

ENGL 1301
Miles

Contact Info:

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Office Hours:

Tuesday, Thursday – 8:00-9:00pm or by appointment

Notify me and we will meet at an agreed upon location on campus.

Texts:

Bedford Reader, 11th edition

McGraw-Hill Handbook (online)

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.

Learning Objectives:

1. Demonstrate writing as a connected and interactive process which includes planning, shaping, drafting, revising, editing, and proofreading;
2. Demonstrate critical abilities when discussing texts in class and in writing assignments by delving into the meanings and implications behind the issues, theses, or themes;
3. Analyze texts by professional writers and write critical essays breaking down rhetorical elements into parts, examining the parts, and showing their effect;
4. Apply various methods of development and organization, and / or rhetorical appeals in written assignments;
5. Demonstrate effective use and documentation of sources in support of student ideas in informative and/or persuasive essays.

Prerequisites:

A satisfactory assessment score, completion of English 0310 or (for non-native speakers) English 0349.

Minimum Writing Requirement:

Minimum of 5000 words during the semester.

Course Description:

A course devoted to improving the student's writing and critical reading. Writing essays for a variety of purposes from personal to academic, including an introduction to argumentation, critical analysis, and the use of sources.

Course Goals:

In English 1301, we seek to provide writing instruction and practice that will help students master writing the short essay while developing critical reading skills. We believe that in mastering this particular kind of writing, students will also gain skills that will permit them to be successful at writing tasks in other college courses, their careers, and in their personal lives.

Our goal in this course is to become engaged in the process of writing. Hopefully, by the end of this semester you will be well versed in every part of the process of creating a quality essay, and will have become adept at writing for multiple purposes.

Attendance/Withdrawals: You should understand that your in-class grade will suffer as a result of absences, and of course, your ability to do the work required in the course will also be impaired and grades on that work will naturally be lower. If a student misses more than 6 hours of class, excused or non-excused absences, the student may be dropped from the course. Three tardies equal one absence. Leaving early is the same as a tardy. If students stop attending the class, it is their responsibility to formally withdraw.

Keep this in mind regarding withdrawals: The State of Texas imposes penalties on students who drop courses excessively. For example, if you take the same course more than two times, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting new students (those starting college in Fall 2007) to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. There may be future penalties imposed.

- **Last day for Administrative /Student Withdrawals:**

Thursday April 21, 2011 4:30 p.m.

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. After 4 unexcused absences (that 6 hours of class time) your professionalism grade becomes an F. In some cases, professionalism could mean the difference between one grade and the next—or, in borderline cases, between passing and failing.

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-services>

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.

Major Writing Assignments

Narrative Essay

This is an out of class personal narrative essay about a significant event from your life. This essay will require the basic features of a narrative as explained in class and the readings.

Critical Response

This is an out of class essay that will require you to read critically, summarize, and respond to a reading supplied by your instructor.

Synthesis/Analysis

This is an out of class essay that will require you to compare two texts selected by your instructor that both deal with a specific topic but present different perspectives.

Persuasive Essay (Final)

This is an in-class essay that will serve as the final exam. You will write a persuasive essay on one of three issues given by the instructor at the beginning of class.

Grading:

Essay 1 – 15%

Essay 2 – 15%

Essay 3 – 15%

Daily Assignments – 20%

Midterm – 10%

Final – 20%

Personalized Learning Plan – 15%