

Composition I

ENGL-1301

Fall 2025 Section 372 3 Credits 08/25/2025 to 10/16/2025 Modified 08/22/2025

Course Information

Class Meetings:

Type	Location	Days & Times
Blended Lecture	North Lake Campus; K Building; ROOM K309	Tues/Thurs ; 11:00 AM - 12:20 PM

Withdraw Date : 10/01/2025**Certification Date :** 09/02/2025

Course Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Requisites

Student must satisfy TSI Reading and TSI Writing requirements, either through specific coursework with a grade of C or better, passing test scores, or approved exemptions/waivers.

State-Defined Learning Outcomes

Demonstrate knowledge of individual and collaborative writing processes. Develop ideas with appropriate support and attribution. Write in a style appropriate to audience and purpose. Read, reflect, and respond critically to a variety of texts. Use Edited American English in academic essays.

Texas Core Objectives

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

- A. Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
- B. Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication;
- C. Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
- D. Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;
- E. Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision-making;
- F. Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Required Course Materials

[Lecture Materials Link \(https://www.bkstr.com/webApp/discoverShop?merfnbr=611&termDir=2025FA&division1=&department1=ENGL&course1=1301§ion1=372\)](https://www.bkstr.com/webApp/discoverShop?merfnbr=611&termDir=2025FA&division1=&department1=ENGL&course1=1301§ion1=372)

Graded Work

The "Criteria" table below is a summary of all the graded work in this course.

The "Breakdown" table explains the final letter grade.

Criteria

Type	Weight	Topic	Notes
Quiz	10 bonus points	Marketable Skills Assessments	Introduction to Dallas College Marketable Skills In this introductory module, you'll be asked what you know about marketable skills generally, then learn more about how you will develop them at Dallas College! You'll learn how to identify the skills you practice in your Core courses, and how to use the resources of the Career and Transfer Development Skills office to help you further your educational and/or career goals.

Type	Weight	Topic	Notes
Coach Dialogue	10 points		This Dialogue activity is a dynamic learning experience that will help you solidify what you learned from Module 1 of Google AI Essentials and help prepare you for the graded assessment. In this activity, you'll engage in a question-based discussion with our AI-powered guide, Coach.
Discussions	440 points		Throughout the course students will participate in a series of discussions related to the topic of AI in the Community College.
Email Writing Assignment	100 points		Artificial Intelligence (AI) is rapidly transforming nearly every part of modern life—from how we learn and work to how we communicate and make decisions. In this assignment, you will write a professional email reflecting on the potential societal impacts of AI. Your response should be thoughtful and grounded in your own experiences or observations, while also showing awareness of broader societal implications.
Business Letter	100 points		Business letters are an essential form of professional communication used to make formal requests, respond to customer concerns, or build partnerships. In this assignment, you will write a professional business letter tailored to a specific audience and purpose. Your goal is to use a clear, respectful, and purposeful tone while demonstrating understanding of formal letter structure.
Report Writing	100 points		Artificial Intelligence (AI) is increasingly becoming a tool that writers can use to brainstorm, structure, revise, and polish their writing. In this assignment, you will use an AI tool (such as ChatGPT, Google Gemini, or another approved tool) to help you develop an informative report on a topic of your choice related to current events, technology, culture, or education.
Proposal Writing	100 points		Proposal writing is a form of persuasive communication used to present an idea, solution, or plan in response to a specific need or opportunity. In academic and professional contexts, proposals are structured documents that outline a problem, provide background information, describe a proposed solution, and explain how the plan will be carried out. Effective proposals use clear, audience-focused language and aim to convince readers of the plan's feasibility and value.
Essay Writing	100 Points		Artificial intelligence (AI) tools such as ChatGPT, Google Gemini, GrammarlyGO , and others are increasingly used by students for brainstorming, drafting, editing, and even citing sources. While some educators encourage their responsible use, others raise concerns about plagiarism, over-reliance, and reduced learning. Students will write a persuasive essay about the use of AI in the community college.

Type	Weight	Topic	Notes
Module Challenges in Coursera	50 points		<p>Google AI Essentials is a course designed to help people across roles and industries get essential AI skills to boost their productivity, zero experience required.</p> <p>The course is taught by AI experts at Google who are working to make the technology helpful for everyone. In under 10 hours, they'll do more than teach you about AI – they'll show you how to actually use it in the real world.</p> <p>After you complete the course, you'll earn a certificate from Google to share with your network and potential employers.</p>

Breakdown

Grade	Range	Notes
A	90-100	
B	80-89	
C	70-79	
D	60-69	
F	0-59	

Course Schedule

This is a [link \(https://dccc-my.sharepoint.com/:w/g/personal/uaf7420_dccc.edu/Ef8DDESbJEplk24IGFTtyBABQL2CcCz0zQgD0DYvKhogXg?e=aOk7aN\)](https://dccc-my.sharepoint.com/:w/g/personal/uaf7420_dccc.edu/Ef8DDESbJEplk24IGFTtyBABQL2CcCz0zQgD0DYvKhogXg?e=aOk7aN) to the table of course topics and due dates.

Your instructor will notify you of any changes to the schedule during the term.

Modules	Assignments	All assignments are due at 11:59 PM on the date indicated. One day grace is allowed on all assignments, except the last assignments – Discussion: Evaluating AI Tools and Module 5 Challenge.
	First Day of Class	8/26
Module 1	Discussion: Getting Acquainted Marketable Skills Assessment	8/28
	Discussion: Exploring Gemini AI Tools	8/28
	Log into Coursera and complete the Coach Dialogue Assignment – once complete, then take a screenshot and attach the image to the link in eCampus	8/30
	Read and watch videos in Module 1 - Coursera Email Writing Assignment	9/4
	Discussion: Collaborating with AI Complete the Module 1 Challenge in Coursera Submit a screenshot of the completed challenge	9/6
Module 2	Read and watch videos in Module 2 - Coursera Discussion: Writing Business Letters	9/9

	Writing Business Letters	9/14
	Discussion: Comparing Two AI Tools - Complete the Module 2 Challenge in Coursera - Submit a screenshot of the completed challenge	9/16
Module 3	Read and watch videos in Module 3 - Coursera Discussion: Writing Clear AI Prompts	9/18
	Writing Reports	9/23
	Discussion: AI Models Complete the Module 3 Challenge in Coursera Submit a screenshot of the completed challenge	9/25
Module 4	Read and watch videos in Module 4 - Coursera Discussion: Using AI Responsibly - Mitigating Biases and Inaccuracies	9/27
	Proposal Writing	10/2
	Discussion: AI Harms Privacy Impact Complete the Module 4 Challenge in Coursera Submit a screenshot of the completed challenge	10/4
Module 5	Read and watch videos in Module 5 - Coursera Discussion: Staying Informed about AI	10/7

	Essay	10/12
	<p>Discussion: Evaluating AI Tools</p> <p>Complete the Module 5 Challenge in Coursera</p> <p>Submit a screenshot of the completed challenge</p>	10/14 - no late assignments accepted.
	<p>Census Date: 9/2</p> <p>Drop Date: 10/1</p>	

* Course Policies

AI Use in This Course

In this course, you are encouraged to explore and use generative AI tools (such as ChatGPT, Google Gemini, or Co-Pilot) as part of the writing process. These tools can support your learning when used responsibly, but they are not a replacement for your own critical thinking and writing.

Appropriate Uses of AI

- **Brainstorming & Prewriting:** Generate ideas, outlines, or possible approaches to a topic.
- **Revision Support:** Use AI to suggest sentence-level edits, improve clarity, or check grammar and style.
- **Research Assistance:** Use AI to locate potential sources or clarify background information (always verify credibility and cite actual sources used).
- **Assignments with Explicit Permission:** For some projects, you will be asked to document how AI assisted your work and reflect on its usefulness.

Expectations & Responsibilities

- **Transparency:** Whenever you use AI, you must acknowledge it. This can be done with a short note at the end of your assignment (e.g., *"I used ChatGPT to help generate an outline for this essay and to suggest grammar edits."*).
- **Accountability:** You are responsible for the accuracy, originality, and integrity of your work. AI output often contains errors or bias, so fact-checking is essential.

- **Limits:** AI may not be used to write entire essays for you. The purpose of this course is to strengthen *your* writing and critical thinking.

Acceptable Uses of AI

- **Brainstorming & Prewriting:** Generating topic ideas, outlines, or brainstorming different approaches.
- **Revision & Editing:** Asking AI for help with grammar, clarity, tone, or conciseness in *your own* drafts.
- **Practice & Feedback:** Using AI to rephrase your writing for comparison or to check alternative sentence structures.
- **Research Assistance:** Asking AI to summarize background information, explain concepts, or point you toward potential sources (you must verify accuracy and cite real sources, not the AI).
- **Documented Use in Assignments:** When I specifically allow or encourage AI, you should note how you used it (e.g., *"I used ChatGPT to suggest stronger transition phrases"*).

Unacceptable Uses of AI

- **Full Draft Generation:** Submitting an essay, paragraph, or discussion post written entirely by AI without your contribution.
- **Fake or Fabricated Sources:** Using AI-generated "sources" or citations that do not actually exist.
- **Bypassing the Writing Process:** Skipping brainstorming, drafting, and revising by relying on AI to do the majority of the work.
- **Undisclosed Use:** Using AI but not acknowledging it in your assignment.
- **Misrepresentation:** Presenting AI's words or ideas as if they were fully your own original work.

Your Responsibility

AI can be a helpful assistant, but *you* are the writer. Always double-check accuracy, maintain your own voice, and remember that the goal of this course is to strengthen your writing and critical thinking skills.

Why This Matters

AI is becoming part of academic and professional writing. By learning how to use these tools responsibly, you gain valuable experience in evaluating, revising, and integrating AI assistance without losing your own voice as a writer.

ACADEMIC INTEGRITY

Everything you submit must be your own work, written specifically for this class. This means no recycled papers. You are not allowed to submit papers you have written for previous classes.

Everything you write must be specifically for this class.

Student Responsibilities

1. Attend all classes.
2. Read the textbook selections that are assigned and be prepared to discuss them.
3. Hand assignments in on time and in the format designated by your professor.
4. Ask for help when needed.
5. Do not expect your professor to repeat a lecture given during an absence.
6. Visit the Writing Center in the library or meet with your professor when you need help or when you are directed to do so by your professor.

ACADEMIC DISHONESTY

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty "includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

Occurrences of Plagiarism in Dr. Forbess' ENGL 1301 at North Lake College will be dealt with in the following manner:

First occurrence: Student will receive a ZERO on the assignment.

Student will receive a zero for the assignment, with no opportunity for a rewrite.

Second occurrence: Student will receive an "F" for the course and the appropriate college representative will be notified.

NOTE: At any time during the course, the instructor reserves the right to check a student's assignment(s) against any available means if plagiarism is suspected. This includes assignments which have previously been submitted and/or graded.

Definition of Plagiarism:

Using someone else's language and/or ideas without proper attribution is academically dishonest. As members of this class and the larger scholarly community, you are expected to abide by the norms of academic honesty. While a good deal of collaboration is encouraged with your classmates, failing to acknowledge sources or willfully misrepresenting the work of others as your own will not be tolerated.

This is a freshman level course, and during this course you will be instructed on the proper methods of documentation, whether the material be paraphrased, summarized, or directly quoted. If you are unsure, please visit me or visit the NLC Writing Center for further instruction.

Unexpected Class Changes

Policy for Emergency Communications

In rare cases, I may need to cancel a class meeting due to an emergency or make other last-minute changes. In this event, I will post an announcement to our eCampus course and send a copy by email. Please regularly check your Dallas College email address to make sure you do not miss emergency updates or other course communications.

Students will also receive email notifications from Dallas College Emergency Alerts. This system will alert you when icy weather or utility outages cancel classes, or in the event of other types of emergencies. See Updating Your Emergency Alerts Information to learn how to update your email address for emergency alerts, choose to be alerted by text message or phone call, or opt out of emergency alerts.

Late Work

Late submissions will be accepted up to **ONE day** past the due date with no late penalty (**called a grace period**); however, after the one-day grace period, late assignments will not be accepted.

No late assignments are accepted on the discussions or the last assignment. These assignments must be posted by the due date to be eligible for a grade.

When are Assignments Counted Late?

Assignments are late if they are not posted by midnight (in Central Standard Time zone) of the day they are due. Assignments that are more than 1 day late will not be accepted unless we have negotiated and mutually agreed upon an alternative submission date in advance. Unless an Incomplete grade has been granted, student assignments submitted after the last day of class will not be accepted.

Technology Connectivity Issues are NOT an Excuse

Please note that eCampus connection issues are NOT an excuse for late papers. If you are unable to connect to eCampus and upload an assignment, send me an email and a copy of the assignment to my email address: uforbess@dcccd.edu as proof that you attempted to post the assignment on time.

In the email, you must tell me that you were unable to connect to the eCampus system **and you MUST show verification that you contacted the eCampus Help Desk for assistance** (eCampus Helpline: 972-669-6402 or 1-866-374-7169).

You must then upload the assignment as soon as the system is once again available.

NOTE: I will NOT grade an assignment that comes to my email. It must be posted in the appropriate program to count for grading purposes.

Request for Extensions on Missed Assignments

A request for an extension due to family emergencies, or other extenuating circumstance, **will not automatically be granted**. If an emergency arises, take of the situation. If you miss an assignment in doing so, we will discuss the options for completing missed assignment.

Attendance and Participation

Students are expected to attend to class materials on or before the due dates. It is the student's responsibility to set personal calendars, or to ask for assistance when needed.

This is an face-to-face course, and students are expected to have access to a computer or laptop and have reliable Internet and to submit assignments according to the course calendar.

Support Contacts

[Contact Your Success Coach](https://www.dallascollege.edu/successcoach) (<https://www.dallascollege.edu/successcoach>)

Every Dallas College student has a personalized Success Coach who supports them from day one to graduation. Contact your coach for help navigating college and reaching milestones leading to graduation and a career.

[Get Free Tutoring](https://www.dallascollege.edu/tutoring) (<https://www.dallascollege.edu/tutoring>)

Tutoring is free to all current Dallas College students. You can walk in or schedule an appointment at all [Learning Commons](https://www.dallascollege.edu/learningcommons) (<https://www.dallascollege.edu/learningcommons>) campus locations. Live, online tutoring is also available via eCampus.

[Explore More Free Student Resources](https://www.dallascollege.edu/help) (<https://www.dallascollege.edu/help>)

You have access to many free resources as a Dallas College student, including [Counseling and Psychological Services](https://www.dallascollege.edu/counseling) (<https://www.dallascollege.edu/counseling>), [Child Care Resources](https://www.dallascollege.edu/childcare) (<https://www.dallascollege.edu/childcare>), [Housing Resources](https://www.dallascollege.edu/housing) (<https://www.dallascollege.edu/housing>), [Emergency Aid Funds](https://www.dallascollege.edu/emergencyaid) (<https://www.dallascollege.edu/emergencyaid>), [Food Pantries](https://www.dallascollege.edu/foodpantry) (<https://www.dallascollege.edu/foodpantry>), and more!

[Submit the Student Care Form](https://www.dallascollege.edu/careform) (<https://www.dallascollege.edu/careform>)

Not sure which free college resources can help? Submit the Student Care Form! Our [Student Care Network](https://www.dallascollege.edu/studentcare) (<https://www.dallascollege.edu/studentcare>) will connect you to support for physical and mental health, financial concerns, food, clothing, and more.

[Contact Technical Support](https://www.dallascollege.edu/techsupport) (<https://www.dallascollege.edu/techsupport>)

Need help with eCampus or another college technology? Our technical support staff can assist you.

Institutional Policies

Dallas College Policies

Please review the [Institutional Policies](https://www.dallascollege.edu/syllabipolicies) (<https://www.dallascollege.edu/syllabipolicies>) page to learn about accommodations for students with disabilities, class drop and repeat options, Title IX (harassment, discrimination, and sexual misconduct), and more.