Note: This document contains three sections. The first section is titled Syllabus. This section contains specific course information required by the college. Section two titled HCCS Inclusions includes the required course and college information. The third section titled Schedule of Assignments contains your reading and writing assignments with a schedule of the semester. Specific due dates will be posted in the course site in Blackboard.

Syllabus

Please print this document now!! And notice the required textbooks below. You should purchase/order these ASAP so that you will have them when the course begins.

TABLE OF CONTENTS:

Section 1: COURSE OVERVIEW
Section 1: COURSE OVERVIEW

I. Instructor Information

Ms. Ashley J. Vining

Email: ajvining27@gmail.com (use only before course begins and after course ends);
Blackboard email

Phone: 512-293-2661

Office Hours: Email, phone. I can discuss questions/issues with you via phone.

II. Required Texts and Materials

- Hard drive space and usb drive for your assignments
- College-level dictionary and thesaurus (utilize these applications on your computer)

III. Bookstore Information
Textbooks for DE courses can be purchased at the Central Campus bookstore. Call ahead to
ensure that your text is in stock. Books can also be transferred from the Central Campus
bookstore to any other HCC bookstore. Textbooks may also be purchased online or reserve your
textbooks online for in-store pickup
go to the HCCS bookstore webpage for more information http://hccs.bkstore.com

Central Bookstore: 713-523-2825
Eastside Bookstore: 713-640-1441
Stafford Bookstore: 281-499-6413

IV. Course Description

English 1301 is a course devoted to improving the student’s writing and critical reading. You will write essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources.

V. Important Dates

January 18 Classes Begin
February 21 President’s Day Holiday
March 14-20 Spring Break Holiday
April 14 Last Day for Admin/Student Withdrawals
April 22-24 Easter Holiday
May 6, 7, 8 Take Home Final Exam
May 16 Last Day for Instructor to Post Grades
May 20 Grades Available to Students

Please go to www.hccs.edu and click on View Academic Calendar by Term to find all important dates for the semester.

VI. Grading Profile

Essay 1 15%
Essay 2 20%
Argumentative/Argumentative Res. Paper 30%

Journals, Class Discussion & Quizzes 15%

Final Exam 20%

Total 100%

VII. Communication

READ THIS VERY CAREFULLY!!!

A. Contacting me: I teach this course remotely since I live in Round Rock, just north of Austin. You may contact me via email and phone. Please leave a message including your area code and phone number where I can call you back. I will return calls during working hours during the week. We may have several optional meetings at one of the HCC campuses this semester. If this is possible, I will let you know additional details.

B. Communication with me: This is extremely important. Please let me know if you need help or have problems with this course. Don’t put off writing a paper because you don’t know how to get started. Talk/email me questions/difficulties you have as soon as you realize you have them.

C. Questions: Please ask questions. I want to hear from you. Asking questions shows your interest and desire to learn. If writing is fairly easy for you and you have few questions, that’s fine also.

D. Using Email: When you send me email messages, be sure you write a complete and clear message. Do not send me text messages; I will not respond to them. Think of me as your boss. All writing in this class will be more formal than the writing you do with your friends and family. And be sure the subject line of each email you send me this semester accurately reflects the message. For example, I send an email to the class with the subject line: Essay 1. But you have a question about a quiz. Do not hit reply with my Essay 1 email. Start a new message with
the appropriate subject line. If this is unclear, please let me know. Ultimately, if your email message does not correspond with the subject line, I will not respond to your message.

Note: Please remember, this is a writing class. My job is to help you improve your writing and communication skills. We use email so frequently in our society that it is essential that our emails be clear and correct.

**VIII. Study Skills**

A. **Time Management:** Do not procrastinate!!! Keep a calendar of all assignment due dates. Plan ahead and be disciplined. Online courses are very difficult for those students who have very little self-imposed discipline. I will not see you several times each week to remind you of assignments. You must keep track of that yourself and you will be successful.

B. **Study Time:** For each three hour college class you take, you should spend 6-10 hours each week at home preparing (reading in the textbook, writing assignments, editing, discussing with classmates) for that class. Remember, college requires commitment. It is not like being in high school. College classes require a great deal of work and effort. Plan for study time in your weekly schedule. Treat college just like you would a job.

**IX. Course Procedures**

A. **Writing your assignments:** Be sure you keep everything and save your writing. Your computer may crash at the worst possible moment during the semester, so it is imperative that you save all of your writing twice!! **Save everything on the hard drive and on a disk/USB drive.** Every semester I have at least one student whose computer crashes erasing all files. Don’t let this happen to you! Keeping everything will also help you to improve your writing through the Writing Process.
B. Participation and nonparticipation: You are expected to discuss your writing assignments with your classmates. (More information will be posted in course site.) This is part of your grade for this course. You are also expected to communicate with me throughout the semester. You will log-in weekly to your Blackboard class to receive details or the week’s assignments and to check instructor’s announcements. If I have not received any assignments or messages from you by the end of week 3, you will be withdrawn from the course and your access to the course website will be blocked. Students who do not participate in the class and do not do the work required will be given a W or F at my discretion. If there is a particular reason that you need a W rather than an F or vice versa, you need to talk with me about it early in the semester. The end of the semester when grades are due is too late.

C. Turning in Assignments: All assignments must be correctly formatted and submitted in order for them to be accepted. All assignments must be saved as .doc or .docx files and submitted to the appropriate assignment link. You will navigate to the correct assignment link from the homepage. **DO NOT SUBMIT YOUR ASSIGNMENTS THROUGH E MAIL.**

D. Keep up with Due Dates:

In the Assignments link, I will set up available dates (when you may begin posting assignments) and due dates when assignments are due. The computer locks out the link for you to turn in your assignment after the due date I assign. You must have your assignments posted by the due date. **I WILL NOT TAKE LATE PAPERS!** Keeping up with late papers is extremely difficult in online classes, so be sure you know when assignments are due. I will post due dates in the Calendar link also, so check that often. In the event you have a family emergency or other emergency, you must contact me immediately to notify me that your assignment will not be posted as a result of this emergency and its inherent effect on you. I must also receive a written request to turn in your assignment late with proof (doctor’s or employer’s statement) of the emergency.

E. Posting Assignments: The journals and essays will be posted in the Assignment link in our course site in Blackboard.

F. Rewriting Papers: You will have the opportunity to rewrite one paper this semester. In order to be allowed to rewrite a paper, the grade must be below a 70. If you choose to rewrite a paper, please let me know. We will discuss when the rewrite will be due.
X. Distance Education Support Services

Technical Support: If you have technical questions please contact the D. E. support staff: Ram Chapa 713-718-5271 – Ramiro.chapa@hccs.edu; Felix Arrazolo 713-718-5270 – Feliciano.arrazolo@hccs.edu; Doug Sutherland (Sr. Technician) 713-718-5310 – doug@distance.hccs.edu.

XI. Scholastic Integrity

A. Academic Dishonesty: Honest work and effort are expected and rewarded.

As noted in the 2006-2007 HCCS Student Handbook, includes, but is not limited to, Cheating, Plagiarism, and Collusion. Familiarize yourself with the college system’s policy on these issues and the consequences involved, including 0 or F on a test; F in the course; probation or dismissal from the college. You are responsible for understanding this concept and avoiding this practice. Don’t hesitate to discuss with me any questions or concerns you may have about scholastic dishonesty.

B. Plagiarism Policy: material that is written, organized, or conceived by someone other than the student and is presented by the student as his or her own work is considered plagiarism. Even one sentence of someone else’s work presented as something you have written is considered theft, and called plagiarism. Students must familiarize themselves with the definition and consequences of plagiarism as they will be held responsible for the consequences of their actions in this course. The penalty for plagiarism is a grade of F in the course. YOU WILL FAIL THE COURSE IF YOU PLAGIARIZE.

XII. Grades

You can find your final grade for the semester at www.getgrades.com or 1.877.341.4300.
XIII. Exemplary Educational Objectives

--To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.

--To understand the importance of specifying audience and purpose and to select appropriate communication choices.

--To understand and appropriately apply modes of expression (descriptive, expositive, narrative, scientific, and self-expressive) in written, visual, and oral communication.

--To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

--To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.

--To develop the ability to research and write a documented paper and/or to give an oral presentation.

The purpose of the English Department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students’ reading, writing, and analytical skills.

XIV. General Course Information

In this course I rely heavily on the textbooks. This means two important things. First, I don’t give you a lot of lecture notes and handouts to read. There are some handouts posted under Learning Modules so be sure you read those. Second, you must purchase the textbooks and read them. If you aren’t able to purchase your textbooks by week 2, you may want to consider dropping the course. Everything you learn builds on what you already know and what you learn each week in the course. There is a lot of reading you must do in order to improve your writing.
You will learn a great deal about your writing when you receive your graded papers from me. You will find Grading Profiles posted under Learning Modules. Please review those.

A. Written Communication

Please remember that there are many different types of writing that we complete. You may create a grocery list, write a thank you note to your grandmother, write a memo or report for work and send a text message to a good friend. The writing you use for each of these situations is different. The grocery list requires only a list of words that require no punctuation or pronouns or conjunctions. This may also be true of the text message to your friend. When communicating with me via email, please treat those messages like you would written correspondence with your employer. Use complete sentences with appropriate capitalization; be sure the subject line accurately reflects the subject of your message; and write as clearly as you can. This is the primary way we will communicate and I want to understand your messages.

B. Grammar/Punctuation Quizzes

Before taking each quiz, be sure you read the corresponding pages in the *MHH* and carefully study each concept.

After the course is completed, you will not be able to access the course or email me via Blackboard. You will need to contact me using my gmail email noted at the beginning of this Syllabus.

Section 2: DISTANCE EDUCATION SYLLABUS

INCLUSIONS
The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student’s responsibility to be familiar with the handbook’s contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

http://de.hccs.edu/de/de-student-handbook.

Section 3: SCHEDULE OF ASSIGNMENTS

Week 1

Readings

- Syllabus
- File: "Notes on Writing" (posted under Learning Modules - read all handouts in this file)
- MHH
  Ch. 3 “Planning and Shaping the Whole Essay” p. 33-54 (pay attention to Prewriting Techniques and information on writing a Thesis)

  Ch. 4 “Drafting Paragraphs and Visuals” p. 55-61 (sections a. – c.; pay special attention to sections b and c) and p. 72-75
(sections f-g) (You won’t be required to include visuals in your papers.)

Ch. 5 “Revising and Editing” p. 76-103 (read entire chapter omitting section h. Visuals)

Ch. 31 “Sentence Basics” p. 494

Writings

• Begin Essay 1

Begin working on Essay 1. Read the information and topic choices for essay 1 below. Read topic choices and essay description (below) and choose one. (See Calendar in Blackboard for due dates.) Read Writing Process notes posted in Course Content. Complete prewriting for Essay 1 and save on your computer. (You will turn this in with the rough draft of the paper.)

Week 2

RW Ch. 7 “Narration” p. 199-203; “Shame” p. 216-219

Ch. 8 “Description” p. 251-255; “A Worn Path” p. 264-271; “Hell” p. 260-263

See Reading assignments for Week 1

Writings

• Journal 1 & Journal 2 Due
• Syllabus & Schedule of Assignments Quiz
• Continue working on Essay 1

Week 3

Readings

RW Ch. 1 “Guidelines for Critical Reading” p. 3-10

Ch. 2 “What is Rhetoric” p. 16-30; “I Have a Dream” p. 44-48
Ch. 4 “What is a Thesis?” p. 97-107

Ch. 7 “Narration” p. 199-203; “Shame” p. 216-219


(Ch. 7 & 8 in RW apply to Essay 1)

Writings

- Journal 3
- Essay 1 Rough Draft Due

Week 4

Readings

- MHH Ch. 30 "Parts of Speech" p. 478-494
- Ch. 32 “Sentence Fragments” p. 512
  Ch. 33 “Comma Splices and Run-On Sentences” p. 524
- Ch. 51 “Commas” p. 718
- Ch. 45 “Sentence Variety” p. 663

Writings

- Essay 1 Final Draft Due
- Parts of Speech Quiz
- Fragment Quiz
- Comma Splice Quiz
- Journal 4

Week 5

Readings

- MHH Ch. 34 “Subject-Verb Agreement” p. 536
- RW Ch. 12 “Comparison/Contrast” p. 412-418; “Grant and Lee: A Study in Contrasts” p. 428-431 (Essay 2 – Choose topic and complete prewriting)
Writings

- Journal 5 Due
- Subject-Verb Agreement Quiz
- Run-On Quiz

Week 6

Readings

- *MHH* Ch. 41 “Confusing Shifts” p. 629
  Ch. 42 “Faulty Parallelism” p. 637
  Ch. 36 “Problems with Pronouns” p. 575

Writings

- Essay 2 Rough Draft Due
- Comma Quiz
- Pronoun-Antecedent Agreement Quiz
- Journal 6 Due

Week 7

Writings

- Essay 2 Final Draft Due
- Journal 7 Due

Week 8

Readings - Study the following chapters in preparation for the argumentative paper. You will need to choose the rhetorical modes you want to use when writing that paper. Will a paragraph on narration be effective? Or not? Would a paragraph that uses description work? Or would a paragraph using comparison be best? Or can you combine several modes in one paper? The answer is yes. You can and should use more than one rhetorical
mode. In the first two papers I wanted you to practice using primarily one mode, but now you should be able to use several in one paper.

- **RW** Ch. 9 “Process Analysis” p. 296-299; “Hunting Octopus in the Gilbert Islands” p. 303-306
  
  Ch. 13 “Division/Classification” p. 454-457; “Thinking as a Hobby” p. 463-469

**Writings**

- Begin prewriting for the argumentative paper and decide if you want to add the research component and include sources.

**Week 9**

**Readings**

- **MHH** Ch. 10 “Arguments” p. 183
  
  Ch. 15 “Understanding Research” p. 250
  
  Ch. 21 “Working with Sources and Avoiding Plagiarism” p. 314
  
  Ch. 24 “MLA Documentation Style” p. 342

- **RW** Ch. 15 “Argumentation and Persuasion” p. 550-557; Swift’s “A Modest Proposal” p. 564-571; “A Nation in Need of Vacation” p. 571-573

**Writings**

- **Argumentative Paper Topics** Due

**Week 10**

**Readings**

- **MHH** Ch. 38 “Wordy Sentences” p. 612

**Writings** - Continue working on the Argumentative Paper
Week 11

Writings

• Argumentative Paper Rough Draft Due

Week 12

• *MHH* Ch. 43 “Misplaced and Dangling Modifiers” p. 645
  Ch. 44 “Coordination and Subordination” p. 653

Writings

• Argumentative Paper Final Draft Due

Week 13

• *MHH* Ch. 52 “Semicolons” p. 745

Writings

• Journal 8

Week 14

• Journals 9 & 10 Due

Week 15-16

• May 6, 7, 8: Take Home/Online Final Exam

Posting Written Assignments
Journals and quizzes should be posted in the message screen; they should not be posted as attachments.

Each paper (Essays 1 & 2 and the Argumentative Paper) should be attached as .doc or .docs files. These assignments should not be posted in the message screen. If they are not posted as attachments, I will not be able to grade them.

Journal Assignments

Purpose

The purpose of the journal assignments is to give you additional practice writing your ideas on paper. These assignments will not be graded like your essays will be. I will not grade for grammar and punctuation errors; however, I do want these writings to be fairly free of errors. Mostly I want you to think and write and do this under two conditions: write each journal in less than two hours and in about 200 words. The journals are a place for you to just write without worrying about your errors affecting your grade in the course. The journals will be graded for completion.

Procedure

Journals should be written consistently throughout the semester. Submit journals under the appropriate Discussion screen. Submit journals in the message screen. Do NOT attach them.

Requirements

*Label your journal:* Using your last name label each journal (Ex: Vining Journal 1)

*Length:* 200 words; at the end of each journal include the word count.

*Due:* See the course calendar for due dates.

*Number to complete:* 10

Topics
Journal 1: Write a brief introduction telling me where you are from, what your college goals and career goals are and any additional information you would like to share.

Journal 2: Write a journal detailing the writing process you follow when writing a paper for a college class. What new information did you learn about the writing process after reading the handout “The Writing Process” posted under Learning Modules?

Journal 3: See RW p. 244 under Suggestions for Writing #2. You may want to read the essay “’Postscript’ to Inside the Kingdom” (p. 236) first.


Journal 5: In RW read “Grant and Lee: A Study in Contrasts” (p. 428) first. This is one of the best contrast essays I have ever read. Under The Strategies (p. 432) answer question 1. Under Suggestions for Writing (p. 432), answer question 1.

Journal 6: When writing a paper, are you restricted to using only one Rhetorical Mode? Explain.

Journal 7: What is your response to Swift’s “A Modest Proposal?”

Journal 8: Develop an argument to one of the following topics: The U. S. should reinstate the military draft, the United Nations should have its own army, the Euro should be used in every country of the world, or every official meeting of Congress should begin with prayer. This is just a journal, not a fully developed essay. This is a great exercise in developing a logical, reasonable argument.

Journal 9: How difficult is writing a research paper?
Journal 10: What was the most difficult paper you wrote this semester? What information will you take from this class to your next class when you have to write a paper?

**Essays and Papers**

In this class you will write three essays and one research paper. I have numbered/labeled these assignments as Essays 1, 2, and 3 and the Argumentative Research Paper. You will complete them in the order listed below.

**Requirements**

*Rough Draft:* You must write and submit a working rough draft for each essay. Here is the process I want you to follow:

- Using a prewriting technique (listing, brainstorming, journalist’s questions) develop ideas for the paper.
- Using one of the organizational prewriting techniques (mapping/clustering, outlining) organize these ideas. These techniques help you create an order to the paper. Put all like ideas into one area or under one Roman numeral. Then create a topic sentence for each section. These sections become paragraphs.
- Using this information, create the body paragraphs of the paper. You may write the introduction before you write the body paragraphs or after. Then write the conclusion. (I suggest you dedicate one page to each paragraph. Some paragraphs may require two pages.) Then print out each page (making sure the paragraphs are labeled in the order you want them). Then read over them. Study them. Organize and rearrange them in a different order if necessary. Be sure the thesis statement is the last sentence of the introduction.
- Then go back to your computer and put the paper together. This is your completed working rough draft. Submit this as the Rough Draft by the requested due date and submit this draft to AskOnline. This draft should not be the same draft you submit for the final draft. There should be clear differences and improvements to the final draft.

After you receive feedback from AskOnline, make necessary changes to the rough draft. And review the rough draft using the Grading Profiles posted under Learning Modules. If necessary, take your improved rough draft to a tutoring center for additional review.
Get your final draft ready by reading it many times and making necessary revisions. Then post the complete final draft.

I require that you follow these steps because I want you to follow the Writing Process. A paper can’t be properly prepared by a student who sits down at the computer and types up several pages in several hours. Writing is a process. Your papers will be much better if you follow this process.

Note: You earn (or lose) points on the final grade for submitting (or not submitting) the rough draft. However, I don’t grade the rough draft. If you need my feedback on a rough draft before you turn in the final draft, please send me an email requesting my feedback on your rough draft. And please be specific with the aspects you would like for me to critique.

**Thesis Statement:** Each essay/paper must have a thesis statement located at the end of the introduction (the last sentence is preferable). The narrative essay must also contain a thesis.

**AskOnline:** Each paper must be submitted to AskOnline and their comments attached to your final draft. If you have access to a tutoring/writing lab, you may get feedback from a tutor. You will then have to figure out how to get the tutor’s comments to me. You could insert the tutor’s comments to your rough draft and then paste that in the final draft.

**MLA Format**

You must use the MLA format for each paper in this course. You can find this in Ch. 24 in the *MHH*. You may also want to read section 24e p. 413-415. You can also find this at hccs.edu. Click on Library. On the Library homepage, click on Learn How. At the bottom of this page click on MLA Style Guide. The MLA handbook will appear.

Please note that the MLA format is a format for how a paper should be organized on the page (i.e. spacing, location of headings, size of print, tabs). The MLA format is also a format for how sources should be cited in a paper where sources are used.

For the argumentative research paper, you will have to do some reading on using and citing sources if you choose to use sources in this paper. Using sources is an option not a
requirement. You will be required to cite sources using in-text/parenthetical citations and a Works Cited page.

Essays and Argumentative Paper Descriptions

You will write 2 essays and 1 argumentative paper this semester.

Essay 1

Narrative or Descriptive: You have a choice for this essay. You will write a narrative or a descriptive paper. You may use 1st person point of view. The paper should be a minimum of two full pages in length following the MLA format. You will post the rough draft in the Assignment link in Blackboard. When you post your rough draft, you will also send a copy to AskOnline. After you make necessary changes/corrections to the rough draft, you can post the final draft to the Assignment link. Be sure you also post the AskOnline comments. You can do this by copying the AskOnline handout to the end of your final draft.

Topic Choices: (Narration)

RW Ch. 7 p. 250 under Chapter Writing Assignments (#1. a.-d.)

Topic Choices: (Description)

RW Ch. 8 p. 294 under Chapter Writing Assignments (#1. a.-c., #2.)

Essay 2
**Comparison/Contrast:** You will write a comparison/contrast paper. Depending on the topic you choose, try using only the 3rd person point of view. The paper should be a minimum of 3 pages in length following the MLA format.

**Topic Choices:**

*RW* Ch. 12 “Comparison/Contrast” p. 452 under Chapter Writing Assignments (#1 a.-g. or #2) or under Writing Assignments for a Specific Audience # 1 or #2 (for this topic your audience is your classmates instead of your parents)

**Argumentative Paper**

You may choose which type of paper you want to write. You may write an argumentative paper only without using sources. (This is what your final exam will be.)

An argumentative paper is a paper where your thesis makes an assertion and the body paragraphs present evidence to support that thesis. There is a great deal more information on this type of paper (which is different from the essays you’ve thus far written) in the *RW* textbook.

**General Requirements:**

- The paper must be written using only 3rd person point of view.
- The thesis must appear at the end of the introduction.
- Follow the rough draft requirements stated earlier.
- Length must be a minimum of 4 pages.
- Early in the paper there should be an acknowledgement of the other side of the argument. This shows your reader that you realize there is another side to the argument and that you acknowledge it. Then the paper continues presenting your side of the argument.

**Topic Choices:**

*RW* Ch. 15 Argumentation and Persuasion p. 596 under Writing Assignments for a Specific Audience: Choose one side of the argument for either #1 or #2. (Smoking should be allowed on college campuses or smoking should be completely prohibited from college campuses or movies do not portray minorities inaccurately or movies often portray minorities inaccurately.) You
should choose a subject that you have some knowledge or interest in. Although you do not argue your point using 1st person pronouns or emotional biases, you do need to have a stand on the issue you present.