Division of English and Communication
English Department

https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/

ENGL 1301: Freshman Composition I | Lecture

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019) In-Person

| Stafford Learning Hub 326 | TuTh 5:30-6:50pm 3 Credit Hours | 48 hours per semester

Instructor Contact Information

Fall 2019

Instructor:Ana Isabel Ortiz
Office:Before and After class.
HCCEmail: anaisabelortizavila@hccs.edu

BSCC 326. HCC Central Campus. Office Hours: By Appointment

Please feel free to contact me concerning any 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.

Instructor's Preferred Method of Contact

Please contact me with questions or concerns at Canvas Inbox. I will respond to emails within 24 hours Monday through Friday; I will reply to messages sent after 5pm on Friday or on weekends on Monday mornings. There are a few HCC holidays this semester; as such, I will reply to messages sent on Labor Day (9.02) or during Thanksgiving Break (11.28-12.01) on the next business day (9.03 and 12.02).

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.

Personal Welcome

Welcome to Composition I. I'm glad you decided to take this class. One of my passions is breaking down English language into smaller parts, and I am looking forward to passing a little of that on to you; when you look at language in this way, you begin to see how it all fits together and how important clear written and verbal expression is in your life. One of our focuses is developing effective inquiry, so as you read about new and challenging ideas, remember that I am available to support you. The fastest way to reach me is through Canvas inbox; I'm available by appointment for an online or in-person meeting to discuss any questions you might have. Please contact me whenever you have a question.

Prerequisites and/or Co-Requisites

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Learning Management System

This section of ENGL 1301 will use Eagle Online Canvas to supplement in-class assignments, exams, and activities. Our class is face-to-face, but this course requires access to online readings and learning platforms, so you will need a computer and reliable Internet access. If you do not have access to a computer and / or the Internet, the library has netbooks for checkout, and there are available computer labs. Not having Internet access and / or a computer does not excuse from completing and / or submitting work. Also, since we do not have a course reader, you will also need access to the readings. Not having access to readings means you are incapable of contributing to class discussion and completing relevant coursework; this could result in missed deadlines, lost points, or dismissal from class. As such, you will be expected to have a strong working knowledge of technology. I also expect that you will log in at Eagle Online Canvas daily to review assignments; HCCS Open Lab locations may be used to access Eagle Online Canvas or the Learning Web. When accessing the Internet, it is recommended that you use FIREFOX or CHROME. When we are in class,

you will use the computers and the printer only when allowed; if you are using the computers / printer irresponsibly, you will likely be asked to leave.

Scoring Rubrics, Sample Assignments, Other Resources

Instructional Materials

Course Reader Information

There is no formal textbook to purchase for this class; everything necessary will be posted as required reading material on our course page. All of these readings are mandatory and are meant to assist you in the course.

_____ _____ _____ _____ _____

Look on your course website for the scoring rubrics for assignments, samples of class

assignments, and other information to assist you in the course. To access course content, go

to https://eagleonline.hccs.edu/ and log in with your HCC username and password.

Other Instructional 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 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 http://library.hccs.edu.

Supplemental 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 http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview for ENGL 1301

ENGL 1301 is an 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. Core curriculum course.

Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1301 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course 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.
  Program Student Learning Outcomes (PSLOs) for all ENGL courses
  Can be found at:
  https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/
  Course Student Learning Outcomes (CSLOs) for ENGL 1301
  Upon successful completion of ENGL 1301, the student will be able to:

- Demonstrate knowledge of individual and collaborative writing processes.

- Develop ideas with appropriate support and attribution.

- Write in a style appropriate to audience and purpose

- Read, reflect, and respond critically to a variety of texts.

- Use Edited American English in academic essays. **Student Success in ENGL**

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.

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.

Assignments

Written Assignments and Essays

Students will write a minimum of 5,000 words over the course of the semester and all **assignments must be typed** as a Microsoft Word document or equivalent. Some assignments (discussion posts, for example) will allow you to type your response online. We meet in a computer lab; therefore, nothing should be handwritten unless I specify that as a valid format. More detailed explanations of assignments will be available at your course page.

Major Project One: Narrative Essay – details discussed in class and available online.

Major Project Two: Expository Essay - details discussed in class and available online.

Major Project Three: Persuasive Essay - details discussed in class and available online.

Discussion Board Posts - You will interact with your peers often in this class. For most discussion posts, you will respond to a writing prompt and then respond to posts written by your peers. Occasionally, there will be individual postings that do not require responses, so always make sure to follow the directions in the assignment directions.

Draft Work: I will always comment on drafts of essay assignments if you ask me with advance notice given. Drafts of assignments emailed to me at least 48 hours before the due date will receive pre-grading feedback. Any drafts must be sent as an attachment in Microsoft Word, and the email should state what, exactly, you want me to look for. I will not edit drafts for sentence structure errors. Be sure the draft is as complete as possible, as I will only give feedback once per essay. NOTE: Though you do submit rough drafts via Eagle Online, I do not comment on them. I only comment on rough drafts sent to me via email.

In-Class Activities

There will be shorter assignments; you might have an assignment or quiz that is not discussed here. Complete directions for any activities will discussed in class or posted on our course page.

Grading Formula

Online and In-Class Assignments 25%

Major Project 1 25%

Major Project 2 25%

Major Project 3 25%

There is no rounding up, nor is there a curve. Additionally, there will be no extra credit given. You will receive the grades you have earned in the course.

HCC Grading Scale can be found on this site under Academic Information:

http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

This is just a basic schedule; refer to Eagle Online and class discussion for more specifics.

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.

Instructor's Policies

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student- procedures/

In this course, the first violation of academic integrity, including but not limited to collusion and plagiarism, will result in a 0 for the assignment. The second violation will result in an F for the course and a referral to the appropriate Dean of Student Services.

Attendance Procedure

HCC policy states that a student may not miss more than 12.5% of class, which is four class meetings in a regular, 16-week semester. If you have not attended our course at all before the Official Day of Record (September 9, 2019), you will be dropped. When you are in class, you will be expected to actively participate and not be disruptive. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you are still absent and will miss important coursework:

Any work due the day you miss class is still due if you are not there. Any announcements (including changes in assignments or the syllabus) still apply to you if you are not in class. You will be expected to know anything announced or done in class whether you are there or not. 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 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 in my office.

If you are not present to sign the attendance roster, it is your responsibility to sign it. If you do not sign it, I will not go back to figure out whether you were in class or not: you will most likely be marked absent. If you arrive more than 20 minutes late or leave before class is dismissed, you will be marked as absent – no exceptions. If you are more than 15 minutes late to class, you will be marked tardy.

Our shared responsibility is to develop and maintain a positive learning environment. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the

Student Conduct

Learning needs of your classmates and to help me achieve this critical goal. You will be engaging with your peers in class, through online discussion forums, and other mediums. As such, you might encounter ideas different from yours. I expect you to be courteous and respectful to your professor and your peers at all times. Failure to do so will result in potential dismissal from class, a referral to the appropriate Dean of Student Services, and possible dismissal from the course.

I expect you to keep your cell phone on silent and keep it out of your immediate reach. If you text, talk, or otherwise use your phone in class, you will be likely be marked absent and / or asked to leave class for the day.

You will also be communicating with me frequently via Canvas Inbox. Please include a relevant subject line for your message in all communications, along with an appropriate greeting and closing, correct spelling, and appropriate syntax. These are the basics of written communication but are often lost in online writing. I cannot respond to emails sent via outside email addresses.

Late Work

Plan ahead. Late major essays will lose ten points for each day they are late until they reach an F (50). Major essays more than five calendar days later are not accepted for credit. Final essays submitted without the rough draft will not be graded. Quizzes, classwork, and homework are generally not accepted late. However, if you have pre-notified me of a religious holiday via email two weeks in advance, I will work with you on making up what you missed; or if you have a documented, unforeseeable emergency and I agree with your definition of "emergency" and "documented," I may work with you on making up what's missed. Online Discussions cannot be made up regardless of reason.

Deductions:

-10: late rough draft (points deducted for each day)
-10: rough draft not meeting length requirement
-10: failure to peer review
-10: late final copy (points deducted each day for up to five days/after that, automatic zero)
-10: final copy not meeting length requirement

-5: incorrect format
-5: per source missing from final essay (for essays requiring sources)

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/ 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

EGLS^3

The EGLS^3 (Evaluation for Greater Learning Student Survey System) 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^3 surveys are only available for the Fall and Spring semesters. EGLS^3 surveys are not offered

during the Summer semester due to logistical constraints.

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 and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

http://www.hccs.edu/departments/institutional-equity/

disAbility Services

http://www.hccs.edu/support-services/disability-services/

Title IX

http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

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

Department Chair Contact Information

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