



**Department of English**  
**English 1302 CRN 13515: Composition II**  
**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 304**  
**Tuesday/ Thursday 12:30 – 1:50 PM**  
**Fall 2018**

Prof. Cecilia Bonnor

Phone Number: (713) 718-5022

Email address: [cecilia.bonnor@hccs.edu](mailto: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 Location and Hours:** 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 Resources (Selected Chapters from the following OERs)**

Krause, Steven D. *The Process of Research Writing*. Version 1.0. 2007. <http://www.stevendkrause.com/tpw/>  
Lowe, Charles and Pavel Zemliansky, editors. *Writing Spaces: Readings on Writing*. Vol. 2. Parlor Press, 2011. <http://writingspaces.org/sites/default/files/writing-spaces-readings-on-writing-vol-2.pdf>

**Other Materials**

A notebook with loose leaf paper for notes, paper and pens  
Any good grammar textbook and college-level dictionary

**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.

### **ENGL 1302 Course Description: ACGM**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis 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.

### **Prerequisite**

ENGL 1301 Composition I or its equivalent

### **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.

### **Course Student Learning Outcomes (ACGM)**

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

## Learning Objectives

Upon successful completion of this course, students will:

- 1.1 Explain how the URL of a website indicates its purpose.
- 1.2 Explain how an author uses visual elements to convey his or her claim or thesis.
- 1.3 Determine the intended audience(s) of the website.
- 1.4 Analyze how ethos, pathos, and logos work together in written and visual texts.
- 2.1 Describe the steps you might take in generating and refining a research question.
- 2.2 Use selected HCC library databases to locate relevant information about your topic as well as peer-reviewed articles that speak to your research.
- 2.3 Evaluate the strengths and weaknesses of a variety of sources, such as newspaper articles, journal articles, and book chapters.
- 2.4 Create an annotated bibliography in MLA format to help you organize your research.
- 3.1 Explain how an author uses credibility, emotions, and reasoning to connect with his or her audience.
- 3.2 Analyze the effectiveness of the author's use of the appeals in relation to his or her intended audience.
- 3.3 Read, reflect, and respond critically to a variety of texts.
- 3.4 Explain how an author uses modes of development, literary elements, and other techniques to convey his or her argument.
- 4.1 Identify, and describe the major elements of the Classical and Rogerian Models of Argumentation.
- 4.2 Analyze, and evaluate the effectiveness of these models in relation to the writer's intended audience.
- 4.3 Determine how the type of thesis or claim influences the development of your argument.
- 4.4 Apply audience-based reasons to increase the effectiveness of your argument.
- 5.1 Apply MLA Style in academic writing situations by correctly integrating sources through direct quote, paraphrase, summary and block quote.

## 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 6000 words during the semester

## Students Assignments and Assessments

### Grade Percentages

- 15% Essay #1: Rhetorical Analysis Essay
- 20% Essay #2: Research Process and Annotated Bibliography
- 25% Essay #3: Researched Argument Essay
- 15% 1 Reading Group Assignment (Visual Aid, MLA-Style Report, and In-Class Presentation)
- 15% Professionalism (Includes attendance, in-class participation and homework assignments)
- 10% 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 1302. All segments of all assignments must be turned in and accepted in order to potentially pass English 1302.** 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, in order 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.

### **The HCC grading scale is:**

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
FX (Failure due to non-attendance)	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

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", "W", "AUD", "COM" and "I" do not affect GPA.

### **Incompletes**

The grade of "I" (Incomplete) is conditional. A student receiving an "I" must arrange with the instructor to complete the course work within six months of the end of the incomplete term. After the deadline, the "I" becomes an "F." Upon completion of the coursework, the grade will be entered as I/grade on the student transcript. All "I"s must be changed to grades prior to graduation.

***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.

### **Instructor's Requirements**

*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.

**-- Assessment grades will be posted no later than one week after the due date.**

**-- 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 1302 is a core 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 to <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/home>. 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 to 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.

### **Make-up Policy**

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](mailto: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](mailto:Institutional.Equity@hccs.edu)

### **Campus Carry**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page 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. This will enable us to provide any resources that HCC may possess.**

**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.**

**See Learning Web (LW) or HCC Eagle Online to access the readings in *Writing Spaces (WS)* or *The Process of Research Writing (RW)*.**

**Note: Unless otherwise stated, all major written assignments and drafts of essays must be uploaded to turnitin.com.**  
**For CRN 13515, use the class ID 18735859 and the password TUESDAY2018.**

Description	Deadline/ Due Date
<p><b>In Class:</b> Introduction to each other and to the course; Present proof of registration; Syllabus overview</p> <p><b>For Homework:</b> Read syllabus, print out contract page, and bring it with you to our next class.</p>	August 28
<p><b>In Class:</b> Submit signed syllabus contract; Complete In-Class Diagnostic; Discuss "Three Reasons College Still Matters," Delbanco (Eagle Online)</p>	August 30
<p><b>Labor Day Holiday - HCC Closed</b></p>	<b>September 3</b>
<p><b>In Class:</b> Review concepts from English 1301, including Plagiarism; Discuss "Critical Thinking in College Writing," DasBender (WS); Review grammar topics</p> <p><b>At Home: Finish the Start Here Module and Syllabus Quiz by 11:59 PM. Begin looking through Unit #1 on Eagle Online.</b></p>	September 4
<p><b>Unit 1: Rhetorically Analyzing Arguments Regarding Higher Education</b></p>	
<p><b>In Class:</b> Discuss "Is Algebra Necessary?" Hacker (LW); Begin discussing essay assignment #1; continue reviewing grammar topics</p>	September 6
<p><b>Official Date of Record for Regular 16-week Semester</b></p>	<b>September 10</b>
<p><b>In class:</b> Discuss "How to Read Like a Writer," Bunn (WS); Complete exercise on the Rhetorical Situation, the three rhetorical appeals, and audience</p> <p><b>Online/At Home:</b> 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 your fellow classmates as well as from me.</p>	September 11
<p><b>In Class:</b> Discuss "Chapter Three: Quoting, Paraphrasing, and Avoiding Plagiarism" (RW); continue reviewing grammar topics; set aside time for individual writing assignment</p>	September 13
<p><b>In Class:</b> Review MLA style; Discuss sample essays and thesis types; small-group assignment; continue reviewing grammar topics</p> <p><b>Online/At Home:</b> Complete Discussion Post #1, due by 11:59 PM on Canvas.</p>	September 18
<p><b>In Class:</b> Continue discussing sample essays and thesis types; set aside time to work on your peer review draft of essay #1.</p>	September 20

<p><b>In-class peer review.</b> Upload Legible Draft of Essay #1 for peer analysis to Turnitin.com. Bring one copy to share with your peers. If you do not have a hard or digital copy of your rough draft, you will not be able to participate and you will receive a zero for the day; set aside time for individual conferences.</p>	September 25
<p><b>Unit 2: Using an inquiry-based approach to research a topic; gathering and working with sources; summarizing texts</b></p>	
<p><b>In Class:</b> Essay #1 Final Draft Due by the beginning of class to Turnitin.com. <i>Also, bring all creating activities/notes related to essay #1 with you to class.</i> Begin discussing reading group assignment. Discuss Chapter Four, "How to Collaborate and Write With Others" (RW)</p>	September 27
<p><b>In Class:</b> Discuss "Chapter Seven: The Critique Exercise" (RW); set aside time to work with reading group members on analyzing types of arguments.</p>	October 2
<p><b>In Class:</b> Discuss "Googlepedia," McClure (WS); set aside time for research process assignment</p> <p><b>Online/ At Home:</b> Complete graded HCC Library Tutorial, Begin Research: <a href="http://library.hccs.edu/brtutorial">http://library.hccs.edu/brtutorial</a></p>	October 4
<p><b>In Class:</b> Work on developing critical information processing skills; Discuss "Chapter One: Thinking Critically About Research" (RW)</p> <p><b>Online/ At Home:</b> Complete brainstorming exercise in Unit 2, 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.</p>	October 9
<p><b>In Class:</b> Discuss Rosenberg, "Reading Games" (WS); additional reading TBD</p>	October 11
<p><b>In Class:</b> Set aside time to work with fellow group members on the report and presentation.</p>	October 16
<p><b>In Class:</b> Reading Group Presentations Due. Have one group member submit the collective report to Turnitin. Also, each group member is responsible for submitting an Individual and Group Evaluation Form (this form is located in Canvas).</p>	October 18
<p><b>In Class:</b> Discuss "Chapter Five: The Working Thesis Exercise"; Practice writing annotated bibliographies and avoiding plagiarism; Discuss thesis types</p>	October 23
<p><b>In Class:</b> Discuss sample research process essays; complete in-class assignment on logical fallacies</p>	October 25

<b>In Class:</b> Set aside time in class to work on the research process and annotated bibliography assignment.	October 30
<b>In Class:</b> Submit legible Draft of Essay #2 for peer analysis. Bring one copy to share with your peers. If you do not have a hard copy of your rough draft, you will not be able to participate and you will receive a zero for the day. Set aside time for individual conferences.	November 1
<b>Last Day to Withdraw from Regular 16-Week Semester Classes</b>	<b>November 2</b>
<b>In Class:</b> <i>Essay #2 Final Draft Due by the beginning of class to Turnitin.com. Also, bring all creating activities/notes related to essay #2 with you to class.</i> Begin discussing Essay #3; Discuss "Letter from Birmingham Jail," by Martin Luther King, Jr. (LW)	November 6
<b>In Class:</b> Discuss Toulmin's Model of Argument Analysis; Discuss "Finding the Good Argument," Jones (WS); Complete in-class assignment on using sources	November 8
<b>In Class:</b> Discuss "Annoying Ways People Use Sources," Stedman; Review MLA in-text citations, plagiarism, and patchwriting  <b>Online/ At Home:</b> In Unit 3, Complete brainstorming journal assignment on Eagle Online, by 11:59 PM. " 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.	November 13
<b>In Class:</b> Discuss Carl Rogers's essay, "Communication: Its Blocking and Its Facilitation" and "Petition to Waive the University Mathematics Requirement," Adams (LW); Discuss Rogerian and Classical Argumentation Methods	November 15
<b>In Class:</b> Discuss "Chapter Eight: The Antithesis Exercise" (RW); complete in-class writing assignment  <b>Online/ At Home:</b> Complete journal assignment on Eagle Online, by 11:59 PM.	November 20
<b>Thanksgiving Break - No Classes</b>	<b>November 22 - 25</b>
<b>In Class:</b> Discuss sample researched argument essays; Review MLA Citations and Works Cited Pages	November 27
<b>In Class:</b> Set aside time to draft essay #3; continue reviewing MLA Citations and Works Cited Pages	November 29

<p><b>In Class:</b> Upload Legible Draft of Essay #3 for peer analysis to Turnitin.com. Bring one copy to share with your peers. If you do not have a hard or digital copy of your rough draft, you will not be able to participate and you will receive a zero for the day; set aside time for individual conferences.</p>	December 4
<p><b>In Class:</b> Last day of Instruction and final exam prep. Submit Final Draft of Essay #3</p>	December 6
<p><b>Final Exam from 12 - 2 PM</b></p> <p><b>In Class:</b> Take the comprehensive final exam over all the information covered this semester.</p>	<b>December 13</b>
<p>Regular 16-Week Semester Ends</p>	December 16

*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 1302 CRN 13515 TR 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 all 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 any special projects or 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 textbooks as well as bringing them with you to class for reference.
- Completing the required assignments and final exam. 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

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