HCC | HOUSTON COMMUNITY COLLEGE

Division of English and Communication
English Department
https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/

ENGL 1302: Freshman Composition II | Lecture | CRNs 21344, 21347, 21350
Fall 2020 | 16 Weeks (8.24.2020-12.13.2020)
Online Anytime | Eagle Online Canvas | Electronic Instruction
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Betty J. Proctor, Ph.D.	Office Phone:	713-718-2086
Office:	C256 WLOP	Office Hours:	Online
HCC Email:	betty.proctor@hccs.edu		

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. **If you need a conference with me, email me first in the Canvas Inbox to establish a time, and then we will talk in Canvas Conferences or by phone.**

Instructor's Preferred Method of Contact
Please contact me with questions or concerns at the Canvas Inbox (preferred) or at my HCC email: betty.proctor@hccs.edu. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

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

Your online course will consist of reading written lectures and files in the Canvas Modules (written by your professor) and textbook materials, discussion, group discussion, written essays (and making use of research), and an oral video (giving you practice in oral communications). You will have numerous files to read in your online course (assignment

instructions, tips on writing, etc.), in addition to readings in your text. You will be analyzing works of literature, learning to think critically, and learning about research methods and MLA documentation.

Prerequisites and/or Co-Requisites

Successful completion of ENGL 1301 or satisfactory score on the CLEP exam. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Learning Management System

This section of ENGL 1302 will use Eagle Online Canvas for notes, lectures, and assessments. Each student must maintain Internet access throughout this course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software; a stable Internet connection; and use of the recommended **Firefox browser** when using Eagle Online Canvas. You are expected to contact **HCC Technical Support [713-718-5275, option 3 (8 am-11 pm M-F, 9 am-11 pm S-S)]** when you have problems IN ADVANCE of due dates for assignments. HCCS Open Lab locations may be used to access Eagle Online Canvas or the Learning Web.
When accessing the course on Canvas, it is recommended that you use FIREFOX or CHROME.

This semester, there are three modalities for English courses: Online Anytime, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of ENGL 1302 is Online Anytime. Office hours will be available through Canvas Conferences, arranged via Canvas Inbox messaging.

HCC Online Information and Policies
http://www.hccs.edu/online/

Lectures, Assignment Information, Other Resources
Look on your course website for the lectures, assignment information, and other information to assist you in the course. Login to HCC Eagle Online Canvas at this site: https://eagleonline.hccs.edu

Instructional Materials

Course Textbook Information

Required Text:
Writing and Literature: Composition as Inquiry, Learning, Thinking, and Communication, 2018, by Tanya Long Bennett, is licensed by the University System of Georgia, University Press of North Georgia, under a Creative Commons Attribution-ShareAlike 4.0 International License, CC BY SA 4.0. ISBN: 978-1-940771-23-6.

Download this free Online Educational Resource at this site; click on the orange PDF button:
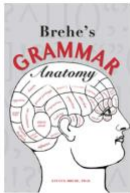https://open.umn.edu/opentextbooks/textbooks/638

Links to additional readings will be found on the Course Calendar.

Recommended Text:
Brehe's Grammar Anatomy, 2018, by Stephen Brehe, is licensed by the University System of Georgia, University Press of North Georgia, under a Creative Commons Attribution-ShareAlike 4.0 International License, CC BY SA 4.0. ISBN: 978-1-940771-49-6.

Download this free Online Educational Resource at this site; click on the orange PDF button:
https://open.umn.edu/opentextbooks/textbooks/brehe-s-grammar-anatomy

You also need a college-level dictionary—NOT a pocket dictionary.

Other Instructional Resources

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. 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 1302

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.

Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1302 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 1302

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.)

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, participating online, 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:
Discussion, Essay 1, Essay 2, Annotated Bibliography, Oral Video, Research Paper, Final Essay Exam

Grading Formula

Discussion = 5%
Essay 1 = 20%
Essay 2 = 20%
Research Paper = 30%
Annotated Bibliography and Oral Video = 15%
Final Exam = 10%

HCC Grading Scale can be found on this site under Academic Information:
http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

Page numbers in the Calendar are from *Writing and Literature: Composition as Inquiry, Learning, Thinking, and Communication.* Additional information will be in the first page of each Module, in Canvas.

Week	Dates	Topic / Assignments Due
1	8/24-8/29	Diagnostic Essay due 8/27 at 11:59 pm (instructions in Module 1). Email your professor in the Canvas Inbox.
2	8/30-9/5	Read Lecture I in Module 2; read pp. 1-18, 22-31, and pp. 35-40 in *Writing and Literature*. Read Roethke's "My Papa's Waltz" at http://www.poetryfoundation.org/poem/172103. **Post comments in the Module 2 Discussion forum, due 9/5 at 11:59 pm (instructions are in that forum).**
3	9/6-9/12	Read Lecture II and pp. 40-49, 237-47, 251-54. Read stories: 1. Mary Oliver's "Singapore": https://www.poetryfoundation.org/poetrymagazine/browse?contentId=37175 2. Philip Levine's "What Work Is": https://www.ibiblio.org/ipa/poems/levine/what_work_is.php 3. Robert Frost's "The Road Not Taken": https://poets.org/poem/road-not-taken Read the assignment instructions file for Essay 1 (due 9/13) in Module 3. **Post comments in the Module 3 graded Discussion forum, due 9/12 at 11:59 pm.** *Labor Day Holiday, 9/7. Official Date of Record, 9/8.*
4	9/13-9/19	**Essay 1 due 9/13 at 11:59 pm** in the Module 4 link. Read Lecture III and these short stories: 1. Tillie Olsen, "I Stand Here Ironing": https://www.shortstoryproject.com/story/i-stand-here-ironing/#:~:text=I%20stand%20here%20ironing%2C%20and,can%20help%20me%20understand%20her 2. Amy Tan, "Two Kinds": https://www.rtsd.org/cms/lib/PA01000218/Centricity/Domain/319/TwoKindsfulltext.pdf 3. Alice Walker, "Everyday Use": https://www.acpsd.net/site/handlers/filedownload.ashx?moduleinstanceid=6626&dataid=60620&FileName=everyday_use_full-text.pdf
5	9/20-9/26	Read pp. 55-61. Read the Assignment Instructions (in Module 5) for Essay 2 (due 10/4). **Post comments in the Module 5 graded Discussion forum by 9/26 at 11:59 pm.**
6	9/27-10/3	Work on Essay 2. Refer to pp. 251-54 on documentation.
7	10/4-10/10	**Essay 2 due 10/4 at 11:59 pm** in the Module 7 link. Read Lecture IV. Read Plath's "Daddy": https://www.poetryfoundation.org/poems/48999/daddy-56d22aafa45b2 **Post comments in the Module 7 Discussion forum, due 10/10 at 11:59 pm.**
8	10/11-10/17	Read Lecture VII, Ibsen's *A Doll's House*: https://www.gutenberg.org/files/2542/2542-h/2542-h.htm Read Lecture VI, pp. 113, 248-59, 31-33. **Post comments on Ibsen's play in the Module 8 graded Group Discussion by 10/17, 11:59 pm.** Read the Assignment Instructions files (in Module 8) for the Research Paper (due 11/8), the Annotated Bibliography (due 10/18), and the Oral Video (due 10/25). Work on the Annotated Bibliography.

Week	Dates	Topic / Assignments Due
9	10/18-10/24	**Annotated Bibliography due 10/18 at 11:59 pm** in the Module 9 link. Refer to pp. 248-259 and pp. 31-33; work on the Research Paper. Read your Professor's comments on the Annotated Bibliography.
10	10/25-10/31	***Oct. 30: Last day to withdraw from a course.* Oral Video due 10/25 at 11:59 pm** in the Module 10 link. Work on the Research Paper. Refer to pp. 251-258.
11	11/1-11/7	Read Lecture VII and Nathaniel Hawthorne's "Young Goodman Brown": http://www.gutenberg.org/files/512/512-h/512-h.htm#goodman **Post comments in the Discussion forum in Module 11 by 11/7 at 11:59 pm.** Complete the Research Paper. Refer to pp. 251-54.
12	11/8-11/14	**Research Paper due 11/8 at 11:59 PM** in the Module 12 link. Read Lecture VIII, Edgar Allan Poe's "The Cask of Amontillado": https://www.gutenberg.org/files/1063/1063-h/1063-h.htm **Post comments in the Discussion forum in Module 12 by 11/14 at 11:59 pm.**
13	11/15-11/21	Read Lecture IX and Glaspell's *Trifles,* pp. 113-37. **Post comments by 11/21 at 11:59 pm** in the **graded** Group Discussion forum on the play by Glaspell.
14	11/22-11/28	***Thanksgiving Holiday: 11/26-11/28.*** Re-read the play by Glaspell, about which you will be writing the Final Essay Examination.
15	11/29-12/5	***Thanksgiving Holiday: 11/29.*** See the Final Essay Examination Instructions file in Module 15; work on the Final Essay Examination.
16	12/6-12/12	**Final Essay Exam due Dec. 7 at 11:59 pm in the Module 16 link.** Look at comments on the graded final essay (usually available in 2-3 days) in Assignments in Canvas, as well as your course grade average in Grades. See the Grading Formula above.

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/

Academic Honesty: A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are

expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

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

Attendance Procedure

Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. As stated in the HCC Catalog, all HCC students are expected to attend classes regularly. HCC Online Anytime students must show **active participation** in order to be counted as attending; active participation can be accomplished by a student's response to any of the following: (1) writing an essay, (2) taking a quiz/test, (3) posting a discussion response to an instructor's question, graded or not; or (4) sending an e-mail communication to the instructor. Students in HCC Online courses must NOT ONLY log in to their Eagle Online Canvas class, but they must participate, or they will be counted as absent. Just like an on-campus class, your regular participation is required.

HCC Policy states that you can miss up to but not exceeding 12.5% of class hours (two weeks in an online course). If you have not logged in and actively participated before the Official Day of Record (**September 8, 2020**), you may be AUTOMATICALLY withdrawn from the course. Completing the HCC Online orientation does **not** count towards attendance. For this class, completing the Syllabus Quiz is REQUIRED to establish active participation in the class, prior to the Official Date of Record.

Any student found to have quit participating actively (two weeks is typical) and whom the Professor is unable to contact is subject to being dropped without further warning, resulting in either a "W" or a "FX" grade, depending upon the time of the term at which the behavior is noted. Although it is the responsibility of the student to drop a course for non-attendance (prior to the last day to withdraw of **October 30, 2020**), the instructor also has the authority to block a student from accessing Eagle Online Canvas, and/or to drop a student for excessive absences or failure to participate regularly.

Student Conduct

1. Classroom discussion (in online forums) should be relevant and respectful to everyone. Language and behavior that is not acceptable in the workplace is not acceptable in a college class.

2. Read the assignments listed on your course calendar EACH WEEK. Read all files in each module in Canvas and readings in the textbook. You are expected to work diligently on this course on a daily basis. Do NOT assume that an online course means less work.

3. Read all Canvas Inbox email messages sent by your professor. Your professor often emails the entire class with instructions, advice, and tips for the week

4. When you write an email that is class-related (to your professor or to another student), you are expected to write in formal English and to use the <u>respectful</u> tone found in academia and in the workplace.

Assignment/Late work/Course Policies

1. Late work: All work is due on time. Assignments may be turned in early.
   a) IF you expect that you cannot submit an assignment when due AND you have a valid excuse (such as medical), you MUST request permission from your professor (in an email in Canvas that provides documentation) <u>BEFORE the due date</u> for the assignment; if permission is granted, you will have up to ONE WEEK of additional time to submit the assignment (points may be deducted for late work).
   b) Do NOT wait until the time due to submit an assignment; your clock may not sync with the clock in Canvas or in Turnitin.
2. Assignments must meet ALL requirements as outlined in assignment instructions. Assignments that do not meet requirements (and that includes not fulfilling the Academic Honesty policy) will receive an automatic zero.
3. Assignments submitted in a file format that cannot be opened are considered as not submitted. Submitting a "wrong file" or "empty file" is not an acceptable method to gain extra time (often with an email sent <u>hours later</u> with a message "here is the correct file").
4. Grades will NOT be curved; there will be NO extra credit, NO makeups, and NO "re-doing" of assignments that have been submitted and graded.
5. For ALL assignments, points will be deducted for errors in grammar, sentencing, spelling, capitalization, and punctuation.

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
- Ability 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

EGLS₃

The EGLS₃ ([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. EGLS₃ surveys are only available for the Fall and Spring semesters. EGLS₃surveys 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/

Ability Services
https://www.hccs.edu/support-services/ability-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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