**ENGLISH 1301 – College Writing I**

 **CRN - Spring 2011**

 **Central College, HCC – FAC | 1:00 p.m. to 3:00 p.m.| Mon/Wed**

 **3 hour course / 48 hours per semester/ 12 weeks**

**Instructor:** Claire Kageyama-Ramakrishnan

**Contact Information:**  I am available during office hours on Mon/Wed|8:30 a.m.-10 a.m.

If you cannot make these hours and days you may contact me via email at claire.kageyama@hccs.edu. Phone: 713-718-6671.

**Office Location and hours:** FAC 318 |Mon/Wed|8:30 a.m.-10 a.m. and by appointment.

(Note: on Mondays and Wednesdays I teach from 10: 00 a.m. to 3:00 p.m.; on Tuesdays and Thursdays I teach from10:00 a.m. to 3:00 p.m. with no break between classes.)

**Course Description**

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 in writing tasks in other college courses, their careers, and their personal lives. This course is designed to improve 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.

**This particular section is unique because it is part of a Biology Learning Community. Those who enroll in this class read and write essays about scientific issues.**

**Prerequisites**

Completion of developmental English classes or passing grades on the English portion of the college assessment exam.

**Course Goal**

Have students learn to write multi-paragraph expository, analytical, and argumentative essays that have a clear purpose, sound organization, developed content, appropriate language, tone, word choice, effective sentences and paragraphing, and proper MLA citation format.

**Student Learning Outcomes**

1. Demonstrate knowledge of writing as a process.

2. Apply basic principles of critical thinking in analyzing reading selections, developing

 expository essay, 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. To understand writing as a connected and interactive process of planning, shaping, drafting, revising, editing, and proofreading.

2. To engage in the writing process in out-of-class writing and in-class writing assignments.

3. To communicate well in writing in a variety of situations.

4. To apply basic principles of critical thinking in analyzing reading selections, in developing expository essays, and writing argumentative essays.

5. To acknowledge your sources accurately and appropriately in MLA format.

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student

feedback is necessary to improve teaching and learning. During a designated

time, you will be asked to answer a short online survey of research-based

questions related to instruction. The anonymous results of the survey will be

made available to your professors and division chairs for continual improvement

of instruction. Look for the survey as part of the Houston Community College

Student System online near the end of the term.

 **16 Week Calendar – The Brief Version**

**Note: I will distribute one that is more detailed.**

**WEEK ONE**

 **Introduction**

 **In-class diagnostic essay**

**WEEK TWO**

Assigned readings and discussion

**WEEK THREE**

Assigned readings and discussion

**WEEK FOUR**

 Continuation of readings from previous week.

**WEEK FIVE**

 **Essay #1 Due**

Assigned readings and discussion

**WEEK SIX**

Assigned readings and discussion

**WEEK SEVEN**

**WEEK EIGHT**

**Essay #2 Due**

Assigned readings and discussion

**WEEK NINE**

 **Midterm Exam or Essay #3 written during class**

 Generating topics for argument and debate; evaluating sources and avoiding plagiarism.

**WEEK TEN**

 **Possible session with reference librarian.** Assigned readings

**WEEK ELEVEN**

Continuation of Readings from previous week.

**WEEK TWELVE**

 Work on Essay #4; discussion of readings

**WEEK THIRTEEN**

 Final Exam taken during class.

**WEEK FOURTEEN**

 Essay #4 due

**WEEK FIFTEEN**

Conferences with students

**WEEK SIXTEEN**

Grades turned in and posted

**Instructional Methods**

English 1301 is a required course for college students.

# ALL REQUIREMENTS MUST BE FULFILLED TO PASS THE COURSE

1. Complete **ALL** assignments. Assignments vary in length, but a typical assignment requires 2 hours out of class for each hour of class (e.g. 2 ½ to 3 hours reading to prepare for a 1 ½ hour class session). At least 5,000 words must be written during the course in completing assignments of varying types and lengths that are relevant to course content. At least one written assignment will include information obtained through research that is related to one or more of the syllabus texts and is presented in current MLA format.

 a. Students must do in-class writing and participate in class discussions when these activities take place.

 b. Papers must be turned in on the appropriate due dates. Late papers will be penalized. **Note: There will be no extra assignments created for work that is not turned in.**

2. Use a word processor (available in school labs) to fulfill written assignments. Use a computer and the library to research a literary topic.

3. Participate in class discussions.

4. Maintain an overall average of 70 or above on written assignments and tests.

**Paper Format:**

· Blue or black ink (in class handwritten assignments)

· White notebook paper

· Length -- two to three full pages (approx. 300-500 words) on in class handwritten essays & out of class typed Journal/Reading Notebook Entries --out of class typed “short” essays (approx. 750-1,000 words);

· Hand in rough drafts with final drafts -- out of class typed papers

· Typed papers must adhere to MLA style format

· All major assignments need to be printed in “hard copy” format {paper} and turned in with the material saved on a properly labeled diskette {Student Name, Instructor Name, English 1302}

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

**Student Assignments**

You will write five essays this semester. Essay #1 and Essay #2 will be short essays written in response to assigned readings. You may be asked to compare/contrast one text with another, engage in expository writing or analysis of a person’s or character’s ethos, social, historical, and political situation, and so on. These two short essays must follow proper MLA format and be written solely by you. It is unacceptable to have someone else write the essay for you. Whether you realize it or not, your thoughts and ideas matter and need to be expressed in your essays!

Essay #3 will be your midterm. Typically, I take two essays about a debatable topic and ask you via a prompt to write an essay that is argumentative and requires you to take a stance or position on social and/or political issue. The essay is written entirely during the class period and cannot be rewritten or revised once the class period has ended and the exam has already been collected.

Essay #4 is a longer essay than Essay #1 and Essay #2. Like the midterm, it is about a debatable topic, but the topic is one that you choose through the process of research. You will have to locate your own sources from the library and make sure that your argumentative essay follows proper MLA format.

Essay #5 is your final exam. As with the midterm, I take two essays about a debatable topic and ask you via a prompt to write an essay that is argumentative and requires you to take a stance or position on social and/or political issue. The essay is written entirely during the class period and cannot be rewritten or revised once the class period has ended and the exam has already been collected. In addition to these components, there may be a few questions about MLA format.

A specific topic sheet for Essay #1, Essay #2, and Essay #4 will be distributed in the beginning and middle of the semester.

**Midterm Exam**

Please see Essay #3 above.

**Final Exam**

Please see Essay #5 above.

**Assessments**

Essay #1: 10%

Essay #2: 10%

Quizzes/Class Work/ Homework/Participation (i.e., tardiness/attendance/conduct) 20%

Midterm Exam/ Essay #3: 20%

Essay #4-Research Paper (including Outline and Draft(s)): 20%

Essay #5 (written during the final exam): 10%

 Final Exam: (short questions): 10%

**Instructional Materials**

**Required Texts**

The McGraw-Hill Handbook or The Little Seagull Handbook

*
* The Bedford Reader
* College-ruled notebook paper; 3 punch folder with pockets. A journal. Blue and black ink pens.

**Other Materials:**

A flash drive and computer. A notebook with loose leaf paper for notes and handouts, a folder with pockets, paper and pens, (see below for details), two-three flash drives (or other file saving devices) to turn in final drafts of major assignments and save daily work. Access to a college level dictionary.

**HCC Policy Statement – ADA**

 **Special Conditions**

If you have any special conditions, extenuating circumstances, or needs that may affect your progress in this course, please notify me. Discuss with me any special accommodations that you have documented through the Ability Support Services counselors so that we may better meet your needs.

**HCC Policy Statement – Academic Honesty**

 **Academic Honesty**

Plagiarism results in a grade zero on that project. Cheating or collusion results in a grade zero on that project. Plagiarism or collusion on a second major assignment results in a zero in the course. Consult the *Student Handbook* for definitions and more information on scholastic dishonesty and other policies of the school. **See SCHOLASTIC DISHONESTY and Plagiarism Policy.**

**Cheating**

**SCHOLASTIC DISHONESTY:**

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

 “Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. ‘Scholastic dishonesty’ includes, but is not limited to, cheating on a test, plagiarism, and collusion. **‘Cheating’** on a test includes:

 **--** Copying from another student’s test paper;

 --Using materials during a test that are not authorized by the person giving the test;

--Collaborating with another student during a test without authority;

 --Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;

 --Bribing another person to obtain a test that is to be administered.

 **‘Plagiarism’** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

 **‘Collusion’** means the unauthorized collaboration with another person in preparing written work offered for credit” (34-35).

Please note the possible consequences of such dishonesty, as stated in the 2010 Student Handbook: Possible punishments for academic dishonesty may include a grade of “0” or “F” for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System (35).

**Plagiarism**

**Plagiarism Policy**

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

**HCC Policy Statement – Attendance**

 **Attendance Policy—(You are dropped when you hit the 6th hour, not 6th hour and first minute, but the 6th hour.)**

HCCS policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped from the course. This policy will be enforced. Your participation is required. Please come to class on time. Time missed before class is subtracted from the 12.5% attendance policy. Leaving class early also results in time subtracted from the 12.5% attendance policy. **If you have medical or unforeseen emergencies, you must contact the instructor and provide documentation of the emergency situation. The documentation will not cancel or excuse you from an absence. When you have missed six hours of class before the drop deadline you will be administratively dropped from the class.** \*If you should miss class for any reason, it is your responsibility to make up the work you missed and to contact me for any special instructions on work you missed. It is also strongly recommended that you obtain the phone number of a classmate to aid you in this situation. \*Attendance will be checked daily. Excessive tardies will not be tolerated. Excessive is defined as more than two tardies and/or more than 10 minutes. If a student misses more than 30% of the class by coming late or leaving early, this will count as an absence. **See Withdrawal Policy below.**

**In other words, pay attention to this policy!**

Attendance will be taken every class period and this policy will be enforced. HCCS policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped from the course. Coming in late or leaving early will constitute a tardy. All tardies will be counted toward your allotted absences. For example, if you are ten minutes late, ten minutes will be deducted from your 6 hours of possible absences. Your participation is required. **Students who intend to withdraw from the course must do so by the official last day to drop – Nov. 3, 2011 (4:30pm).** Students who prefer to receive an F rather than a W will need to discuss the situation with the instructor before they stop attending the class.

**HCC Course Withdrawal Policy**

**Withdrawal Policy:**

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in the Fall of 2007, the Texas Legislature passed a law limiting first time entering students to no more than **six** total course withdrawals **throughout** their academic career in obtaining a certificate or baccalaureate degree. There may be future penalties imposed.

\*\*If you do not withdraw before the deadline, you will receive the grade that you are making as the final grade. This grade will probably be an “F.”

\*\*You should visit with your instructor, an HCC counselor, or HCC Online Student Services to learn what, if any, HCC interventions might be offered to assist you to stay in class and improve your performance. Such interventions could include tutoring, child care, financial aid, and job placement.

**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 if you have any questions about your visa status and any other transfer issues.

**Student Course Reinstatement Policy**

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

either through cash, credit card, financial aid, or the installment plan. Students who

are dropped from their courses for non-payment of tuition and fees who request

reinstatement after the official date of record can be reinstated by making payment

in full and paying an additional $75.00 per course reinstatement fee. The academic

dean way waive the reinstatement fee upon determining student was dropped because

of a college error.

**Repeat Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective Fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**Classroom Behavior**

* **Turn off cell phones and beepers. No texting or playing with phones. Put phones away in your book bag, pocket, and/or purse.**
* Do not bring children, boy/girl friends, family members, etc. to class with you – only students registered in class may attend.
* If you miss class, it is your responsibility to make up the work you missed and to contact me for instructions on work you missed.
* Be courteous and professional.

**Use of Camera and/or Recording Devices**

These devices should not be on during class. At the beginning of class you are expected to turn off your phone, computers, cameras, ipods, and other devices. **Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Student Abilities for information regarding reasonable accommodations.**

**Instructor Requirements**

As your instructor I will do the following:

* Provide the grading scale and explain how essay are graded according to a point system.
* Facilitate an effective learning environment through class activities, discussions, visual

 and verbal texts, and lecture.

* Offer description of projects and assignments
* Inform students of policies such as attendance, withdrawal, tardniness, make-up work,

 essays.

* Provide course outline and calendar; assignment sheets for various essay assignments.
* Arrange to meet with individual students during scheduled office hours.

To be successful in this class, it is the student’s responsibility to:

* Attend class and participate in class discussions and activities.
* Read, reread the assigned texts; do your best to view them from a critical and

 diplomatic perspective.

* Complete required assignments and exams:

Essay #1, Essay #2, Essay #3 or Midterm Exam, Essay #4, Essay #5 or Final Exam

* Ask for help when there is a question or problem
* Work with a tutor in FAC 321, especially if are told to do so.
* Keep copies of all paperwork, including this syllabus, handouts, and assignments.
* Come to class prepared with your books, paper, and pens.
* Turn off your electronic devices before entering the classroom.
* Complete the course with a 70% passing grade.

**Program/Discipline Requirements**

English 1301 is a core requirement regardless of your major. Whether you realize it or not, you will write letters, essays, resumes during your college career and when you apply for a job. You will need to write well in whatever program, discipline, and/or field of study you choose.

**Grading**

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find that you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

**Grading Percentages**

A (90-100) = Exceptionally fine work

B (80-89) = Above average work

C (70-79) = Average quality work

D (60-69) = Below Average work

F (0-59) = Failing work

**Grading Percentages**

Essay #1 10% of your final grade

Essay #2 10% of your final grade

Quizzes/Class Work/

Homework/Participation

(i.e., tardiness/attendance/conduct) 20% of your final grade

Midterm Exam/ Essay #3 20% of your final grade

Essay #4-Research Paper

(including Outline and Draft(s)) 20% of your final grade

Essay #5 (written during the final exam) 20% of your final grade