**ENGL 1302**

**Spring 2017, 13318**

**Monday/Wednesday 7:00-8:30pm**

**3 Credit Hours/ 48 per semester**

**16 weeks**

**Lecture/ Core Curriculum**

**Instructor: Charley Miles**

**Contact:**

Email: charley.miles7@gmail.com

Office Hours: Immediately after class and by appointment

Texts:

**Course Description:**

A more extensive study of the skills introduced in English 1301 with an emphasis

on critical thinking, research, documentation techniques, and literary and

rhetorical analysis.

 **Prerequisite**: English 1301 or a satisfactory score on the

CLEP Exam. Credit: 3 semester hours (3 lecture hours). CORE Curriculum

Course.

**Student Learning Outcomes:**

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.

6. Experiment in creative and reflective approaches to writing.

**Learning Objectives:**

1. Demonstrate the ability to coherently analyze: divide a text into rhetorical

parts, name the parts, identify examples that illustrate each part, and

evaluate the contribution of each in one or more essays;

2. Apply the basic principles of critical thinking—evaluation, analysis, and

synthesis— in written essays that persuade or argue;

3. Distinguish fact from opinion in others’ writings and evaluate whether they

prove their points and/or whether they can be appropriately used as

sources in documented papers;

4. Research and write documented paper(s) using proper MLA style;

5. Find and evaluate library books, journals, magazines, and/or data-bases

to find information on a topic or issue;

6. Expand the scope, confidence, and creativity of written expression.

**Attendance Policy**

Regular attendance is required at Houston Community College. HCCS class policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped.

Coming **in late or leaving early** will constitute a **tardy**. I count all tardiness toward your allotted absences. For example, if you are ten minutes late, I will deduct ten minutes from your 6 hours of allotted absences. Your participation is required.

**Withdrawal Policy:**

1. The **withdrawal deadline will be moved earlier** in each instructional session, from 75% of the session to 60% of the session, beginning Summer II 2011. While we understand that it will decrease the time that you have to work with a struggling student before a withdrawal decision has to be made, this will give the financial aid department time to report students (who have ceased attending class without withdrawing themselves from the class) to the Department of Education and to adjust awards, if needed. It is also hoped that moving the withdrawal deadline sooner in the session will cause faculty to intervene and advise appropriately sooner, where needed, with students who are having difficulty participating and being successful. Research indicates that students make decisions to engage or “disengage” from courses during the first three or four weeks. Faculty should keep this in mind and plan for early student assessment and feedback.

2. For faculty who wish to **withdraw students for excessive absences**, a much easier withdrawal process will be available to instructional faculty beginning June 24, 2011. You will now be able to withdraw students directly from your class roster. You will no longer need to fill out a separate withdrawal form to be sent to Enrollment personnel for processing. You will now be able to select one or more students to be withdrawn from your class roster, choose the withdrawal reason of excessive absences, and submit the withdrawal request for immediate processing in Peoplesoft. Faculty will only be able to request and process withdrawals for the reason of excessive absences. Be sure that your syllabi clearly outline your attendance policies. Full instructions on how to use the faculty withdrawal process will be available in your faculty self-service center. Withdrawal deadlines will be strictly enforced. Faculty must submit their withdrawal requests online through their class roster by the withdrawal deadline. (Faculty withdrawal requests for excessive absences prior to June 24th can be submitted using our current method.)

3. If a **student wishes to withdraw** from a class, he/she is able to do so online without having to see a faculty member. Since such is the case, our message to students is that they must withdraw themselves online by the withdrawal deadline, if they desire a withdrawal. Faculty are no longer allowed to assist a student by withdrawing the student at the student’s request for reasons other than excessive absences.. When a student attempts an online withdrawal request, he/she is referred to information that informs him/her of possible consequences the student may encounter through his/her withdrawal request. If a student is unable to withdraw online, (i.e. the online withdrawal transaction was not allowed), the reason may be due to the student exceeding the “6 Drop Rule,” or the reason may be that the class is linked to another class in a co-requisite circumstance. In such a case, the student should be referred to counseling for advising. If the withdrawal is allowable but not doable by the student online (such as a learning community), registration staff may assist the student in withdrawing the class for the student.

4. Regarding students who either **never attended or stop attending class** (without withdrawing themselves), the following processes **must** be observed:

a. **Never Attended**: Faculty must report students who have never attended. Failure to do so may result in discipline or termination. The faculty member must access and enter student attendance in his/her online attendance rosters, marking absent every student who has not attended (For DE faculty, we have created a list of academically-related activities to determine if a DE student is “attending” or not). If marked correctly, a student who has never attended will show all absences. At the OE date, Registration staff will drop students who show all absences. This must be done accurately and on time.. HCC is not allowed to report for funding students who have never attended. HCC is not allowed to disperse financial aid funding for students who have never attended.

 b. **Stopped Attending before the Withdrawal Deadline**: If faculty have a clear policy regarding excessive absences, faculty should withdraw students (who have stopped attending after the OE date) for excessive absences prior to or by the withdrawal deadline at the latest, keeping track of the date of last attendance (in the fall this will be a required field in the online faculty withdrawal process for excessive absences). Faculty who do not have a policy for withdrawing students for excessive absences should keep track of the date of last attendance, as this will be required during the final grading process starting in fall.

 **i.** **Assign the new final grade of “FX” to students who stopped attending class**: The Department of Education now requires that we make a distinction between an “earned” grade of “F” (i.e. for poor performance) and a grade of “F” due to a lack of attendance. To make that distinction, we have created a new grade, “FX” for failure due to lack of attendance. Starting in the fall, a field requiring the last date of educational activity (see below) will also be required if a grade of FX is assigned. Faculty will not be allowed the option of submitting a grade change form changing the grade of FX (or F) to W, if the student stopped attending class.

 **ii.** Since we are not required to take attendance, we only need document attendance at an academically related activity. An academically related activity is defined as follows:

1. Examinations or quizzes

2. Physically attending class

3. Tutorials

4. Computer-assisted instruction

5. Academic conferences

6. Completing an academic assignment, paper or project

7. Attending a study group required by the institution

8. Participating in online discussions about academic matters and/or initiating contact with faculty to ask questions about subject matter

 **iii.** Academically related activity is NOT:

1. Living in institutional housing

2. Using a meal plan

3. Logging onto an online course without active participation

4. Academic counseling

**Grades of “W” and “I”**

A grade of “W” is given for a “withdrawal.” A grade of “I” is given for “incomplete.” An “I” is for emergencies only. You have one semester to complete the missing work.

**Student Course Reinstatement Policy**

 Students have a responsibility to arrange payment for their classes when they register, through either 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.

**HCC Student Email Accounts**

 All students who have registered and paid for courses at HCC automatically have an HCC email account generated for them. Please go to [**http://www.hccs.edu/students/email/**](http://www.hccs.edu/students/email/) to review how to send email using this account. Accessing your email at least twice a day is important because I provide course information, attachments, and updates via email.

**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.

**Professionalism:** Our class will reproduce in many ways a “real-world” work environment. You’ll be expected to participate professionally—**be on time, meet deadlines, collaborate, and make meaningful contributions**—in each class. Professionalism includes all of these as well as regular attendance and a sincere effort to improve your own writing as well as that of your peers through peer review, revision, and conferencing.

**Please put all cell phones on the silent setting and do not use the phone in any manner during class activities.**

**Paper Specifications**: All Out-of-Class essays (this includes drafts) should be double spaced in Times New Roman (or equivalent) and 12-pt. font. Any other out-of-class responses should follow the same guidelines as essays. In-class assignments written illegibly will be returned ungraded. Everything you turn in should be as error-free as you can make it. Get into the habit of editing and proofreading all of your assignments; this class—and all of your other courses—demands clean, correct prose.

**HCC Grading Scale:**

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

**HCC Policy Statements:**

* **Discipline:** As your instructor and as a student in this class, our shared responsibility is to develop and maintain a positive learning environment for everyone. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist me achieve this critical goal. (See Student Handbook)
* **Academic Honesty**: A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student’s individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC’s policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), Collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. For more on plagiarism, see "Plagiarism" in *The New McGraw-Hill Handbook, second edition*. (See Student Handbook)

**Special Needs**: 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, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. To visit the ADA Web site, please visit www.hccs.edu then click Future students, scroll down the page and click on
the words Disability Information.

* Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422

**HCC Student Services Information:**

Student Services provides master’s and doctoral-level counseling for the Northwest College student body. Counselors are available at each campus to assist students in creating class schedules, evaluating college transcripts, and completing degree/certificate plans.

Student Services regular business hours are the same at both campuses. Phone numbers:

\* 8 a.m. – 7 p.m. M – Th

\* 8 a.m. – 1 p.m. F – Sat

\* Katy Campus, 713-718-5751

\* Spring Branch Campus, 713-718-5669

Additional Information:

<http://northwest.hccs.edu/northwest/campus-servies>

Early Alert: HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.