

ENGLISH 1302 WEEKLY CALENDAR – HCC – SPRING 2018
Arguing About Literature

Instructor Name: Catherine Alexander

Phone Number - 713-718-6671 English Office (emergencies only)

email address - catherine.alexander@hccs.edu

Office Hours - immediately following class and by appointment.

Course CRN: 55854

Time & Days: MW 8:15-9:15am

Room Number: N. Forest Room 2003

HCC Learning Web Page: [<http://learning.hccs.edu/>]

Online Textbook Readings From Following Text:

Arguing About Literature, Schilb & Clifford, eds, Second Edition

The Little Brown Handbook, Fowler & Aaron, Thirteenth Edition

Special Notes: **Arguing About Literature* assigned readings can be located online.

*All teacher lecture materials can be found on HCCS Learning Web.

Other Materials:

A pocket folder with paper, 1 black or blue pen, 1 red pen, 1 flash drives, or zip diskettes, or other file saving device, 1 composition book for journal entries/assignments, **1 mini stapler**, 1 green scantron form

Grade Percentages:

20% Essay #1: Fiction

10% Essay #2: Fiction Revision

10% Essay #3 Poetry

20% Essay #4: Nonfiction

20% Essay #5: Final Exam (rhetorical analysis)

20% Learning Journal: (composition book, quizzes, annotations, other assignments)

Important Dates:

Jan 22: Classes begin

Jan 28: Official day of record

Feb 18: Presidents' Day (campus closed)

Mar 10-16: Spring Break (campus closed)

Apr 7: Last day to withdraw

May 3: Classes end

May 5-12: Final Exams

May 12: End of semester

Attendance Policy:

Attendance will be taken every class period and this policy will be enforced. HCCS policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped from the course. Coming in late or leaving early will constitute a tardy. Class participation is required. **Students who intend to withdraw from the course must do so by the official last day to drop (April 7, 2015).** Students who prefer to receive an F rather than a W will need to attend classes throughout the semester and take the final exam or discuss the situation with the instructor before they stop attending the class.

HCC COURSE WITHDRAWAL POLICY

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP

- **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their [HCC Student Center](#).**
- **HCC and/or professors may withdraw students for excessive absences without notification** (see Class Attendance below).
- **Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

International Students:

Receiving a "W" in a course may affect the status of your student visa. Once a "W" is given for the course, it will not be changed to an "F" because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and any other transfer issues.

HCC Grading Scale

A = 100 – 90 (4 points per semester hour); B = 89 – 80 (3 points per semester hour); C = 79 – 70 (2 points per semester hour); D = 69 – 60 (1 point per semester hour); 59 and below = F (0 points per semester hour); *IP [In Progress] (0 points per semester hour); W [Withdrawn] (0 points per semester hour); *I [Incomplete] (0 points per semester hour); AUD [Audit] (0 points per semester hour)

grade of “FX” at the end of the semester. Students who stop attending classes will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. 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.

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.

Late Paper Policy:

All assignments are required to be turned in at the beginning of the class when they are due. Your due date will be posted on your assignment sheet for all major essays, as well as on this syllabus. Occasionally, the due date on the syllabus may be adjusted, so please refer to the essay assignment sheet. Late papers will be docked a letter grade (10 points) per week. No late papers will be accepted more than one week late. Please arrange a conference with me to discuss the reasons for any late papers. Please keep a copy of your papers for your own file; should a paper be lost, it is your responsibility to give me another copy. The English Department regards a two week turnaround for the return of major essays an appropriate timeframe.

Make-up Policy:

Students will be allowed to take make-up exams if they have medical or unforeseen emergencies. Students will be responsible for contacting the instructor and providing documentation of the emergency situation. Students are strongly encouraged to avoid taking this measure and the make-up exam will be an entirely different format from the original exam administered in class on the scheduled date. No make-up reading quizzes will be given.

Paper Format:

- Blue or black ink only (in class handwritten assignments)
- White notebook paper only - no frayed edges
- Handwritten work should be written on one side only
- Length -- two to three full pages (approx. 300-500 words) on in class handwritten essays & out of class typed Journal/Reading Notebook Entries --out of class typed “short” essays (approx. 750-1,000 words);
- Do not use white out/liquid paper on in class essays
- Hand in rough drafts with final drafts -- out of class typed papers
- Typed papers must adhere to MLA style format
- All major assignments need to be printed in “hard copy” format {paper} and turned in with the material saved on a properly labeled flash drive or file saving device {Student Name, Instructor Name, English 1301}

All work completed outside of class needs to be created utilizing Microsoft Word so it will be compatible with the lab/instructor computer software

Lab Conduct/Rules:

- *No cell phones-- **cell phones should be turned off prior to entering class and are not allowed in sight – please place them in bags or pockets.**
- *No palm pilots
- *No food or drinks
- *No unauthorized chatting
- *No students allowed in the room without instructor
- *No students allowed to print personal information or download vast amounts of data (Students are only allowed to print class assignments per the instructor's directions)
- *No viewing of pornography
- *No hacking attempts or trying to access hacking sites
- *No downloading of AOL.com

Please note -- the above rules are maintained to enhance the lab experience for all HCCS students. All computer lab activities will be monitored carefully by the instructor and HCCS IT personnel.

Other Course Policies:

- *Please turn off cell phones and beepers prior to entering the classroom (see above).
- *Please do not bring children, boy/girl friends, family members, etc. to class with you -- only students registered in the class may attend.
- *Please do not chat with class colleagues during discussion.
- *Please do not pack up books and belongings prior to being dismissed -- I will announce when class has been completed and it is time for you to leave.
- *If you should miss class for any reason, it is your responsibility to make up the work you missed and to contact me for any special instructions on work you missed. It is also strongly recommended that you obtain the phone number of a classmate to aid you in this situation.
- *Attendance will be checked daily. Excessive tardies will not be tolerated. Excessive is defined as more than two tardies and/or more than 10 minutes. If a student misses more than 30% of the class by coming late or leaving early, this will count as an absence. Tardies will have an effect on the grade you receive for the course (i.e. the work you miss such as quizzes, in class writing assignments, etc. will be deducted from your final grade average). Please make an effort to be on time to avoid losing points and disrupting the class.

Special Conditions:

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

For questions, contact Donna Price at 713.718.5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu and click Future students, scroll down the page and click on Disability Information.

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District ADA Coordinator	Donna Price - 713.718.5165
Central ADA Counselors	John Reno - 713.718.6164 Martha Scribner – 713-718-6164
Northeast ADA Counselor	Kim Ingram – 713.718.8420
Northwest ADA Counselor	MahnazKolaini – 713.718.5422
Southeast ADA Counselor	Jette Lott - 713.718.7218
Southwest ADA Counselor	Dr. Becky Hauri – 713.718.7910
Coleman ADA Counselor	Dr. Raj Gupta – 713.718.7631
N. Forest High School Coordinator	Dr. Barnes - 713-636-4300

New Policy on Repeating Courses:

"NOTICE: Students who repeat a course three or more times will be charged an additional fee at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades."

Student Course Reinstatement Policy

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Students who are dropped from their courses for non-payment of tuition and fees who request reinstatement after the official date of record can be reinstated by making payment in full and paying an additional \$75.00 per course reinstatement fee. The academic dean may waive the reinstatement fee upon determining that the student was dropped because of a college error.

Use of Cameras and Recording Devices

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. These devices are also not allowed to be used in campus restrooms. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

VIRTUAL CLASSROOM CONDUCT/BLACKBOARD & EAGLE ONLINE LMS

As with on-campus classes, all students who log into Blackboard or Eagle Online courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook (<http://www.hccs.edu/hccs/current-students/student-handbook>), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms, or even removal from the class.

The Journal/Reading Notebook:

You will be responsible for keeping a folder (Journal/Reading Notebook) in which you will

folder will be turned in per the syllabus schedule. Periodic checks will be made to monitor the progress of each student. All students are responsible for bringing their work to each class and keeping the Journal/Reading Notebook current. Students must maintain a Table of Contents for their folders. All work must be typed utilizing MLA style and must be saved on a properly labeled flash drive or other file saving device. (Lab Students: All students must bring a flash drive or other file saving device to each class so their work can be saved on a daily basis). Students are also strongly encouraged to send documents to their email as a back-up. The Journal/Reading Notebook will also provide the topic for the Final Exam. Each entry in the Reading Notebook must be completed to receive a passing grade on this assignment. All students are responsible for making up missed work due to unforeseen absences.

Free English Tutoring

***FACE TO FACE TUTORING:** The Southwest College offers you free tutoring at our tutoring centers where you will receive individual attention with any of your writing concerns. I have posted a link for this service on my HCC Learning Web page with full information. Be sure to bring your books and assignments with you when you go to the tutoring lab. List of Locations for Live Tutoring: [Alief Hayes Road Campus - Room B139](#); [Stafford Campus Learning HUB - Room 314](#); [West Loop Center - Room C129](#); [Sienna Room 111](#). I will post the fall tutoring schedule on my Learning Web page for your reference.

****HCC ONLINE TUTORING:** HCC also provides an online tutoring program. The url for this tutoring option is: <http://hccs.askonline.net>. There is also a link to this service on the start-up page for the DE class in the upper right hand corner of the screen. A flyer with more information and the link are also posted on my HCC Learning Web page <http://learning.hccs.edu/faculty/sabrena.belz>. Students will be required to submit rough drafts of their essays to the HCC online tutor center per instructor directions. *In order to use HCC's Online Tutoring, students must first register with www.hccs.askonline.net, and to do that they must use their HCC student "W" number and password. Students with old accounts from last semester may continue to use their old user names and passwords. If you are a first-time user, log in using your HCC student e-mail account name (W-number) and password. Returning Askonline users will have to change their passwords to match the student e-mail password. Those who have never logged into the e-mail system should call Customer Support at 713-718-8800 and request a student e-mail password change. To find your W-number [click here](#). HCC offers a Password Management System that allows you to change your password at any time over the Web. Once you have your e-mail account and password information, go to www.hccs.edu/pm and answer a few security questions. Should you need further assistance resetting your password, please call Customer Support at 713-718-8800.

Open Computer Lab

You have free access to the Internet and word processing in the open computer lab in the Stafford Campus Library located in the Learning HUB, the Alief Campus, and the West Loop Campus. Check the door of the open computer labs for hours of operation. All HCCS students are welcome to utilize this resource. A fee is charged for printed work (10 cents per page).

Counseling

Counseling is available at each campus. Check with the information desk at the particular

campus for room numbers and consult your class schedule for telephone numbers.

QUIZZES: Students will be required to take periodical quizzes which will be based on homework readings and in class lectures; they may drop the lowest grade (i.e. the 10 highest grades will be averaged) *Be sure to keep up with the readings and to take notes in class to perform well on this part of your grade. If you are absent you will automatically receive a zero on the quiz for that class period. No makeup quizzes will be given.

Library (Learning Resource Center)

The Southwest College has a Learning Resource Center at each campus for student use. The library provides electronic resources including a computerized catalog system as well as numerous data bases that contain full-text articles. Stop by your campus library to find out hours of operation. All students will be required to obtain and/or update an HCCS Library Card (this is your student picture id card). <http://library.hccs.edu/>

Student Organizations

One organization of interest to students taking English classes is Southwest Writers, a group of students who write and read their works (in a public forum as well as on the Internet) and receive peer support and constructive criticism. Students in this group create a supportive network to create poetry, fiction, drama, and non-fiction prose. Contact advisor Dr. Chris Dunn at: christopher.dunn@hccs.edu. Another organization of interest for English students is the Women's Studies Club. The Women's Studies Club will meet on the 2nd and 4th Tuesday of each month from 2:00-3:00pm to discuss the roles of women in society and to promote awareness of women's issues. Contact Ms. Marie Dybala at marie.dybala@hccs.edu and/or Ms. Ileana Loubser at ileana.loubser@hccs.edu if you are interested in joining this HCC student organization. In addition, Phi Theta Kappa is the honor society of two-year colleges. Students must earn a 3.5 grade point average and accumulate 9 credit hours to join this group. HCCS has a very active chapter: Omega Sigma. Contact: Ms. Eunice Kallarackal at: eunice.kallarackal@hccs.edu for more information.

Inclement Weather

During inclement weather conditions, monitor major local channels for updates on school closings. You can also check for school closing information on the HCC homepage.

Mission Statement of the English Department

The purpose of the English Department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students' reading, writing, and analytical skills.

SCHOLASTIC DISHONESTY:

According to the 2010-2011 Student Handbook for the Houston Community College System:

“Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. ‘Scholastic dishonesty’

course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. 'Scholastic dishonesty' includes, but is not limited to, cheating on a test, plagiarism and collusion" (13).

'**Cheating**' on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an non-administered test;
- 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**' means the unauthorized collaboration with another person in preparing written work offered for credit.

Please note the possible consequences of such dishonesty, as stated in the 2010-2011 Student Handbook: "Possible punishments for academic dishonesty may include a grade of '0' or 'F' for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Instruction for disciplinary disposition. Students have the right to appeal the decision" (13).

Plagiarism Policy

Plagiarized papers or projects will receive a grade of "0" (zero) -- no exceptions. Cheating or collusion will also result in a grade of "0" (zero) on that paper or project. Plagiarism or collusion on a second major assignment will result in a zero in the course. Students need to be aware that the instructor will be utilizing plagiarism software and internet sources to check student work for potential plagiarism. This will be discussed in more detail during class lecture.

ENGLISH 1302 COURSE DESCRIPTION

English 1302 is a more extensive study of the skills introduced in English 1301 with an emphasis on critical thinking, research and documentation techniques, and literary and rhetorical analysis. English 1302 is a core curriculum course.

HCCS CORE CURRICULUM INTELLECTUAL COMPETENCIES AND EXEMPLARY EDUCATIONAL OBJECTIVES -- ENGLISH 1301 AND 1302

I. BASIC INTELLECTUAL COMPETENCIES IN HCCS CORE

· **READING:** Reading material at the college level means having the ability to analyze and interpret a variety of materials -- books, articles, and documents.

· **WRITING:** Writing at the college level means having the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. In addition to knowing correct grammar, spelling, and punctuation, students should also become familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities are acquired through practice and reflection.

- **SPEAKING:** Effective speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.
- **LISTENING:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.
- **CRITICAL THINKING:** Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking used to address an identified task.
- **COMPUTER LITERACY:** Computer literacy at the college level means having the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

II. EXEMPLARY EDUCATIONAL OBJECTIVES: ENGLISH 1302

By the time they have completed English 1302, students will

- demonstrate the ability to use consistently and effectively the writing process for both in-class and out-of-class essays (thus reinforcing English 1301 instruction);
- understand and apply the basic principles of critical thinking—evaluation, analysis, and synthesis— as they write essays that persuade or argue;
- be able to analyze, in writing, readings by professional and student writers (for such elements as purpose, audience tone, style, writing strategy, and for much deeper meanings);
- be able to develop a critical and creative essay in response to an issue related to reading(s) or other class projects;
- demonstrate the ability to resist simplistic formulations, whether in their own or others' texts;
- understand the characteristics of imaginative texts and write effective analyses of various genres;
- be able to acknowledge, as appropriate, their own history, interests, and biases as they discuss a topic, thus placing themselves credibly in the discussion;
- develop the ability to research and write a documented paper;
- make effective stylistic choices (diction, tone, sentence structure) in all writing assignments, depending upon the audience and purpose of a piece of writing;
- apply suggestions, as appropriate, from evaluated compositions to other writing tasks; and

- fulfill the writing requirements of the course, writing at least 6000 words during the semester.

STUDENT LEARNING OUTCOMES FOR ENGLISH 1302

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.

- fulfill the writing requirements of the course, writing at least 6000 words during the semester.

STUDENT LEARNING OUTCOMES FOR ENGLISH 1302

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.

Weekly Classroom Activities English 1302 Spring 2018

Workshops: Teacher-directed activities

AL: *Arguing About Literature*

Note: *Summaries are required for most AL assigned readings*

1/22

Class roster, syllabus, course, text overview

1/24

Workshop: *Arguing About Literature*, literary genres, approaches, timelines, and terms overview

Assigned readings: "Aesop Fables" "Little Red Ridinghood," personal childhood story, poem, play

1/29

MLA and annotated bibliography workshop

1/31

Annotated bibliography writing session—**annotated bibliography due 2/5**

Assigned AL readings--"A Visit of Charity," "Story of an Hour," "The Use of Force,"

"Sleepy," "Tell Tale Heart," "Sweat," "Girl," "One Holy Night"

2/5-2/7

Short story essay workshop

Assigned readings workshop—discussion, focused-freewriting, sharing

2/12-2/14-2/21

Short story essay writing sessions—**essay due 2/21 end of class**

2/19

Presidents' Day-campus closed

2/26

Rhetorical analysis workshop

Assigned poems—"Reconciling with Fathers," "Grandparents and Legacies"--due 3/5-3/7

3/5-3/7

Poetry essay introduction and writing workshop

3/12-3/16

SPRING BREAK HOLIDAYS

3/19-3/21

Poetry essay writing sessions—**essay due 3/21 end of class**

3/26-3/28

Teacher conferences and short story essay revision

3/30

GOOD FRIDAY HOLIDAY—campus closed

4/2

Nonfiction “Literature and Current Issues” workshop

AL readings—select one selection from any “Literature and Current Issues” sections

4/4

“Literature and Current Issues” presentations

4/9-4/11

Nonfiction essay introduction

4/16-4/18

Nonfiction essay writing sessions-**essay due 4/23**

4/23

Research workshop

4/25

Library Orientation-meet in library

4/30

Drama and “Freytag Pyramid” workshop

Favorite movie-play-film “Freytag” assignment

5/4

Semester review & last day of instruction

5/11

FINAL EXAM

LEARNING JOURNAL DUE