

English 0310 Syllabus

English 0310: Fundamentals of Grammar and Composition II

Textbooks: **75 Readings** (75) plus, Tenth Edition: Santi Buscemi

The Brief McGraw-Hill Handbook (MG): Maimon et al 2nd edition with Connect access packet

Instructor: Constance Abshire

Instructor Contact Information: Phone: 713-718-5624 (Dept. Office)

Email: constance.abshire@hccs.edu

Office location and hours:

Alief (Hays) Campus, Room B123, 30 minutes before and after class meets.

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. Feel free to come by my office anytime during these hours.

Conferences available on a daily basis by appointment

Learning Objectives for English 0310:

I.

Identify and demonstrate use of varied sentence types in assigned readings.

Identify and demonstrate use of varied sentence types in assigned writings.

II.

Demonstrate comprehension of assigned reading through discussion, quizzes, and or journals.

Respond to assigned readings through journals and/or essays in similar rhetorical modes.

III.

Submit essay packets for grading employing all stages of the writing process.

Demonstrate the steps of the writing process for class assignments and/or collaborative work.

IV.

Write in three or four rhetorical modes per semester.

Write in one rhetorical mode or use in combination to demonstrate proficiency on final exam in class essay.

V.

Effectively use outside sources in assigned writings.

Analyze and synthesize material from readings.

Student Learning Outcomes for English 0310:

1. Use a variety of sentence patterns in writing.

2. Comprehend and respond to assigned readings.

3. Employ the writing process (planning, drafting, editing, revising, and developing thesis and topic sentences) in assigned writings.

4. Write a variety of essays using appropriate rhetorical modes.

5. Incorporate the ideas and words of other writers in their own essays using established strategies.

Suggested Course Materials: Notebook, loose-leaf paper, folder for handouts and journals, 2-3 Scantron sheets, pocket dictionary, USB drive.

Attendance: Texas State Law designates 87.5% minimum attendance for college courses. This requirement allows a 12.5% absence maximum which computes as 6 hours. MW or TR classes have 6 absences. A student who exceeds the maximum is dropped from the course.

Tardiness: A student who is tardy may sign the roll at the end of class. A tardy student who fails to sign the roll or notify the professor of their attendance will be counted absent. Excessive tardies, either individual or as a class, are an interruption of instruction. Official tardy count is recorded as follows: Three tardies (or early leaves) count as one class absence.

Course Requirements: The base course requirements necessary in order for a student to receive a grade are as follows: 4Essays, Midterm and Final Essay Exam, Special Writing Projects, Oral Presentations, Journals and Grammar Exercises. The minimum passing criteria for base course requirements is a grade of 70+ (a C or higher) on the Final Essay and a 70+ average in the course. The grade distribution is as follows:

Essay 1 (Narrative)	10%
Essay 2 (Definition)	10%
Essay 3 (Cause and Effect)	10%
In-Class Assignments/Quizzes	10%
Research Project	10%
Journals/Homework	10%
Midterm	20% (Grammar based)
Final Essay	20%

Grading Scale:

90-100	A	Below 60	U/IP (U= Unsatisfactory)
80-90	B	0-69	IP, F or FX
70-79	C		

IP (In Progress Grade) is given to students who do not meet the minimum grading standards but who are otherwise in good standing (complete all assignments in a timely manner, attend class, participate, etc.) An IP does not affect a student's GPA but does require the student to retake the course. A student may receive an IP grade only once for any developmental course. When repeating the course, a student must receive a letter grade (A, B, C, OR F).

W (Withdrawn) is given to a student who exceeds the 12.5% maximum absence or to a student who withdraws from the course before the last drop date. F may be given in cases of poor performance, scholastic dishonesty, or other severe academic violations. An F or W grade requires that the student repeat the course.

HCC POLICY STATEMENTS: WITHDRAWAL

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course, please take time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

FX grade: This grade is for repeaters of English 0310. If the student fails the course because he/she did not attend, then the FX grade will be given. This grade adversely affects Financial Aid as well as academic standing.

Scholastic Dishonesty: The Houston Community College System Student Handbook 1999/2000 defines the following criteria: "Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion." Please refer to the Handbook for the specifics of cheating on a test. "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. Possible punishments for academic dishonesty may include a grade of 0 to

F for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.”

Course Objectives and Overview: The primary objective of English 0310 is to teach students the central components of academic writing and prepare them for future English composition and other college course writing as well as career writing. Students will gain extensive experience using Writing Process, rhetorical modes, structural strategies, and standard writing techniques with sufficient skill to address freshmen level English composition and any state testing requirements.

Student Conduct: The guidelines for student conduct are specifically defined in The Student Handbook 2002/2003. [As] “mature, responsible adults ...they will voluntarily observe these rules as a matter of training and habit. Students [will] not interfere with or disrupt the orderly educational processes of the College System.” It is expected that students will demonstrate both courtesy and cooperation in the classroom. A student who either cannot or will not extend both courtesy and cooperation may not continue the course.

HCCS Policy: Ringing cellular phones, texting, using computers (unless for note taking during class) interrupts instruction. Students must remember to TURN OFF phones and refrain from texting and surfing the Internet when they are in class. A student who does not cooperate may be dismissed from class. It is also disruptive to leave the classroom after receiving a call. Unless it is an emergency, answer or return calls AFTER class is dismissed.

ADA: HCCS is compliant with the American Disabilities Act and Sec. 504 of the Rehabilitation Act of 1973. If you have any special needs or disabilities that may affect your ability to succeed in college courses, contact a Disability Support Service Counselor (DSSC) in the college you plan to attend.

Northwest ADA Counselor: Mohnaz Kolaini (713) 718-5422

English 0310 Course Information

Homework

The course calendar lists all of the reading and writing assignments that will be done for homework. While doing all the homework and attending class is not a complete guarantee of success, it is certainly true that *not* doing it is a guarantee of failure. Students are expected to complete the reading assignments before coming to class and to participate in the discussion of the author’s purpose, tone, and style. *All written homework is due at the beginning of class.*

Journals: Weekly journals are assigned. The journal topics are always given by me and are connected to the readings and writing assignments that we are being discussed in class. The journals will be collected at the beginning of class each week. All journal entries are to be written upon loose-leaf paper. The journal entries should be organized, neat, and thoughtful. They should reflect the student’s grasp of the concepts and/or skills being discussed in class. Journals should be turned in at the beginning of class.

Essays: All essays must have a rough draft, a final copy, and a cover sheet. The final copy must be typed, double-spaced, using 12 pt. standard Times New Roman font, and have one inch margins. No grades are recorded until you have typed the essay and corrected your errors. In other words, you are responsible for editing and proofreading your work carefully. Tutoring face-to-face and online via www.askonline.net are available to all HCC students, but a tutor is not your editor and will not write papers for you. Handwritten essays will not be accepted.

Late Essays: Essays should be turned in on the day they are due. I will accept late essays with a written excuse (doctor’s note, court date) at the beginning of the next class meeting. Late essays that are submitted without written excuses will also be accepted by the beginning of the next class meeting, but will have 10 points deducted from the essay grade. After that period of time, the essay will not be accepted. The Research Project is due on the date assigned. Late Research Projects will not be accepted. For summer semesters, Essays must be turned in on the deadline given. Late essays will not be accepted.

Late Work: With an excused absence, work may be turned in upon your return or as scheduled by the instructor. Otherwise, late work will not be accepted, so use your time wisely.

Emailed Assignments: There may be times when you will be asked to email an assignment. In this case, it will be your responsibility to make sure that the assignment is properly attached to your email and that the document was sent to me at the designated email address. You should always keep a record of the assignments you send in case there is an issue with the technology.

English 0310 Course Calendar
(Calendar is subject to change)

(75) refers to the reader 75 Readings +
(MG) refers to the grammar text The Brief McGraw-Hill Handbook

Week One

Introduction to the Course; Introduction to the Writing Process; Introduction to Rhetorical Situations; Introduction to the Role and Function of Grammar; Introduction to “Meaningful Sentences” and format of the journal entries; Diagnostic Essays; Discussion concerning reading and writing assignments: (75)
Narration Chapter 1, p.1
(MG) Chapter 2 and 3 p. 25-63.

Week Two

Writing Process, topic and essay assignments, Purpose, Audience, and Tone; Writing Inventions and developing a thesis; drafting and revising
Meaningful Sentence Quiz; Grammar
Begin Essay One: Narration and Description; essay assignment, brainstorming ideas, drafting process
Selected Narration/ Description readings as assigned from (75)

Week Three

Writing process continued, effective descriptive details, narration and order of details; introduction to revision process and editing techniques
Essay One: Drafting in class, One on one conferences, revise out of class.
Meaningful Sentences Quiz; Grammar
Readings assigned in class, continued discussion of drafting, revising process. Use McGraw Hill as a reference guide.
Read: (MG) Drafting and Revising p. 46-63. Focus on Paragraph Organization, Development strategies, Introductions, and Conclusions.

Week Four

Definition Essay as rhetorical mode; More revising and editing; Evaluating the whole essay, paragraphs, sentences, and words; Editing checklists
Meaningful Sentences Quiz; Grammar
Essay One: Essay One is Due; edit and complete typed double spaced final copy. Don't forget to attach your draft(s)
Fragments, Comma Splices, and Run-Ons discussed in class- see MG p. 425-434
Connect Writing Diagnostics and Exercises.

Week Five

Continued Definition Essay discussion and readings; Order of Paragraphs: Focus, Unity, Coherence, and Development; Topic Sentence Paragraphs; Ordering Details; Transitional Words and phrases; Coherence techniques
Meaningful Sentences Quiz; Grammar

Essay Two: Definition assignment, topic, inventions, drafting Technology Tools online
(75) Definition Readings assigned in class, journal writing continued

(MG) Fixing Confusing Shifts- p. 370-376

Week Six

Continued Definition development and assignments linked to this rhetorical mode. Grammar discussion continues

Meaningful Sentences Quiz; Grammar

Essay Two: Drafting and Revising Essay

(MG) Coordination and Subordination p. 387-392 and Sentence Variety and Emphasis p.393-397

(MG)Parallelism in Thesis Statements and Paragraphing p. 377-381

Week Seven

Review and study guides for midterm exam

Meaningful Sentences Quiz; Grammar

Review effective thesis and support evidence; practice grammar skills

Essay Two Due date: edit and complete final copy

Week Eight

Midterm Exam (Grammar and Writing Process)

Discussion of Research Projects

Meaningful Sentences Quiz; Grammar

Week Nine

Cause and Effect rhetorical mode/ short writings (75)

(75) Readings assigned in class

Meaningful Sentences Quiz; Grammar

Topic approval for Research Project

Plagiarism (MG)

Week Ten

Begin Cause and Effect Essay drafting/revising

(MG) Subject/Verb Agreement and Pronoun-Antecedent Agreement p. 442-451 Verb Tense Consistency discussed in class

Meaningful Sentences Quiz; Grammar

Summarization, Paraphrasing, Legitimate sources

Begin weekly timed writings in class

Week Eleven

Cause and Effect Essay deadline

Developing Persuasion content; Using organization effectively to present an argument; Commas, semi-colons, and colons; punctuation and capitalization

Meaningful Sentences Quiz; Grammar

Work Cited Page format for project

(75) Readings assigned in class

(MG) p. 509-526 (Commas and Semicolons)

Week Twelve

(75) Readings assigned in class

Meaningful Sentences Quiz; Grammar

Strategies for in class Essay writing

Edit and revise timed writings

Week Thirteen

Constructing and analyzing arguments
Preparation for In-class Final Essay
Timed writing in class
Meaningful Sentences Quiz; Grammar
Research Project due

Week Fourteen

Supplemental Readings as Assigned
Follow up assignments: complete Persuasion Essay as needed
Grammar Review and Test

Week Fifteen: Review for Final

Week Sixteen: Final Exam period

Supplemental Syllabus: I reserve the right to supplement this syllabus at any time during the semester with additional guidelines, rules of conduct, and changes to the course calendar to meet the needs of the class.