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 | 12145 and 13199

Summer I 2020 | 5 Weeks (6.8.2020-7.12.2020)
HCC Online | Online | TBA
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Betty J. Proctor, Ph.D.   Office Phone: 713-718-2086
Office: C256 West Loop   Office Hours: by appointment
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.

Instructor's Preferred Method of Contact
Please contact me with questions or concerns via email at betty.proctor@hccs.edu or at the Canvas Inbox. 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 in the Canvas Modules (written by your professor) and textbook materials, discussion/reader responses, 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 Internet, it is recommended that you use FIREFOX or CHROME.

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

Your textbook is *Making Literature Matter: An Anthology for Readers and Writers*, 7th ed., 2018, edited by John Schilb and John Clifford (ISBN: **9781319054724)**. Available in print or as an e-book (rent the e-book for 6 months for the lowest cost). Order online at http://hccs.bncollege.com on the Textbook tab (ask at Barnes & Noble for a price match).
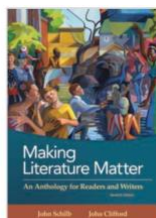
front cover of textbook

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 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, 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.
>	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

All pages are from *Making Literature Matter: An Anthology for Readers and Writers.*
Lectures, Assignment Instructions are in the Modules in Canvas. Instructions for each weekly
Discussion forum are in that forum. For more detailed calendar instructions, go to the **first
page of each Module** in Canvas.

Week	Dates	Topic / Assignments Due
1	6/8-6/13	*6/11: Official Enrollment Date*. Write the **Diagnostic Essay, due 6/10 at 8:00 AM**. Read Lectures 1, 2, Essay 1 Instructions. Read in *MLM*: 3-97, 151-67, 208-217. **Post Week 1 Discussion comments by 6/11 at 8:00 AM.**
2	6/14-6/20	**Essay 1 due 6/15, 8 AM.** Read Lectures 3, 4 and stories by Olsen (p. 350); Tan (p. 356); Walker (p. 365); Carver (p. 533). **Post Week 2 comments on the stories by 6/17, 8 AM**. Read pp. 136-50 in *MLM* and the Essay 2 Instructions. **Essay 2 due 6/20 at 8 AM.**
3	6/21-6/27	Read Lectures 5, 6 and Ibsen's play (p. 752) plus pp. 806-21, 168-84. **Post Week 3 comments on the play by 6/23 at 8 am**. Read Instructions files on the **Research Paper (due 6/29, 8 AM), Annotated Bibliography (due 6/25, 8 AM), and Oral Video (due 6/26, 8 AM).** Read pp. 199-246 in *MLM*. Work on finding sources about Ibsen's play. **Annotated Bibliography due 6/25, 8 AM. Oral Video due 6/26, 8 AM.** Replace sources, if needed, after Annotated Bibliography is graded. Work on the Research Paper.
4	6/28-7/4	*6/29: Last day to withdraw*. **Research Paper due 6/29 at 8 AM**. Read Lecture 7 and the play by Glaspell (p. 1046) and Nottage (p. 1057). **Post Week 4 comments on the plays by 7/1 at 8 AM.** Read the Instructions file for the Final Essay. *7/3-7/4: Independence Day Holidays*
5	7/5-7/12	7/7: Last day of Instruction. **Final Essay due 7/9 at 8 am.** Review graded essays on 7/9-7/10. Semester ends 7/12.

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 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 (**June 11, 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 **June 29, 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 <u>respectful</u> 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 (below) EACH WEEK (both files 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. 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
Dr. Alan Ainsworth, alan.ainsworth@hccs.edu, 713.718.7591