

Houston Community College
ENGL 1302 (CRN#: 84224) Composition II
Spring 2012 – Central Campus – FAC 311

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Response Time: All emails and phone calls will usually be answered within 24 hours Monday through Friday, unless there is an announced scheduling conflict. Any such conflicts will be announced via email and posted in Eagle One as soon as possible. Response times on Saturdays and Sundays will be delayed.

Eagle One Student User ID: Eagle One is accessible by visiting <https://hccs1.mrooms3.net/>. Your Eagle One login user ID will be [your HCC User ID \(sometimes referred to as the "W" number\)](#). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From www.hccs.edu, click on "Login Help" under the "Student System Sign In" field
- Then click on "Retrieve User ID" and follow the instructions. Or use the direct link:
<https://hccsaweb.hccs.edu:8080/servlets/iclientservlet/sauat/?cmd=start>

The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit DE Technical Support FAQs if you need additional assistance with your log in.

Course prerequisites: English 1301 or satisfactory score on the CLEP Exam

Course Description and Goals: This course is a more extensive study of the skills introduced in ENGL 1301 with an emphasis on persuasive techniques, style, and research skills.

This course will provide you with the basic tools and skills essential in developing a clear, concise writing style. Upon completing the course, you will have gained an understanding of rhetorical devices, how to use them effectively and writing as a process. You will also acquire research and documentation skills that will help you in upper level courses.

To excel as a writer, however, you must excel as a reader, and perhaps more importantly, as a thinker. You will develop the critical and analytical skills that will help you in both academic and professional environments. In short, the skills you develop in this course will enable you to express yourself clearly and effectively. You should also be able to critically examine different kinds of information and arrive at an informed decision or opinion based on that analysis. Further, you will learn how to articulate that opinion in writing and verbally so that it achieves the desired effect on your audience

Student Learning Outcomes:

In completing this course, students will be able to:

1. Apply basic principles of rhetorical analysis.
2. Write essays that classify, explain, and evaluate rhetorical and literary strategies employed in argument, persuasion, and various forms of literature.
3. Identify, differentiate, integrate, and synthesize research materials into argumentative and/or analytical essays.
4. Employ appropriate documentation style and format across the spectrum of in-class and out-of-class written discourse.
5. Demonstrate library literacy.

Learning Objectives:

1. To understand writing as a connected and interactive process of planning, shaping, drafting, revising, editing, and proofreading.
2. To engage in the writing process in out-of-class writing and in-class writing assignments.
3. To communicate well in writing in a variety of situations.
4. To apply basic principles of critical thinking in analyzing reading selections, in developing expository essays and writing argumentative essays.
5. To acknowledge your sources accurately and appropriately in MLA format.

Required Textbooks:

Read, Reason, Write – 10th Edition (ISBN: 9780073405933)

The Little Seagull Handbook – 11th Edition (ISBN: 9780393911510)

HCC Policy Statement – ADA:Services to Students with Disabilities

Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office

HCC Policy Statement: 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 enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

EGLS₃ – Evaluation for Greater Learning Student Survey System:

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Instructor Requirements:

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 class activities, discussions, and lectures
- Describe any special projects or assignments
- Inform students of policies such as online etiquette, course withdrawal, and the submission of late assignments.
- Provide the course outline and a weekly course calendar
- Respond to student emails, addressing questions and concerns in a timely manner.

Student Requirements:

To be successful in this class, it is the student's responsibility to:

- Maintain an active presence in the online environment, including regular discussion board posts and interaction with the rest of the course participants, specifically the instructor
- Read and comprehend the assigned essays
- Complete the required assignments, including regular journal entries, short homework assignments, and four or five short essays, one of which may be completed in-class
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

Course Structure: This is a 12 week course, and the class is designed to take the full 16 weeks to complete. Using the standard that says students should study **3 hours** for every three hours of class, it would follow that each of you should expect to spend approximately **12 hours** a week on school work. It will require hard work and dedication on your part.

This is a web-enhanced course, which means that we will be making use of Eagle One to share course materials, submit assignments, and return graded work. All communication for this course should occur within Eagle One. If you are absent, please use Eagle One as a resource before contacting me. Each week there is a reading assignment from the textbook, Read, Reason, Write. Occasionally, I may assign an outside reading that will be provided as a PDF or link on Eagle One. Throughout the semester, students will also be writing 4-5 short essays. Additionally, students will be asked to complete a reading journal, recording their initial reactions to each of the assigned readings and reflecting on them after class discussions. There may also be occasional short homework assignments.

Evaluation and Grading Scale:

4-5 Short Essays	60%
Participation*	15%
Reading Journal	25%

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

**The participation grade is based on discussion board posts, short assignments/quizzes, preparedness, and your ability to meet deadlines.*

Important Notes:

- Late assignments will be accepted if submitted within 7 days of the original deadline. Quizzes (should we have them) may not be made up. There are no exceptions to this rule.
- All assignments must be submitted via Eagle One. Assignments will not be accepted as hard copies, nor will they be accepted via email. There are no exceptions to this rule.
- Anyone arriving more than 10 minutes late will be counted as absent. If you cannot arrive on time, then you should consider dropping the course. While I will not drop you from the course for excessive absences, your grade will suffer.

Calendar of Major Assignments:

Essay 1 – March 10

Essay 2 – March 31

Essay 3 – April 14

Essay 4 – May 5

Course Withdrawal Information:

Students must withdraw by the withdrawal deadline in order to receive a “W” on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar at www.hccs.edu/hccs/current-students/academic, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Consult with a counselor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an “F” from appearing on your transcript. ***I will not withdraw you from the course. This is your responsibility.***

Last Day for Student Withdrawals: Monday, April 9 (4:30 pm)

Netiquette Statement: In order to maintain a positive online environment for our class, we all need to follow the netiquette guidelines summarized below.

All students are expected to:

- show respect for the instructor and for other students in the class,
- write all emails, journal entries, and discussion board posts in standard English, using appropriate capitalization and punctuation
- avoid using excessive slang or text-speech
- respect the privacy of other students
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below is grounds for removal from the class.

Students should not:

- show disrespect for the instructor or for other students in the class
- send messages or comments that are threatening, harassing, or offensive
- use inappropriate or offensive language

- convey a hostile or confrontational tone when communicating or working collaboratively with other students
- USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

If I feel that a student is violating any of the above guidelines, I will contact that student to discuss the situation in person. If you feel that a student is behaving inappropriately, please send me a private e-mail message explaining the situation as soon as possible.

Special Note Regarding This Syllabus: The instructor reserves the right to change this syllabus except for the grading scale, grading legend, and attendance policy. Students will be notified of all changes in writing or by way of announcement to the entire class prior to the change.