



# Composition II-21972

## ENGL-1302

SS 2022 Section 201 3 Credits 02/14/2022 to 05/15/2022 Modified 02/10/2022

### Course Meetings

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#### Course Modality

In-Person (P)

#### Meeting Days

TTH

#### Meeting Times

8:00 AM - 9:50 AM

#### Meeting Location

Alief Hayes A409

### Welcome and Instructor Information

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Email via Canvas Inbox (course-related concerns; **PREFERRED**)

Work Email: [abigail.estillore@hccs.edu](mailto:abigail.estillore@hccs.edu) (for emergencies only)

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

#### Professor Abigail Estillore

##### What's Exciting About This Course

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

##### My Personal Welcome

Welcome to the course!

##### Preferred Method of Contact

Please contact me with questions or concerns via email at Canvas Inbox, which will send me an email. NOTE: You will need to log into Canvas to access Canvas Inbox to send and receive email correspondence from me.

I will respond to emails within 24 hours Monday through Friday; I will reply to messages sent after 5pm Central Time and during weekend messages on Monday mornings.

## Office Hours

Tuesday, Thursday, 1:00 PM to 2:15 PM, Virtual via Cisco WebEx (Canvas log-in required)

## Course Overview

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### Course Description

English 1302 is an intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is 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.

### Requisites

English 1301 or satisfactory score on the CLEP Exam.

### English Department

<https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/english/> (<https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/english/>)

## Core Curriculum Objectives (CCOs)

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English courses satisfy three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that courses address the following core objectives:

- **Critical Thinking:** Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
- **Communication:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **Personal Responsibility:** Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
  - Composition I, Composition II, Creative Writing, Introduction to Technical Writing, and Technical & Business Writing only
- **Social Responsibility:** Students will demonstrate intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
  - Literature courses only

## Student Learning Outcomes and Objectives

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### Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/english/> (<https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/english/>)

### Course Student Learning Outcomes (CSLOs)

Upon successful completion of ENGL 1302, the student will be able to:

- 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.)

## Word Count Requirement

Students will write a minimum of 5,000 words over the course of the semester.

## Departmental Practices and Procedures

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### Department-Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the [HCCS Student Handbook](#)

### Program-Specific Student Success Information

As with any three-hour course, expect to spend *at least six hours per week* outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructional Materials and Resources

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### Instructional Materials

This section of English 1302 will use freely-available open educational resources (OERs). Internet access is required to access these materials.

### Other Instructional Resources & Course Requirement

**TWO Tutoring Sessions (REQUIRED of Two out of Three Essay Assignments) -- This is the topic of Journal #3.**

Set up two different tutoring appointments for any two essay assignments (essays in drafting or in revision stages). One session should be conducted through virtual video conferencing or in-person. The other session should be conducted through Upswing.

For both tutoring sessions, obtain proofs of attendance using email confirmations from tutoring center and/or screenshots of virtual video conferencing with tutors. Copy/paste image versions of these on a Word document.

For in-person tutoring, have the tutor include/sign his or her name and date of appointment on your printed essay draft. Take a picture of your draft and copy/paste this image on a Word document.

You will submit these proofs of attendance along with your Journal #3 entry.

**Session #1: virtually through video conference (or in-person)**

For virtual video tutoring conference (synchronous):

Call 713-718-8184 to schedule an appointment

Monday & Thursday: 8am-8pm, Tuesday & Wednesday: 8am-10pm; Friday: 8am-4pm, & Saturday: 9am-3pm

**Session #2: through Upswing**

For Upswing tutoring (online anytime): Contact this link below.

<https://hccs.upswing.io/> (<https://hccs.upswing.io/>)

Visit HCC Tutoring Services (<https://www.hccs.edu/resources-for/current-students/tutoring/>  
(<https://www.hccs.edu/resourcesfor/current-students/tutoring/>)) for more information.

## ✔ Course Requirements

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### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Essays	40 points		Essays: Research Narrative, Annotated Bibliography, Researched-Supported Argument
Outlines	15 points		Outlines for essays (drafts)
Reflection Memos	10 points		Reflection on essays (final drafts)
Journals	15 points		Journal responses to assigned readings/topics and reflection on tutoring experience
Other Class Activities & Professionalism	15 points		Week 3 consultation with Instructor; Activity on CRAAP Test; Topic Selection post; weekly attendance and participation (professionalism)
"Start Here" Module	5 points		Completion of "Start Here" module tasks

### Grading Formula

Grade	Range	Notes
A	90-100 points	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 points	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 points	Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.
D	60-69 points	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.

Grade	Range	Notes
F	0-59 points	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.

## \* Instructor's Practices and Procedures

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### Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

### Late Work Policy

Late work is **NOT** accepted.

### One-Time Extension Policy for One Major Assignment

I am willing to grant an extension (2 days after the due date and will need to be submitted before 12:00 PM Central Time) on one major assignment (FINAL DRAFTS only). Extension date includes Saturdays and Sundays.

To receive the extension, please email me via Canvas Inbox your request at least 48 hours in advance of the assignment's due date if you need additional time to complete it.

Example: For a major assignment (final draft) originally due on Friday (12PM), February 14, 2022, you will need to email your request to me by Wednesday, February 12, 2022. You will have a two-day due date extension to submit the major assignment before Monday (12 PM), February 17, 2022.

**Consider carefully when you must really use this request. This only applies to one major assignment (final draft).**

### Missed Assignments/Make-Up Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. All absences "count," and you need to find a way to get assignments turned in whether you are present or not. The opportunity to make up missed work is available on a case-by-case basis (i.e., serious, documented emergency) and only at my discretion.

### Academic Integrity

Academic dishonesty will not be tolerated. A student who is academically dishonest 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 HCC's policy on Academic Dishonesty. Pleading ignorance of the rules, including improper documentation (MLA, APA, etc.) is no justification for academic dishonesty. Students who plagiarize, collude, or cheat will not have an opportunity to resubmit their work and they will receive a grade of zero (0) for the first assignment, an F in the course for a second assignment, and a report in our Maxient system which could lead to dismissal from the college.

For the purposes of this course, plagiarism includes using another person's words or ideas as your own and/or incorporating them into your own work without quotation marks (if using exact phrasing) or appropriate acknowledgment. Collusion includes any "unauthorized collaboration with your classmates or any other students—present or past—in the completion of work that you claim as your own. Plagiarism and collusion will result, at a minimum, in a grade of zero for the assignment. I reserve the right not to allow revisions or rewrites of plagiarized work or work that demonstrates collusion.

#### Originality Clause

All writing submitted over the course of the semester must be an original composition for our course. Students may not submit essays which have been composed for previous courses, either in their entirety or in part. Any work submitted to this course, also submitted to another course (at this or another institution) will receive a zero, with no chance to resubmit. Scholastic Dishonesty

will result in a referral to the Dean of Student Services.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://catalog.hccs.edu/content.php?catoid=3&navoid=592#6-academic-integrity->

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

## Attendance Procedures

Weekly attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. Since this is an online course and meet synchronously (meaning, learning occurs through online channels during specified times and locations), you are expected to attend class, log in to Canvas, and complete online class activities. Please note that it is not sufficient just to be logged into Canvas. To be counted for attendance, you must complete the module tasks and submit required activities and assignments on the stated due date.

When you miss class/logins, you are still responsible for assignments due that day, announcements I made in Canvas, and information and class activities posted in the Modules. You should read discussions and announcements to catch up, and contact another student in the course to confirm what you missed. I will fill in gaps if you have questions after you have made the initial effort to catch up, but can't reteach the whole class via email to every student who has been absent.

**NOTE: 5 points will be deducted from Professionalism for excessive absences (more than 3 no-shows, arriving/logging online late, leaving/logging off too early).**

### Non-Attendance:

Students who stop attending class or stop actively participating in online class modules and activities 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. Logging into a Distance Education/Online course without active participation is considered non-attending.

Please be aware that lack of active participation in an online class before the Official Day of Record. will result in the PeopleSoft student system automatically dropping you from the course. I don't have any control over this system, and your only recourse is to see your advisor.

Also note that I will not withdraw you from the course if you stop attending/logging in. Because the state of Texas assigns penalties to students for course withdrawals, I expect you to make your own decision about when it makes sense to you for you to withdraw from a course.

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.

### Withdrawal from Class:

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. 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.

## Student Conduct

Show proper etiquette, respect the ideas of others, and ask for clarification if necessary. You are free to disagree with any ideas that are presented by others in class; this is part of the learning process, but you must be willing to support your own perspective, maintain a civil tone, and accept (not necessarily agree with) differences of opinion. At all times students are expected to

maintain a professional presence. Abusive language will not be tolerated. Hate language will not be tolerated. Disruptive behavior is reportable to the Maxient system, HCC's discipline procedures for documenting student conduct and incident report.

## Instructor's Course-Specific Information

### Essay Format

Type all assignments in accordance with MLA guidelines, and the print should be dark enough to read easily. All papers should be in Times New Roman, 12pt font, with 1 inch margins all around. Pages are double spaced with a heading and title. Heading includes the student's name, the name and section of the class, and the due date of the assignment.

### Submission of Work

It's important to save your work and make copies since computers can be unreliable. I do not accept email submission of your work or unreadable, unsupported formats (no JPGs or other image files for text). Written assignments that are less than the required length and/or do not meet specific guidelines will receive a failing grade. However, I encourage you to email me with questions, comments, or concerns. Please set up an appointment with me to discuss your work.

## Devices

Internet access is required to complete course materials. HCC libraries provide assistance with laptop checkouts and WIFI hotspots. Here is the link: <https://library.hccs.edu/hotspots>

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Faculty Statement about Student Success

You are encouraged to contact me concerning problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns or just to discuss course topics.

## Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

## HCC Policies and Information

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### HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

## Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing



- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo> (<https://www.hccs.edu/eeo>)

### Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

### Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

### Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments

- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(https://www.hccs.edu/studenthandbook\)](https://www.hccs.edu/studenthandbook)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/egls3\)](https://www.hccs.edu/egls3)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

### Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

### Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

### Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

## Course Calendar

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### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Week	Topics/Activities
1-3	Introductions; "Start Here" Module; Read "Major Writing Project: Overview" (handout); Diagnostic writing; Exploration of a higher education issue; Journals #1-2; Topic Selection post

4-5	<p>Part 1: Research Narrative</p> <p>Topics and readings on Research Narrative</p> <p>Outline</p> <p>Writing Consultations</p> <p>Final Draft</p> <p>Reflection Memo</p>
6-9	<p>Part 2: Annotated Bibliography</p> <p>Topics and readings on Annotated Bibliography</p> <p>Activity on CRAAP Test</p> <p>Outline</p> <p>Writing Consultations</p> <p>Final Draft</p> <p>Reflection Memo</p>
10-11	<p>Part 3: Researched-Supported Argument</p> <p>Topics and readings on Researched-Supported Argument</p> <p>Outline</p> <p>Writing Consultations</p> <p>Final Draft</p> <p>Reflection Memo</p>
12	<p>Journal #3 (Tutoring Reflection)</p> <p>Course ends</p>

## Additional Information

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### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

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