



English 1301: An Introduction to Composition and Rhetoric

3 Credit Hours / 48 hours per semester

16 Weeks: 08/27/2018 – 12/16/2018

Lecture / Core Curriculum

Face-to-Face Instruction

NW Spring Branch Room 313, MW 12:30 – 1:50 PM CRN 19217

Prof. Cecilia Bonnor

Phone Number: (713) 718-5022

Email address: cecilia.bonnor@hccs.edu

E-mail is the best way to reach me. During the workweek (beginning on Monday, at 8 AM and ending on Friday, at 5 PM), you can expect a response from me within twenty-four hours. On the weekends, please allow at least forty-eight hours for a response.

HCC Learning Web Page: <http://learning.hccs.edu/faculty/cecilia.bonnor>

Office Hours and Location: PAC 401A, 9:30-10:50 AM and 3:30-4 PM MW; 12-12:20 PM; 3:30 – 5 PM TR; and by appointment

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Recommended Resource (Selected Chapters from the following OER)

Kathryn Crowther, et al. *Successful College Composition*. English Open Textbooks. Book 8. 2016.

<http://oer.galileo.usg.edu/english-textbooks/8>

Other Materials

A notebook with loose-leaf paper for notes, paper and pens

Any good grammar textbook and college-level dictionary

Prerequisites

Placed in college-level reading and college-level writing

Core Objectives

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete a research project or case study designed to

cultivate the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making
- **Teamwork** (Comp I, Comp II, and TW)—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Social Responsibility** (Lit Only)—to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Student proficiency in Communication Skills will be assessed as a formal written out-of-class essay, which is at least 3 pages long and which includes an oral presentation component as well as a visual component. Student proficiency in Critical Thinking will be assessed by a formal out-of-class essay assignment. Personal, Social Responsibility, and Teamwork will be assessed as part of long unit or major essay assignment, which will include assigned reading responses, pre-writing activities, multiple drafts, and group activities (such as peer review or group presentations). Student project grades will account for at least 5% of the final course grade.

English Program Student Learning Outcomes

(Composition, Literature, Creative Writing, and Technical Writing)

1. Write in appropriate genres using varied rhetorical strategies.
2. Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
3. Analyze various genres of writing for form, method, meaning, and interpretation.
4. Employ research in academic writing styles and use appropriate documentation style.
5. Communicate ideas effectively through discussion.

English Composition I Student Learning Outcomes

1. Demonstrate knowledge of writing as process.
2. Apply basic principles of critical thinking in analyzing reading selections, developing expository essays, and writing argumentative essays.
3. Analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers.
4. Write essays in appropriate academic writing style using varied rhetorical strategies.
5. Synthesize concepts from and use references to assigned readings in their own academic writing.

From ACGM:

ENGL 1301 Composition I

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.

Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses.

Approval Number.....	23.1301.51 12
maximum SCH per student.....	3
maximum SCH per course.....	3

maximum contact hours per course.....64

Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.
4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic essays.

Instructional Methods

I will use a variety of instructional methods to help you become the best possible thinker, reader, researcher, and writer, including but not limited to mini-assignments to help you work through writing the major essays; collaborative work to improve your technical skills and your understanding of how an essay question can be answered; visual and multimedia work to enrich your critical analysis abilities; and discussion prompts (paired with short in-class writings) to help direct your critical thinking about assigned readings.

Minimum Writing Requirement

Minimum of 5000 words during the semester

Grade Percentages

- 15% Essay #1: Visual Analysis
- 20% Essay #2: Response Paper
- 25% Essay #3: Synthesis Essay
- 15% One Discussion Group Assignment
- 15% Professionalism/Attendance/Informal Writing Assignments
- 10% In-Class Final Exam

All of these assignments will be discussed at length in class during the semester. Although I will provide handouts that delineate the requirements and grading criteria for these tasks, I expect students to keep up with assigned readings and to take notes while paying attention in class. **Work that is off-topic or fails to follow instructions will not be accepted.**

All students must demonstrate competence in their in-class writing assignments to potentially pass English 1301. All segments of all assignments must be turned in and accepted in order to potentially pass English 1301. The date listed on the assignment sheet is the very last day on which the assignment will be accepted. All out-of-class essays must be submitted to Turnitin.com to be considered for credit. Absence is not a valid reason for failure to turn in an assignment on time. All drafts of all out-of-class assignments **MUST** conform to MLA standards and **MUST** be typed or word-processed. **There is no extra credit, nor is there a curve. You will receive the grade you have earned for the course.**

Please Note the Following Points

1. Grades will not be discussed in class.
2. Before you and I discuss any questions or comments you have regarding a grade on an assignment, you must read all of the comments and then schedule an appointment.
3. When essays are returned, please open them **OUTSIDE AND AWAY** from the classroom. **DO NOT OPEN PAPERS IN CLASS.**
4. I look primarily at content, organization, and development. Style, grammar, and mechanics are secondary. However, if style and grammar are such that the point is unintelligible, your grade will be affected.
5. Do not ask me at the end of the semester what your grade is. Wait for grade posting at semester’s end.

Grading Criteria

- A (90.00 – 100): Exceptionally fine work, superior in mechanics, style, and content. Thoughtful and provocative ideas presented in a clear and compelling argument, using appropriate diction and an effective prose style, and with no mechanical errors. 4 points per semester hour
- B (80.00 – 89.99): Above average work, superior in one or two of the areas listed above. Good ideas presented in an organized essay which lacks a strong, analytic conclusion, or which indicates less-than-perfect control over style, spelling and grammatical constructions. 3 points per semester hour
- C (70.00 – 79.99): Average quality work, good, unexceptional, fulfills minimum requirements of assignment. Failure to address the assignment adequately by not following instructions, or failure to establish a proper focus and structure in organizing the argument, or evidence of an inability to monitor for syntactical problems. 2 points per semester hour
- D (60.00 – 69.99): Below average work, noticeably weak in areas listed above. Difficulty with two or more of the categories associated with a C. 1 point per semester hour
- F (0 – 59.99): Failing work, clearly deficient in areas listed above.

- 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
- IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.

Scholastic Dishonesty: According to the Student Handbook for the Community College System, scholastic dishonesty includes cheating on a test, plagiarism, and collusion and is punishable by a grade of 0 or F on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College. A recommendation for suspension or expulsion will be referred to the Dean of Students. For the purposes of this course, plagiarism includes using another person’s words or ideas as your own and/or incorporating them into your own work without quotation marks (if using exact phrasing) or appropriate acknowledgment. Collusion includes any “unauthorized collaboration with your classmates or any other students—present or past—in the completion of work that you claim as your own. **Plagiarism and collusion will result, at a minimum, in a grade of zero for the assignment. I reserve the right not to allow revisions or rewrites of plagiarized work or work that demonstrates collusion.**

****Plagiarism can also include the use of a student’s prior work in another course and/or school to qualify as an assignment in part for this course. In order to use any pre-existing work, a student MUST receive permission from the instructor in order to resubmit the assignment for this course. Failure to do so will be the equivalent of plagiarism. In other words, all assignments should be original; do not use a paper written in another class for this one.***

All students are responsible for following the rules and guidelines related to student conduct as outlined in the HCC Student Handbook.

Course Policies and Expectations for Professionalism

In many ways, this class will mimic a “real-world” working environment, and you will be expected to participate professionally—be on time, stay the entire class period, be prepared to discuss assigned material, meet deadlines, collaborate, and work fairly and honestly. For strong professionalism grades, you will

regularly attend class, willingly participate in all facets of the classroom, and demonstrate sincere effort to improve your own writing and that of your peers through peer review, revision, and conferences.

--Reading. This is a discussion-based course. You are expected to come to class having carefully read in an analytical manner the assigned texts. Your ability to participate thoughtfully in large and small group discussions will affect your participation grade.

-- Discussion Posts, response logs and/or reading quizzes. Students should be prepared for quizzes on the days essay readings are due. Quizzes will be short (10-15 minutes) and may either be short answer or brief in-class writings. Periodically, students will respond to specific prompts or complete reading logs out of class. Students will submit these assignments through HCC Eagle Online or Turnitin.com.

-- Three out-of-class essays. In order to be accepted, each essay must be submitted electronically to www.turnitin.com. For these out-of-class essays, you must show evidence of a verifiable writing process; therefore, working drafts and proof of feedback (i.e. online and/or writing center tutors) are required. Furthermore, you must format these essays according to MLA manuscript guidelines (see the learning web for more information).

-- Late major essays will lose ten points for each class period they are late until they hit an F (50). I stop deducting for lateness at that point, which means even very late papers are potentially worth a number of points. However, late homework /classwork will not be accepted at all.

-- One in-class exam, which will be scheduled during finals week.

-- Attendance. Your attendance is absolutely necessary to complete the course successfully. If you are tardy, it is your responsibility to make sure that I record your attendance at the end of class. Otherwise, you'll be considered absent. *Be on time and stay until class is finished. Arriving late or leaving early will adversely affect your grade. If you pack up early, I reserve the right to mark you absent, as you have essentially "left" class early.*

-- You are expected to do your own work. If you represent work that is not your own as if it were, that constitutes plagiarism. (See above.)

--"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. 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" (Official HCCS statement).

-- Use constructive criticism: We will examine writing samples from people in this class during every class; please speak about others' writing as you would hope others would speak about your own writing.

--Disruptive behavior/activities that interfere with teaching and/or learning will not be tolerated, and may result in an administrative withdrawal without refund. This includes not obeying the posted electronics policy in the classroom.

-- As a student active in our learning community, it is your responsibility to be respectful of our learning atmosphere. To show respect to your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom, unless you receive explicit permission. If such a device sounds or is used during class, it will be considered a disruption of the educational process (such as other forms of inappropriate behavior) and will be treated as such. If a student expects an emergency call, he or she must speak to the instructor to receive an exception to this policy.

-- English 1301 is a gateway course in an institution of higher learning. Among us will be the fact of difference, of geographical region, socioeconomic status, sexual orientation, physical ability, age, ethnicity and gender, among other forms. Given these conditions, I ask you not only to tolerate difference but also to seek out opportunities to understand members of our class who identify in diverse ways.

--Email Policy: HCCS policy requires instructors and students to communicate only through the HCCS email system. If you have not activated your HCCS student email account, you can do so here:

<https://myeagle.hccs.edu/>

--Note Concerning E-mail Etiquette: I will not reply to e-mail messages that do not contain the following elements: a salutation; a description of your request or concern; and signature.

Student Support Services

Tutoring: The Houston Community College Writing Centers provide a student-centered environment where professional tutors support student success for all HCC students. The primary goal of the Writing Centers is to offer free, convenient, and personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. Tutors will also assist students with their job application letters, resumes, and scholarship/transfer essays.

Each session lasts about thirty minutes. Students should bring their professor's assignment/writing prompt, any printed rough drafts, their textbooks, and (if necessary) a flash drive.

Consult Find-A-Tutor at <http://ctle3.hccs.edu/alltutoring/> for Writing Center locations and times.

At HCC Writing Centers, each tutoring session becomes a learning experience.

Free Online Tutoring: <http://hccs.upswing.io/>

Eagle Early Alert

Students: As your professor, I want you to know that HCC has processes for helping students who are struggling with meeting the demands of a college course. Emergency concerns will be reported promptly. After week three of a 12 or 16-week semester, all concerns that are not resolved after my initial notification to you, will be shared with an appropriate student services staff for further assistance.

Reasons for Eagle Early Alert could include any of the following:

- *Evidence of Academic under-preparedness*
- *Failed Major Test/ Assignment*
- *No Online Activities*
- *Incomplete Homework*
- *Missing Material of Textbook*
- *Limited Computer Skills*
- *Excessive Absences/ Personal Issues*

A referral to Eagle Early Alert indicates a concern about you and your progress that needs to be addressed to ensure successful completion of this course. If you are contacted by an Eagle Early Alert staff, or you see an Eagle Early Alert notice in your Peoplesoft "To Do List," please respond to the advisor/ counselor within 24-28 hours. After your visit with the advisor/ counselor, please report back and share your plan for successful completion of this course.

Accommodations due to a Qualified Disability

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go here: <http://www.hccs.edu/support-services/disability-services/>

Ability Services:

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Ability Service Contact Information:

Central College

713.718.6164

Coleman College

713-718-7376

Northeast College

713-718-8322

Northwest College

713-718-5422

713-718-5408

Southeast College

713-718-7144

Southwest College

713-718-5910

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604

Interpreting and CART services

713-718-6333

HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at <http://library.hccs.edu>. Additionally, many of the required texts are on reserve at the library. Find out library locations and hours here: <http://library.hccs.edu/locations>

Students have free access to the Internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

Census Date

Students who have no recorded attendance before the Census Date (the Official Day of Record) will be automatically dropped from the class by the Registrar. Students dropped for nonattendance will not be reinstated. The Census Date varies according the session. Please refer to the Academic Calendar for the exact date for each session.

Attendance and Withdrawal Policies

Repeating Courses: Students who repeat a course for three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

Attendance: Regular attendance is required at Houston Community College. If you arrive up to fifteen minutes late to class, you are considered tardy. After that, you are considered absent. Leaving early from class counts as a tardy as well. HCCS class policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped. If you have more than four (4) absences before the official date of record, [Monday, September 10, 2018](#), you may be automatically withdrawn from the course.

After three unexcused absences, your Professionalism grade drops to a zero.

- When you miss class, you are still responsible for what happens in class.
- 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 there. 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 his or her notes. I am glad to meet with you during office hours 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 hours.

Absences are excused for religious holidays and documented, unavoidable emergencies. These are also the only circumstances in which classwork and homework can be made up after an absence. To be eligible for a make-up of classwork/homework due to a religious holiday absence, you must tell me in writing two weeks in advance that you will be missing class for the religious holiday.

Withdrawal Policy: Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is [Friday, November 2, 2018](#). Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.

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. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email int_student_svcs@hccs.edu, if you have any questions about your visa status and other transfer issues.

Final Grade of FX: Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered 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. For more information, click here:

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/>

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 near the end of the term, 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. Go to <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> for directions.

HCC Policy Statement: Sexual Misconduct

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
 Director EEO/Compliance
 Office of Institutional Equity & Diversity
 3100 Main
 (713) 718-8271
 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Open/Campus Carry of Handguns: Firearms Are Allowed on Campus, but they must be concealed.

Firearms are NOT allowed in designated safe zones. If you see anyone openly carrying a firearm on campus call the HCC Police Department at **8-8888** (713-718-8888) immediately.

Texas House Bill 910—known as the “Open Carry” law—allows holders of a handgun license to carry their handgun visibly in a waist belt holster or a shoulder holster, but **they may not openly carry on or in a college campus or building** and they may not openly carry on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college. Open Carry is effective as of January 1, 2016.

Campus carry and open carry are two (2) separate laws. Texas Senate Bill 11—known as the “Campus Carry” law—will allow individuals who have a valid Texas handgun license to carry a concealed handgun in certain areas on college campuses. The Campus Carry law becomes effective at 4-year institutions on August 1, 2016 and at 2-year institutions on August 1, 2017.

All information regarding both Open Carry and Campus Carry is posted at <http://www.hccs.edu/departments/police/campus-carry/>

Campus Safety: If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

Basic Needs Statement

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.

At HCC’s Spring Branch Campus, we are fortunate to have Communities in Schools of Houston, Inc., an organization that is dedicated to helping students achieve their educational goals while drawing upon a supportive and caring community. Please do not hesitate to telephone or stop by the CIS Office.

Communities In Schools of Houston, Inc.

HCC - Spring Branch Campus
 1010 W. Sam Houston Pkwy, Room AD1B, Houston, TX 77043
 Office: 713-718-5644

Access HCC Online Policies on their Web site

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>.

HCC Policy Statement: ADA, Academic Honesty, Student attendance, 3-peaters, Withdrawal deadline
 Access Student Services Policies on their Web site: <http://www.hccs.edu/resources-for/current-students/student-handbook/>.

Course Calendar Fall 2018

All assignments and deadlines are tentative and subject to change.

Changes will be announced in class.

Readings are due the day on which they are listed (accessible through the Learning Web or HCC Eagle Online).

Note: Unless otherwise stated, all major written assignments and drafts of essays must be uploaded to turnitin.com. For CRN 19217, the class ID is 18735820, and the password is MONDAY2018.

Description	Deadline/Due Date
In Class: Introduction to each other and to the course; Present proof of registration; Syllabus overview	August 27
In Class: Complete Diagnostic; Discuss Anne Lamott's essay (LW); submit signed syllabus contract page.	August 29

Unit 1	
Labor Day Holiday - No Class	September 3
In-Class: Discuss Chapter 1.1-1.2 and Chapter 2.1 (SCC); Introduce Essay Assignment #1 At Home: Finish the Start Here Unit by 11:59 PM, on Wednesday, September 5, 2018. Begin looking through Unit 1 on Eagle Online.	September 5
Official Date of Record for Regular 16-Week Classes	September 10
In Class: Discuss Chapter 2.3 (SCC): Continue discussing Essay Assignment #1 Online/At Home: Complete Discussion Post #1, due by 11:59 PM on Canvas. Note: This assignment is for your own benefit, and it is ungraded. By doing this assignment, you will have an opportunity to check your understanding and to receive feedback from me.	September 10
In Class: Discuss SCC Chapters 1.3-1.4 and 3.1 on Narration; Discuss "Superman and Me," Alexie (<i>LW</i>); practice writing a Works Cited page	September 12
In Class: Discuss Chapter 1.3 (SCC); Discuss E.B. White's "Once More to the Lake" (<i>LW</i>) and Chapter 3.2, on Description; integrating sources	September 17
In Class: Discuss sample essays; MLA Formatting, Editing & Revising; Discuss SCC Chapter 1.4-1.5.	September 19
In Class: Discuss MLA Formatting, Editing & Revising; Discuss SCC 2.4; Essay #1 Peer Review Draft Due in Class (also submit electronic copy to Turnitin.com).	September 24
Unit 2	
In Class: Essay #1 Final Draft Due by 11:59 PM: Introduce Group Report and Presentation Assignment; In-Class Reading Work	September 26
In Class: Discuss SCC 3.3 on Classifying and Dividing; Discuss "On Dumpster Diving," Eighner (<i>LW</i>); Continue discussing Group Report and Presentation Assignment;	October 1
In Class: Discuss SCC 3.4 on Process Analysis; Continue discussing "On Dumpster Diving," Eighner (<i>LW</i>)	October 3
In Class: Discuss SCC 3.6 on Comparison and Contrast; Discuss "A Century of Cinema," Sontag (<i>LW</i>); Discuss SCC 3.5 on Defining and "The Meaning of a Word," Naylor (<i>LW</i>)	October 8
In Class: Discuss SCC 3.7 on Cause and Effect; "The Clan of One-Breasted Women," Williams (<i>LW</i>)	October 10
In Class: Meet with fellow group members to Work on Group Presentation Assignment.	October 15

In Class: Reading Group Presentations Due. Have one group member submit the collective report to Turnitin.com. Also, each group member is responsible for submitting an Individual and Group Evaluation Form (this form is located in Canvas).	October 17
In Class: Work with concepts in Unit 2; and practice writing summaries Online/ At Home: Begin looking through Unit 2 on Eagle Online. Complete brainstorming exercise, due by 11:59 PM on Canvas. Note: This assignment is for your own benefit, and it is ungraded. By doing this assignment, you will have an opportunity to check your understanding and to receive feedback from your fellow classmates as well as from me.	October 22
In Class: Discuss sample response papers and strategies for integrating sources; discuss types of plagiarism. Online/ At Home: Complete an outline and tentative thesis of your essay; and submit this assignment by 11:59 PM, on Wednesday, October 24, 2018.	October 24
In Class: Continue discussing sample response essays; and work on preparing a draft of essay #2.	October 29
In Class: Essay #2 Peer Review Draft Due in Class (also submit electronic copy to Turnitin.com).	October 31
Last Day to Withdraw for Regular 16-Week Classes	November 2
Unit 3	
In Class: Final Draft of Essay #2 DUE to Turnitin.com; Discuss Persuasion in 3.8 (SCC); Introduce Persuasive Essay Assignment	November 5
In Class: Begin discussing "Letter"; work with the persuasive essay assignment. At Home: Begin looking through Unit 3 on Eagle Online.	November 7
In Class: Continue discussing "Letter" and SCC 4.1	November 12
In Class: Discuss SCC 4.2 and sample essays. Online/At Home: Complete brainstorming assignment on HCC Eagle Online, by 11:59 PM. This assignment is for your own benefit, and it is ungraded. By doing this assignment, you will have an opportunity to check your understanding and to receive feedback from your fellow classmates as well as from me.	November 14
In Class: Discuss SCC 4.4; Library Orientation (TBD); begin evaluating your sources at home.	November 19
In Class: Discuss SCC 4.5 and 4.6; work on evaluating your sources Online/ At Home: Complete outlining exercise on HCC Eagle Online, by 11:59 PM.	November 21
HCC Closed for Thanksgiving Break	November 22 - 25

In Class: Discuss MLA documentation style in SCC 4.8; practice integrating your sources and explaining how they work in your essay	November 26
In Class: Begin drafting your essay; Discuss SCC 4.7	November 28
In Class: Essay #3 Peer Review Draft Due in Class (also submit electronic copy to Turnitin.com).	December 3
In Class: Last day of Instruction and final exam prep. Submit Final Draft of Essay #3	December 5
In Class, from 12 - 2 PM: Take the comprehensive final exam over all the information covered this semester.	December 12
Regular 16-Week Semester Ends.	December 16, 2018

Note: This syllabus serves as a contract between you (the student) and me (the instructor) and should serve as your guideline for the semester. By staying in this class, you agree to follow all the guidelines given above (as well as any appropriate revisions to this document) and to be responsible for your own actions.

**ENGLISH 1301 CRN 19217 MW 12:30 – 1:50 PM
FALL 2018 SYLLABUS CONTRACT**

Print this page, sign below, and turn it into your instructor to confirm you have read through the syllabus and agree to abide by its contents.

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.
- Provide detailed description of special projects and assignments.
- Inform students of policies such as attendance, withdrawal, tardiness and make-up assignments.
- Provide the course outline and class calendar, which will include a description of special projects and assignments.
- Arrange to meet with individual students before and after class as required/requested.
- Listen to and consider all student comments regarding both course content and design.

To be **successful** in this class, you, as the student, are responsible for:

- Regularly attending class and actively participating in class discussions and activities.
- Taking substantial lecture and reading notes (i.e., not simply taking photographs of what is written on the board).
- Reading and comprehending the textbook as well as bringing it with you to class for reference.
- Completing the required assignments and exams. *Students rarely pass this course if one of the major out of class components has not been submitted.*
- Turning in all out-of-class work on time to Turnitin.com and in the proper MLA format.
- Submitting work that is intellectually honest. Because of the zero tolerance policy, students also rarely pass if plagiarism is identified in one of their primary essays.
- Asking for help when there is a question or problem. (This includes if you are not certain about assignment instructions: if something is not clear, please do not hesitate to e-mail me, ask questions in class, or arrange for a meeting.)
- Keeping copies of and/or maintaining electronic access to all paperwork, including this syllabus, handouts, and all assignments.

DATE

PRINTED NAME

SIGNED NAME
