

**HOUSTON COMMUNITY COLLEGE**  
**ENGLISH COMPOSITION I (ENGL 1301) | FALL 2015 | SECOND START**  
**3-Hour Lecture Course | 48 Hours Per Semester | Lecture Core Curriculum**

**COURSE INFORMATION**

**CRN:** 77134

**Term:** Second Start - Sept. 21 to Dec. 13, 2015

**Meeting Times & Location:** F, 1-5 PM, C 247

**Instructor:** Professor Estillore

**Email:** abigail.estillore@hccs.edu

**Office Hours:** 30 minutes before class or by appt.

**Learning Web:** <http://learning.hccs.edu/faculty/abigail.estillore>

**REQUIRED TEXTS**

*The Writer's Presence: A Pool of Readings*, 8<sup>th</sup> ed. (2015), Donald McQuade and Robert Atwan (editors)

*Harbrace Essentials with Resources for Writing in the Disciplines*, 2<sup>nd</sup> ed. (2015), Cheryl Glenn and Loretta Gray (authors)

**REQUIRED MATERIALS**

Two Blue Books (midterm and final exams)

Pens (blue, black – for notetaking, quizzes, in-class writing; red – for revisions)

Loose-leaf notebook paper (several sheets)

Pocket folders (1 for class submission; 1 for your recordkeeping)

Flash drive to save essays

Stapler with staples (personal use; I don't carry them to class)

Important Online Resources:

Turnitin.Com (see info below on getting a class account) – online paper submissions → [www.turnitin.com](http://www.turnitin.com)

Purdue Online Writing Lab (OWL) → <http://owl.english.purdue.edu/owl/>

HCC Library → <http://library.hccs.edu/home>

Capital Community College Guide to Grammar and Writing → <http://grammar.ccc.commnet.edu/grammar/>

**Class Account:**

- **Turnitin.Com Information**

- Course Name: ENGL 1301 - 77134

- Class ID: 10577140

- Password: fall77134

**IMPORTANT DATES**

HCCS Important Dates for Second Start Term – <http://www.hccs.edu/district/events-calendar/academic-calendar/fall/fall-2nd-start/>

**SEPTEMBER 2015**

Date	Time	Event
9/7/2015		Fall 2015 2nd Start: Offices Closed- Labor Day Holiday
9/18/2015		Fall 2015 2nd Start: Last Day for 100% refund
9/21/2015		Fall 2015 2nd Start: Classes Begin
9/30/2015		Fall 2015 2nd Start: Official Day of Record

**OCTOBER 2015**

Date	Time	Event
10/5/2015		Fall 2015 2nd Start: Last Day for 70% refund
10/8/2015		Fall 2015 2nd Start: Last Day for 25% refund
10/15/2015		Fall 2015 2nd Start: Priority Deadline for Fall Completion of Degrees or Certificat

**NOVEMBER 2015**

Date	Time	Event
11/9/2015		Fall 2015 2nd Start: Last Day to withdraw
11/25/2015		Fall 2015 2nd Start: No Night Classes before Thanksgiving
11/26/2015	4 Days	Fall 2015 2nd Start: Thanksgiving Holiday

**DECEMBER 2015**

Date	Time	Event
12/6/2015		Fall 2015 2nd Start: Instruction Ends
12/7/2015	7 Days	Fall 2015 2nd Start: Final Examinations
12/13/2015		Fall 2015 2nd Start: Semester Ends
12/14/2015		Fall 2015 2nd Start: Grades Due by- 12:00 Noon
12/18/2015		Fall 2015 2nd Start: Grades Available to Students
12/21/2015	14 Days	Fall 2015 2nd Start: Holiday Break

**PREREQUISITES**

A satisfactory assessment score, completion of English 0310 or English 0349, and of remedial reading courses, if required.

## 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. Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses." Credit: 3 semester hours (3 lecture hours)." *Core Curriculum Course* (HCC Catalog)

## COURSE GOALS

English 1301 is part of the Core Curriculum and, as such, emphasizes all of the Core Competencies: reading, writing, speaking, listening, critical thinking, and computer literacy. In English 1301, we seek to provide writing instruction and practice that will help students master writing the short essay while developing critical reading skills. We believe that in mastering this particular kind of writing, students will also gain skills that will permit them to be successful at writing tasks in other college courses, their careers, and in their personal lives.

## COURSE PURPOSE

English 1301 is designed to help students write multi-paragraph expository, analytical, and argumentative essays that have the following qualities:

clarity in purpose and expression	appropriate strategies of development
appropriate and sensible organization	sensitivity to audience
sound content, including applications of concepts from and references to assigned readings	effective choice of words and sentence patterns
completeness in development	grammatical and mechanical correctness
unity and coherence	appropriate MLA citation format

## CORE OBJECTIVES

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 their 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 a research project or case study 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

## ENGLISH PROGRAM STUDENT 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.

## ENGLISH COMPOSITION I STUDENT LEARNING OUTCOMES

- ✚ Demonstrate knowledge of writing as process.
- ✚ Apply basic principles of critical thinking in analyzing reading selections, developing expository essays, and writing argumentative essays.
- ✚ Analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers.
- ✚ Write essays in appropriate academic writing style using varied rhetorical strategies.
- ✚ Synthesize concepts from and use references to assigned readings in their own academic writing.

## INSTRUCTIONAL METHODS

I will use a variety of instructional methods to help you become the best possible thinker, reader, researcher, and writer, including but not limited to mini-writing assignments to help you work through writing the major essays; collaborative work to improve your technical skills and your understanding of how an essay question can be answered; visual and multimedia work to enrich your critical analysis abilities; and discussion prompts (paired with short in-class writings) to help direct your critical thinking about assigned readings.

## MINIMUM WRITING REQUIREMENTS

You will write a minimum of 5,000 words during the semester.

## DIAGNOSTIC ESSAY

All English 1301 students write a diagnostic essay during the first class session in order to confirm their placement into English 1301. The essay will not count as a grade in the course. One goal of the Houston Community College English Department is to place you in an appropriate English class where you will learn and succeed.

## GRADING SCALE

A = 1,800-2,000 points (90-100%);

B = 1,600-1,799 points (80-89%);

C = 1,400-1,599 points (70-79%);

D = 1,200-1,399 points (60-69%);

F = 0-1,199 points (59% and below)

## GRADE REQUIREMENTS

To receive a passing grade of "C" or better, the following assignments are required, must meet satisfactory expectations, and must be submitted in a timely manner. An overview of each assignment is outlined in "Assignment Requirements."

Assignments	Possible Points
Final Exam	400
Midterm Exam	255
Narration-Description (Essay #1 final draft)	95
Visual-Rhetorical Analysis (Essay #2 final draft)	110
Argument + Research (Essay #3 final draft)	200
Essay Process	505
• 3 Rough Drafts at 75 points each	• 225
• 3 Outlines at 50 points each	• 150
• 2 Peer Reviews at 25 points each	• 50
• 1 Source Evaluation at 35 points	• 35
• 1 Oral Presentation at 45 points	• 45
10 Quizzes at 5 points each	50
5 Timed writing at 60 points each	300
Class work, participation, professionalism	85
<b>TOTAL POINTS</b>	<b>2,000</b>

## ASSIGNMENT REQUIREMENTS

Assignments that don't meet the requirements explained below run the risk of getting an automatic zero.

### ✦ Two in-class essay exams (Midterm and Final)

- Blue Books are required for the midterm and final exams. **Bring them on ONE CLASS MEETING prior to the exam date. Write your name, class, and course CRN on the front cover in blue or black ink only.**
- The exams must be written in blue or black ink.
- **Do NOT discuss exam details or seek outside resources (i.e. having prewritten/prerecorded ideas AND/OR unauthorized collaboration from another classmate/peer or tutors) prior to the exam date.**
- **Use of class notes or prewritten/recorded/unauthorized/unapproved resources of any kind will VOID your exam.**
- Make-ups available at the instructor's discretion for religious holidays (by pre-arrangement, two weeks in advance, in writing and not via email), or for documented, unavoidable emergencies. Example of emergency: you are unavoidably hospitalized at the time of the exam. Example of non-emergency: you have a cold; you intend to travel on the exam date. **EXCEPTION: THERE IS NO MAKE-UP ALLOWED FOR THE FINAL EXAM.**

### ✦ Three out-of-class essays (Narration-Description, Visual-Rhetorical Analysis, Argument + Research)

- **Essay instructions are provided on a separate document posted on Eagle Online. Students are responsible for downloading and printing their personal copies.**
- **Organize and put all hardcopies of outlines, peer reviews, and research sources in a folder when you submit them to the instructor; keep drafts and Turnitin.com digital receipts in a separate folder for your records.**
- **Rough and Final Drafts must be submitted through TURNITIN.COM on the due date. No hardcopy is required EXCEPT for Peer Review sessions.**
- Bring at least **two** hardcopies of your draft during Peer Review sessions.
- **Include printed copies of any outside sources cited in the essays when submitting rough and final drafts.**

- Must be typed in black ink, dark enough to read easily, in 11 or 12 point Times New Roman (Cambria or Calibri is acceptable) with 1" margins.
- Must follow MLA format and manuscript submission guidelines.

✦ **Essay Process** – Evidence of **essay process** is required for all three major essay assignments:

- Essay #1, #2 – outlines, rough drafts, peer reviews
- Essay #3 only – outline, rough draft (revisions on your own), Source Evaluation handout, oral presentation

✦ **Timed writing** – Several informal handwritten in-class writing assignments (minimum of 300 words or more) are assigned and completed during the class period. Topics vary and responses are written conversation with yourself about a piece of literature that encourages the habit of reflective questioning. By writing about literature or other types of texts, you make your own meaning of the work in order to truly understand it.

✦ **Reading Quizzes** – Readings are assigned from *The Writer's Presence* and sometimes from an online resource. When readings are online, you are responsible for bringing printouts to class or bringing a laptop or tablet (NOT cell phone) that can access the readings. **Quizzes are administered during the first 20 minutes of class, without the use of notes or the textbook.**

## MANUSCRIPT SUBMISSION & FORMAT

Please refer to Eagle Online for instructions to using **TURNITIN.COM** and manuscript format guidelines.

## NOTE ON MAJOR SENTENCE/GRAMMAR ERRORS

Major errors of fragment, comma splice, run-on, garbled sentence, and subject-verb agreement cause you to lose valuable points. You have plenty of opportunity to edit these errors during peer review and through tutoring. However, this policy applies to the in-class essays as well. Since in-class essays are shorter (and have no opportunity for peer review and tutoring), you must use your editing time carefully.

## COURSE POLICIES

### Assignment Policies

- Assignments must meet requirements as outlined in this document, verbally conveyed in class, and explained on the syllabus. Assignments that do not meet requirements run the risk of getting an automatic zero.
- **To pass the course, students must submit all components of "Grade Requirements" and must have a passing average on the midterm and final to make a C or better in the course.**
- **Late homework, writing assignments, and class work will not be accepted at all** (see "Make-Up and Late Work Policy" for details) **without proper and official documentation for the late submission. Work or schedule conflicts are NOT excusable documentation or reason for late submission. Likewise, forgetting, misplacing, or losing the assignments are NOT excusable documentation or reason.**
- An 89.4 average at the end of the semester is a "B." A 79.4 average at the end of the semester is a "C".
- **You are responsible for regularly monitoring your grades. Please track your grades using the "Grade Profile" sheet (accessible through Eagle). I will not discuss grades during class or via email.** Keep graded work in a folder in case of any grade discrepancies. The time to discuss an essay grade is after it is returned, not at the end of the semester.
- **Plagiarized work receives a ZERO and may NOT be redone.**
- **Ten points are deducted for the following:**
  - Unstapled pages
  - Work typed/written in pencil or ink color other than blue or black
  - Incorrect manuscript format
  - Missing information on submitted work (in class, TurnItIn.com, midterm, final, essays)
- **Essays (rough and final drafts) MUST be uploaded to Turnitin.com in a timely manner. You MUST save an electronic copy of out-of-class essays. NO rough or final drafts of out-of-class essays will be accepted via email.**
- Essays require marked revisions during peer review sessions in class. We gather in groups of two and exchange rough drafts. On these days, you need to come to class with **two copies of your rough draft. Your participation is worth a significant fraction of the essay grade. Shorter drafts will receive grades based on the percentage of the draft you bring. If you are absent on a peer review day, you receive a "0" with no opportunity to make up that grade.**

### Attendance and Withdrawal Policies

- **Attend all your classes!** I take attendance every class session and note when students arrive late or leave early. I submit attendance online. **I will not automatically withdraw you from the class, no matter how many classes you miss.**
- Regular attendance is required at Houston Community College. HCC class attendance policy states that a student who is **absent more than 12.5% (6 hours) of class may be administratively dropped. Your grade will be lowered considerably.**
- When you miss class, you are still responsible for what happens in class. Refer to the syllabus, tentative calendar, Learning Web, and Eagle Online. Any work due the day you miss class is still due if you are not in class. Any announcements (including changes in assignments or the syllabus) still apply to you even if you are not in class. You should contact another student in your section to find out what you missed and copy their notes. **I am glad to meet with you 30 minutes before class to answer questions about anything that happened in class, but I won't email a summary of the class to you or re-teach that day's class.**
- Coming in excessively late or leaving excessively early will constitute a **tardy. I will take 10 POINTS OFF your overall course grade after the 3<sup>rd</sup> tardy.** I count all tardies toward your allotted absences. For example, if you are **fifteen (15) minutes late**, I will **deduct fifteen minutes from your six hours** of allotted absences. If you arrive **more than fifteen (15) minutes late after class has already begun**, you are considered absent for that day. If you leave **thirty (30) minutes early**, I **subtract** the time you leave.
- **During the first 15 minutes of every class session, remember to sign the attendance notebook. After this time allotment, I will take up the notebook.** If you come in after I have called roll, please see me at the end of the period so I can mark your attendance. If you need to leave early, please tell me at the beginning of class. **Emergencies should NOT be recurring events or happening every class meeting.**

### Important Note on Withdrawal:

The State of Texas has begun to impose penalties on students who excessively drop courses. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in the Fall of 2007, the Texas Legislature passed a law limiting first time entering students to no more than **six** total course withdrawals **throughout** their academic career in obtaining a certificate or baccalaureate degree. There may be future penalties imposed.

**Students who intend to withdraw from the course must do so themselves by the official last day to drop. I will not withdraw you—you must take care of the paperwork at the Registrar's office.** Students who prefer to receive an F rather than a W will need to attend classes throughout the semester and take the final exam. In other words, you must earn your F (and learn something while you are at it!).

### Make-Up & Late Work Policy

**NO LATE WORK ACCEPTED.** The only circumstance in which class work and homework can be made up after an absence is if you missed class for a **religious holiday, or with a written documentation of serious, critical emergency or an illness.** I reserved the right to this discretion and will strive to extend a fair assessment regarding your situation. ***To be eligible for a make-up of class work or homework due to a religious holiday absence, you must provide a written documentation two weeks in advance that you will be missing class for the religious holiday. No make-ups on daily class work (including quizzes, timed writing, and peer workshops)! No make-ups on midterm and final exams!*** All work for the class must be turned in by the due dates, or it will not be calculated in your final grade. **Our schedule is packed, and getting thrown off even slightly will make both our lives miserable.** Also, students have trouble completing the work in a writing class because they've mis-defined the task. If I get involved, I can help.

### Scholastic Dishonesty

According to the current **Student Handbook** for the Houston Community College System:

"Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. 'Scholastic dishonesty' includes, but is not limited to, cheating on a test, plagiarism, and collusion. Possible punishments for academic dishonesty may include a grade of '0' (zero) or 'F' on the particular

assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision” (35).

**Cheating** on a test includes:

1. Copying from another student’s test paper;
2. Using materials during a test that are not authorized by the person giving the test;
3. Collaborating with another student during a test without authority;
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test; and/or
5. Bribing another person to obtain a test.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit (34-35). **Major Papers must be turned in with proof of development**, i.e., at minimum, a marked rough draft from our in-class peer review workshop. Please note that in this class, turning in writing originally completed for another course counts as scholastic dishonesty. **Do not recycle papers.**

### ***Professionalism***

Our class will reproduce in many ways a “real-world” work environment, and you will be expected to participate professionally—be on time and prepared, meet deadlines, do your fair share, and be polite. Good learning attitude, cooperatively demeanor, and courteous behavior all go a long way with me! I am asking you to please respect these policies:

- Come to class prepared.
- Please do not chat with class colleagues during discussion.
- Classroom discussion should be civilized and respectful to everyone as well as relevant to the topic we are discussing.
- Aim for timeliness. Do not leave early. If you must leave early, please tell me before class starts.
- Do not pack up early. I dismiss class 15 minutes early so you can take a break before another class; therefore, do not pack books before I dismiss class.
- No food allowed in class. Bottled water/drinks are fine. Please throw away trash at end of the class session.
- Do not bring small children to class.
- If for some reason, I am more than fifteen minutes late, class is dismissed. Follow your course calendar and complete any assignments for the next session.
- **When you email me, please use correct English (and not text message English). Proofread your message. Use correct grammar, punctuation, and spelling.**
- If you come in late or leave early during a midterm or final exam, you must complete what you can in the remaining class time. **Once the midterm or final exam essay begins, you may not leave.**

### **Electronics Policies (20 POINTS\*\* DEDUCTED FROM OVERALL COURSE GRADE IF POLICY IS ABUSED)**

- **Laptops and tablets** are welcome if you take notes best by typing and/or use a slate and stylus to take electronic notes. That said, there is a “one strike” rule. The first time I believe that your laptop/slate is distracting you—or anyone else—you will lose the privilege of using it for the rest of the semester in my class.
- **Use of Cameras or Recording Devices:** Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. These devices are also not allowed to be used in campus restrooms. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.
- **Please do not take or snap pictures of class/lecture notes during class sessions. Use a pen/pencil and paper to take notes of what I have taken time to write on the board or typed on the projector screen. Unauthorized use of any device in class will result in your being dismissed for that class period.**
- **Turn off and put away all cell phones, beepers, text-messaging devices and other electronic devices when class starts. The sounds of cell phones ringing during class are disruptive to me and other students. I reserve the right to mark you absent for the day and to ask you to leave the class.**



- No ear buds/headphones/caps worn or hoodies on heads/covering the head area during class.
- If you have an impending emergency and need to keep an electronics device turned on, I must know as soon as class starts. This instance should not be occurring frequently as it defeats the nature of an “emergency.” I reserve the right to ask you to leave and mark you absent for the day.

### **Courses I Teach in the Computer Writing Labs**

### **(20 POINTS\*\* DEDUCTED FROM OVERALL COURSE GRADE IF POLICY IS ABUSED)**

- Log in to your own HCC Active Directory (AD) account and be sure to log out before you leave class (so no one else will have access to your account.) I will not log you in using my own account number.
- No food or beverages (except water) permitted in the writing lab.
- Do not view personal email or surf the web during class. If you are reading email and web surfing, you are obviously not engaged in the class session. You might as well be in the hallway or student lounge.
- Absolutely no viewing of pornography. Remember you are logged on with your personal ID number.
- Do not change screen savers.
- **Do not print until time to print! I keep the tray open during lecture and discussion. Do not print materials for classes other than English 1301.**
- Make sure to take your jump drive with you after class.
- **Part of our class involves lecture/explanations and discussions. During these times, you are not to view your screen. If I find you viewing your screen during a lecture/explanation or discussion, I will ask you to leave for the day. You are obviously not engaged in the class.**

\*\* I've had too many students who spent their class time DISTRACTED due to SOCIAL NETWORKING/TEXTING, WORKING ON THINGS FOR OTHER CLASSES, OR GENERALLY NOT PAYING ATTENTION who then wanted me to make extra time for them outside of class because they were lost in class. Also, those technologies distract students behind you (which is one of the ways that teachers know when you're messing around and not just taking notes). Just as a general piece of advice, don't underestimate the intelligence of your teachers. If you are really struggling in a class, and you look like you're paying attention, most teachers will try to work with you as best they can. But you can imagine that it's a little weird if a student doesn't pay attention in class and then wants all sorts of extra time outside of class. If you need such a device as part of an accommodation, then please let me know, and you will sit in the front row.

### **ADA Accommodations**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. Contact Dr. Becky Hauri at 713-780-7909. Please give me your accommodations letter at the beginning of the semester.

### **ADDITIONAL RESOURCES**

#### **SOUTHWEST COLLEGE WRITING CENTERS**

A schedule of all Southwest College Writing Center locations, days, and hours will be made available during the second week of classes.

- \* Stafford Campus, Room LH 304 (Learning Hub)
- \* West Loop Campus, Room C 230
- \* Missouri City Campus, Room 116

**TUTORING RESOURCES** <http://southwest.hccs.edu/students/tutoring/>

**HCC ASKONLINE.NET 24/7 ONLINE TUTORING** <http://hccs.askonline.net/>

**LIBRARY (LEARNING RESOURCE CENTER)** <http://library.hccs.edu/home>

**HOUSTON COMMUNITY COLLEGE RESOURCES** <http://www.hccs.edu/district/students/disability-services/houston-community-college-resources/>

### **STUDENT ORGANIZATIONS**

Phi Theta Kappa | Contact Professor Eunice Kallarackal at [eunice.kallarackal@hccs.edu](mailto:eunice.kallarackal@hccs.edu); [www.omegasigma.org](http://www.omegasigma.org)  
 Southwest Writers | Contact advisor Professor Chris Dunn at: [Christopher.Dunn@hccs.edu](mailto:Christopher.Dunn@hccs.edu)  
 Gender Studies Club | Contact Professor Marie Dybala at [marie.dybala@hccs.edu](mailto:marie.dybala@hccs.edu)