library (<https://www.cgcc.edu/student-resources/library>)

Additional Items

Course Content

Please remember that this is a college course and while the focus will always be upon rhetoric and composition, there are going to be various mediums that are utilized throughout the school year to help expand and better one's understanding of the curriculum and skills being taught; as a result, there is always the possibility that students may encounter mature subject matter. For example, students will be expected to read sample essays and literary selections, watch video clips, listen to audio recordings such as podcasts, etc. Thus, by enrolling in this class and signing this syllabus, you are aware that such supplemental materials may be used to help improve upon the curriculum and skills being taught. Furthermore, if there is ever an issue, please reach out to me to see whether an alternative option is available.

Syllabus Changes

This syllabus is intended to contain complete and accurate information; however, I reserve the right to adjust this syllabus during the course. Students will be notified by the faculty member of any changes in course requirements or policies.

Syllabus Signatures

Please sign and return the following receipt to acknowledge that you have been informed of the classroom procedures, expectations, and learning requirements for College Prep English (2021-2022). Thank you.

Student Name, Print

Student Signature

Parent/Guardian Name, Print

Parent/Guardian Signature
