



# Welcome to English Composition II

Engl 1302 – Spring 2019, CRN 13343  
Tuesday, Thursday, and Friday 8:19 – 9:05 a.m., Room 2662  
3 Credit Hours / 48 hours per semester  
15 Weeks: 1/22/2019 – 5/12/2019  
Lecture / Core Curriculum

**Instructor:** Professor Michael Suarez

## Contact Information:

- [Michael.suarez@hccs.edu](mailto:Michael.suarez@hccs.edu)
- Email for this specific class: [comp2.mortonranch@gmail.com](mailto:comp2.mortonranch@gmail.com)
- elearning site: <http://learning.hccs.edu/faculty/michael.suarez>
- Office Hours: before and after class each day, but do know we can meet elsewhere should you need more time to discuss something

Please contact me concerning any problems that you are experiencing in this course, and remember that you do not need to wait until you have received a poor grade before asking for my assistance. I am available. Also, be sure to take advantage of the tutors (see additional support below), who are available during much of the day, five days a week.

## Additional Support:

- Katy Campus Tutoring and Writing Center
  - On-Campus tutors in the Katy Campus Writing Center, Room 321, which is located across from the third floor Library. Look for posted hours or call 713-718-5841.
- On-line tutors: <http://hccs.upswing.io>

**Prerequisites:** English 1301 or the equivalent

## Instructional Materials:

- Required Text: *Current Issues and Enduring Questions*, Eleventh Edition
- Suggested Text: College-Level Dictionary and/or Thesaurus
- Blue Book(s) for Mid-term Exam (I will provide these for the class.)
- Access to a working computer and printer, as well as paper, ink, and the internet
- Note: You may have to rent or purchase required video assignments

## Course Goals:

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete assignments designed to cultivate the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

## Course Description:

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course. Prerequisite: ENGL 1301 Composition I or its equivalent.

## Instructional Methods:

To fulfill my personal goal of making you the best writer and thinker I can in 15 weeks, you will experience a variety of instructional methods. Although you will be involved in collaborative activities—discussion, group work, peer reviews, and projects—I will give you very specific guidance as to how to write analyses and arguments.

## Student Learning Outcomes:

Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.

- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

## **English Program Learning Outcomes:**

- Write in appropriate genres using varied rhetorical strategies.
- Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
- Analyze various genres of writing for form, method, meaning, and interpretation.
- Employ research in academic writing styles and use appropriate documentation style.
- Communicate ideas effectively through discussion.

## **Minimum Writing Requirement:**

To be good on a computer, one must spend many hours on it. To be a good writer, one must write...a lot. As in any other skill, practice advances mastery: 6,000 words minimum. This course requires about 10,000.

## **Student Assignments:**

Students should strive to not miss any classes, especially at the beginning of the semester. Each assignment builds upon the next so that by the end of the semester, the attentive student will know how to effectively use connotative language and write provocative analyses and argumentative papers, properly citing sources and applying MLA style. (Note that each assignment will have its own set of criteria to be met. Also, do not submit handwritten material, unless I allow it.)

Assignments include (but are not necessarily limited to):

*Midterm Exam*, a critical analysis where a student chooses from a few prompts. The first draft will be written in class on a provided Blue Book. The next draft will be typed outside of class. (Final grade will be the average of the two.)

*Argumentative Research Paper Project*, a 2500+ word paper that takes a stand on an issue; it refutes at least two opposing positions, using MLA documentation. Students must utilize at least eight sources. In addition, students must participate in a 2-week workshop, wherein each student will address issues with his or her own paper for a final re-write later in the semester. (Specific assignments to be found on Learning Web.)

*Lead a Class Discussion*, students will be given either a chapter or a set of pages from the textbook or a video. A 5+ minute presentation will be given on a set date, immediately followed by a 25+ class discussion, which the student will lead.

*Class Participation and Class Work*, every class period will require in-depth discussion on the day's reading and/or viewing. Students will be required to participate or answer when called on to receive credit for any given day. Pop quizzes may also be given, as

well as the occasional in-class exercise. (Extra out-of-class work will probably be assigned, as well.) Honestly, you'll be writing quite a bit this semester, so this essentially boils down to you consistently speaking in class and completing writing assignments (**no late work will be accepted under any and all circumstances**).

*Final Exam*, the final draft of your Argumentative Research Paper (no late papers will be accepted under any and all circumstances).

## Student Assessments

- Argumentative Research Paper Project 20%
- Mid-term Exam 20%
- Final Exam 20%
- Lead a Class Discussion and Participate in Class Discussions 20%
- In-class and Out-of-class Work 10%
- Workshops 10%

## Where to Find Copies of Specific Assignments and Written Support for this Class:

On the elearning site noted above, the syllabus and calendar, assignments, handouts, and other materials concerning English are available to read, download and/or print.

## Instructor Requirements:

- **Submission of materials.** As in any activity, writing follows certain rules so that audience and participants know what to do and what to expect.
  - **In-class essays** must be written on blue books. Also, students will skip every other line to allow room for instructor comments.
  - **Out of class papers** may be turned in any time before and including the last day to turn in said assignments. (See **calendar** and specific assignments for those dates.) After that, papers will not be accepted under any and all circumstances. As for anything else, please see me.
  - **Out-of-class work** (including essays) must follow basic MLA rules. It must be typed, double spaced, and printed on 8 1/2 x 11" white paper with 1" margins and use a 12 pt. plain font. For my class, unless told otherwise, please do not submit title sheets, cover booklets, or bindings. Secure the required materials with a staple or paper clip. Points will be deducted from work which does not meet requirements, or students will simply receive a zero. **Students are also required to submit their midterm re-write and both drafts of the research paper via email on or before the last day to turn in those essays. (See calendar and specific assignments for those dates.)**
  - **Note: Please put your name in the subject line and send essays to the Gmail address for this class. (See the first page of this syllabus.)**
- **Electronics in the classroom:** As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will

not use these devices in the classroom unless you receive permission from the instructor. If such a device sounds or is used during class, it will be considered a disruption of the educational process (such as other forms of inappropriate behavior) and the student may be asked to leave for the rest of the class period. If a student expects an emergency call, he or she must speak to the instructor to receive an exception to this policy.

## **Syllabus:**

It is up to students to download the syllabus from the Learning Web. Because of limited copying budgets, instructors have been told to post their handouts on line to reduce copying costs.

## **Extra Credit:**

Any and all extra credit will be at the discretion of the professor.

## **Instructor Grading Criteria:**

- Midterm and Research Paper (as well as any writing or homework)
  - These papers will be graded by English Discipline standards, which include grammar, sentence structure, punctuation, word usage, tone, and mechanics. The grading profile is weighted by the following percentages:
    - Content 27%
    - Organization 23%
    - Sentences 20%
    - Word Use and Tone 17%
    - Punctuation and Mechanics 13%

## **HCC Grading Scale:**

A (90-100%) Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.

B (80-89%) Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.

C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

D (60-69%) Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.

F (0-59%) Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience

## HCC Policy Statements:

- **Discipline:** As your instructor and as a student in this class, our shared responsibility is to develop and maintain a positive learning environment for everyone. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist me achieve this critical goal. (See Student Handbook)
- **Academic Honesty:** A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), Collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. For more on plagiarism, see "Plagiarism" in *The New McGraw-Hill Handbook, second edition*. (See Student Handbook)

- **Ability Services:** ADA- Services to Students with Disabilities

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive.

Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class,

sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

*Ability Service Contact Information:*

- **Central College**  
713.718.6164
  - **Coleman College**  
713-718-7376
  - **Northeast College**  
713-718-8322
  - **Northwest College**  
713-718-5422  
713-718-5408
  - **Southeast College**  
713-718-7144
  - **Southwest College**  
713-718-5910
  - **Adaptive Equipment/Assistive Technology**  
713-718-6629  
713-718-5604
  - **Interpreting and CART services**  
713-718-6333
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- **Title IX:** Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to [www.edurisksolutions.org](http://www.edurisksolutions.org) Go to the button at the top right that says **Login** and click. Enter your student number.

- **Repeating Courses:** Students who repeat a course for three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.
- **Attendance:** Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is

equivalent to 6 hours. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you know you must be absent or if you have an emergency, let me know **before class** and make plans to meet with me in office hours. If you have more than four (4) absences before the official date of record, you may be automatically withdrawn from the course.

- **Withdrawal Policy:** Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is **Monday, April 1, 2019**. Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.
- **International Students:** Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email [int\\_student\\_svcs@hccs.edu](mailto:int_student_svcs@hccs.edu), if you have any questions about your visa status and other transfer issues.
- **Final Grade of FX:** Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.
- Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.
- **Last day for Administrative /Student Withdrawals:**  
Monday, April 1, 2019

### **Census Date**

Students who have no recorded attendance before the Census Date (the Official Day of Record) will be automatically dropped from the class by the Registrar. Students dropped for nonattendance will not be reinstated. The Census Date varies according to the session. Please refer to the Academic Calendar for the exact date for each session.

## **EGLS<sub>3</sub> (Evaluation for Greater Learning Student Survey System)**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more information.

## **Campus Carry**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>

## **Campus Safety**

If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

## **The Egalitarian**

The Egalitarian is HCC's student newspaper, written and produced by students. The Egalitarian promotes the free exchange of ideas and information. The newspaper staff maintains a high standard of writing and journalistic excellence. Through The Egalitarian, interested students may have an opportunity to further expand their writing skills and see their work published. The Egalitarian is always in need of more writers. They publish stories on local and community news, sports, art and entertainment, as well as commentary. The Egalitarian is open to all currently enrolled HCC students at all HCC campuses regardless of their major.

For more information visit [HCCegalitarian.com](http://HCCegalitarian.com)

Alyssa Foley, Editor in Chief, would like you to contact her if you are interested in writing for The Egalitarian. Her email is [afoley@hccegalitarian.com](mailto:afoley@hccegalitarian.com)

## Libraries

HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at <https://library.hccs.edu> . Find out library locations and hours here: [http://library.hccs.edu/about\\_us/intersession\\_hours](http://library.hccs.edu/about_us/intersession_hours) .

## Open Computer Labs

Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

## Remind 101

Go to Learning Web and find the registration instructions for your class. This helpful tool allows us to communicate via text without having to share any information. **Strongly recommended.**

## Email

Your HCC email is an official mode of communication for this course. Although a Gmail account has been set up for this class, please use my HCC email for all communications. Understand that I will check this email frequently, but please be aware that email is not a substitute for in-class participation or face-to-face consultation. If you are having trouble in this course, make plans to meet with me before or after class.

## Tutoring

### Online Tutoring:

The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to **hccs.upswing.io**. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

### Tutoring Centers:

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: [hccs.edu/findatutor](http://hccs.edu/findatutor) for times and locations. For more information about tutoring at HCC, please go to [hccs.edu/district/students/tutoring](http://hccs.edu/district/students/tutoring).

## **HCC Student Services Information:**

Student Services provides master's and doctoral-level counseling for the Northwest College student body. Counselors are available at each campus to assist students in creating class schedules, evaluating college transcripts, and completing degree/certificate plans.

Student Services regular business hours are the same at both campuses. Phone numbers:

- \* 8 a.m. – 7 p.m. M – Th
- \* 8 a.m. – 1 p.m. F – Sat
- \* Katy Campus, 713-718-5751
- \* Spring Branch Campus, 713-718-5669

Additional Information:



<http://northwest.hccs.edu/northwest/campus-services>

## **Early Alert:**

HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

## **Completing Assignments:**

You are required to turn in all work no later than the date assigned. Specifically, no work will be accepted late, and you will earn a zero. Also, follow assignment prompts and directions, as well as whatever I mention in class. Finally, there are no do-overs, unless they are a part of the curriculum, so do the work as best you can.