

English 1301 Course Syllabus

Contact Information:

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Office Hours: by appt.

Sections: 16197, 16198, 16199

Course Description, Purpose, and Objectives:

MISSION STATEMENT OF THE ENGLISH DEPARTMENT

The purpose of the English Department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students' reading, writing, and analytical skills.

ENGLISH 1301 COURSE DESCRIPTION

English 1301 is a course devoted to improving the student's writing and critical reading. The course involves writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. English 1301 is a core curriculum course.

COURSE PURPOSE

English 1301 is designed to help students write multi-paragraph expository, analytical, and argumentative essays that have the following qualities:

- Clarity in purpose and expression,
- Appropriate and sensible organization,
- Sound content, including applications of concepts from and references to assigned readings,
- Completeness in development,
- Unity and coherence,
- Appropriate strategies of development,
- Sensitivity to audience,
- Effective choice of words and sentence patterns,
- Grammatical and mechanical correctness, and
- Appropriate MLA citation format.

STUDENT LEARNING OUTCOMES for ENGL 1301

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.

PROGRAM STUDENT LEARNING OUTCOMES for ENGL

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.

EDUCATIONAL COMPETENCIES IN HCCS CORE CURRICULUM

- **Reading:** Reading material at the college level means having the ability to analyze and interpret a variety of printed materials--books, articles, and documents.
- **Writing:** Writing at the college level means having the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. In addition to knowing correct grammar, spelling and punctuation, students should also become familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities are acquired through practice and reflection.
- **Speaking:** Effective speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.
- **Listening:** Listening at the college level means the ability to analyze and interpret various forms of written communication.
- **Critical Thinking:** Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to construct alternative strategies. Problem solving is one of the applications of critical thinking used to address an identified task.
- **Computer Literacy:** Computer literacy at the college level means having the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

EDUCATIONAL OUTCOMES FOR ENGLISH 1301: By the time students have completed English 1301, they will:

- Understand writing as a connected and interactive process which includes planning, shaping, drafting, revising, editing, and proofreading;
- Apply writing process to out-of-class writing;
- Apply writing process as appropriate to in-class, impromptu writing situations, thus showing an ability to communicate effectively in a variety of writing situations (such as essay exams and standardized writing tests like the TASP);
- Apply suggestions from evaluated compositions to other writing projects;
- Understand and apply basic principles of critical thinking in analyzing reading selections, in developing expository essays, and writing argumentative essays;

- Apply concepts from and use references to assigned readings in developing essays;
- Analyze elements of purpose, audience, tone, style, and writing strategy in essays by professional writers;
- Complete short writing assignments, journal entries, reading quizzes, and other activities to strengthen basic thinking and writing skills;
- Understand and appropriately apply various methods of development in writing assignments; Avoid faulty reasoning in all writing assignments;
- Fulfill the writing requirements of the course, writing at least 5,000 words during the semester.

EXEMPLARY EDUCATIONAL OBJECTIVES

- To understand and demonstrate writing and speaking processes through invention, organization, drafting, revising, editing, and presenting.
- To understand the importance of specifying audience and purpose and to select appropriate communication choices.
- To understand and appropriately apply modes of expression (descriptive, expository, narrative, scientific, and self-expressive)
- To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- To develop the ability to research and write a documented paper and/or to give an oral presentation.

Course Information:

TEXTBOOKS (Required)

McQuade, Donald and Robert Atwan, eds. *The Writer's Presence, A Pool of Readings*. 7th edition. 2012. ISBN# 978-0-312-67262-1.

Glenn, Cheryl and Loretta Gray, eds. *Harbrace Essentials*. 1st edition. 2013. ISBN# 978-1-133-59080-4.

OTHER MATERIALS

Paper and pens

College-level dictionary and thesaurus

Folder or binder to keep your handouts and papers together

Flash Drive

COURSE REQUIREMENTS

Participation

Out of class Reading

Out of class Essays

GRADE PERCENTAGES

Quizzes: 45%

Essays: 50%

Final Essay Exam: 5% In-class Essay

In accordance with HCC policy, final grades in this course will be whole letter grades based on the following scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 or below = F. I will usually round up (e.g., an 89.5 is rounded to a 90).

IMPORTANT DATES

November 2: Last Day for Administrative/Student Withdrawals at 4:30pm

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 has not been present for enough of the instruction to receive course credit and has earned a "W" as a final grade. For students taking a regular term course, which meets two days a week, the student cannot miss more than four classes. If you feel that absences will be a problem for you, then you should not enroll in this course at this time. Students who intend to withdraw from a course must do so by the official last day to drop. **It is the student's responsibility to withdraw.** If you do not withdraw yourself, you may end up with an "F" in the class. Attendance will be taken every class.

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.

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." The last day to withdraw from a course is always posted on the Academic Calendar for each session. You should consult your professor, 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.

GRADES OF "W" AND "I"

A grade of "W" is for "withdrawn." If you must withdraw from the course for any reason, be sure to complete the paperwork at the registrar's office by the last day of withdrawal (see academic calendar). An "I" is given for "incomplete." An "I" is for emergencies only and at the discretion of the professor. You have one semester to complete the missing work, and it is your responsibility to contact the professor to complete the work.

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.

INFORMATION FOR 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 a visa consideration. Please contact the International Student Office at 713-718-8520 with further questions or concerns.

SPECIAL CONDITIONS

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 are authorized to provide only the accommodations requested by the Disability Support Services Office. Contact Dr. Becky Hauri at 713-780-7909.

DUE DATES AND MAKE UPS

Late essays will receive a 10 point deduction for each class period the essay is late. Late essays will not be accepted after one week. Please arrange a conference with me to discuss the reasons for any late essays. Please keep a copy of your essays for your own file; should an essay be lost, it is your responsibility to give me another. The English department regards a two week turnaround for the return of major essays an appropriate time frame. No make-ups on daily class work (including journals)! No make-ups on final exams! All work for the class must be turned in by the time and date of the final or it will not be calculated in your final grade.

ACADEMIC HONESTY

Plagiarism results in a grade of zero on that project (includes drafts). Plagiarism includes, but is not limited to, using words and/or ideas from other sources without giving proper credit. Consult your online student handbook on scholastic dishonesty. Cheating and/or collusion also result in a grade of zero on that project. The second offense will result in a Failing grade for the course. Students should be aware that the professor will be using plagiarism detection software and Internet sources to check student work for potential plagiarism. **No opportunities for rewriting/resubmitting the plagiarized project will be given.** This policy will be strictly enforced.

DIAGNOSTIC ESSAY

All English 1301 students write a diagnostic essay during the first class session in order to confirm their placement in English 1301. The essay will not be graded or returned unless it must be used for placing a student into another English class. One goal of the Houston Community College English Department is to place you in an appropriate English class where you will learn and succeed.

HCC STUDENT EMAIL ACCOUNTS

All students who have registered and paid for courses at HCC automatically have an HCC email account generated for them.

SOUTHWEST COLLEGE WRITING CENTERS

The Southwest 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. In one-on-one consultations tutors collaborate with students in understanding a writing assignment, developing ideas, shaping content, writing a thesis, drafting, revising, self-editing, and learning to proofread. Tutors will also assist students with learning about research and using sources. Furthermore, the Writing Centers offer access to computers and interactive websites for improving grammar skills. At the Southwest College Writing Centers, each tutoring session becomes a learning experience.

The Southwest College Writing Centers are located in Room N-110 (Scarcella Center) at the Stafford Campus and Room C-230 at the West Loop Campus. Tutoring is available during each semester Monday through Thursday 10:00 – 5:00. Additional hours, including Friday hours, will be posted each semester.

HCC ASKONLINE 24/7 ONLINE TUTORING

Askonline online tutoring strives to foster educational autonomy through asynchronous guidance in the writing process. It provides one-on-one feedback from faculty tutors on student writing in grammar, structure, content, organization, and critical thinking in all subject areas, not just English. Students can submit papers and questions 24/7/365 and can reasonably expect responses within 18 - 24 hours. All current HCC students can register at hccs.askonline.net. We strongly suggest that all students view the 8-minute video on the log-in page before sending their first submission.

OPEN COMPUTER LAB

Students have free access to the Internet and word processing in the open computer labs available at Southwest campuses. Check on the door of the open computer lab for hours of operation, or go to the Southwest Homepage and click on the Open Computer Labs link.

LIBRARY (LEARNING RESOURCE CENTER)

The Southwest College has a Learning Resource Center at each campus for student use. The library provides electronic resources including a computerized catalog system as well as numerous data bases that contain full-text articles. Additionally, many of the required texts are on reserve in the library. Stop by your campus library to find out hours of operation.

STUDENT ORGANIZATIONS

Organizations of interest to students taking English classes are:

Southwest Writers is a group of students who write and read their works (in a public forum as well as on the Internet) and receive peer support and constructive criticism. Students in this group create a supportive network to create poetry, fiction, drama, and non-fiction prose. Contact advisor Professor Chris Dunn at: Christopher.Dunn@hccs.edu.

Phi Theta Kappa is the honor society of two-year colleges. Students must earn a 3.5 grade point average and accumulate 12 credit hours. HCCS has a very active chapter: Omega Sigma. Numerous transfer scholarships are offered through this honors organization. Contacts are available at www.omegasigma.org. The Southwest College advisor is Professor Eunice Kallarackal at eunice.kallarackal@hccs.edu.

The **Gender Studies Club** meets each month and online to discuss the roles of women and men in society and to investigate how sexual differences and cultural constructions of gender may affect identity. The club promotes awareness of gender issues on campus, encourages research and discussions of gender issues, hosts prominent speakers in the field, and serves the community. Contact Professor Marie Dybala at marie.dybala@hccs.edu.

INCLEMENT WEATHER

During inclement weather conditions, monitor major local channels for updates on school closings. As possible, the school will update the website with any closures. You can also check for school closings at www.school-closings.net.

ELECTRONIC POLICIES

1. Turn off and put away all cell phones, beepers, text-messaging devices and other electronic devices when class starts. The sound of cell phones ringing during class is disruptive. Students should not leave the class to make a call or answer one (or worse--answer a call in class). Text-messaging during class means that you are not paying attention and displays your lack of respect for the professor.
2. No Bluetooth devices in ears allowed during class.
3. No MP3 players or other music devices with earphones allowed during class.
4. No laptops open during class without permission from professor.

USE OF CAMERAS AND RECORDING 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. These devices are also not allowed to be used in campus restrooms. 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.

COMPUTER LAB POLICIES (FOR CLASSES LOCATED IN A COMPUTER LAB ONLY)

No exceptions to the following rules will be made. The following rules will be strictly enforced.

1. NO cell phones.
2. NO palm pilots.
3. NO unauthorized chatting.
4. NO downloading AOL.com.
5. NO food or drinks.
6. NO printing personal information or downloading material unrelated to class. Printing is limited.
7. NO pornography.
8. NO hacking attempts or access to the numerous hacking sites.
9. NO students in the lab without an instructor.
10. Please log off but do NOT shut down the computer after use.
11. Only Microsoft Word can be used in the lab.

Microsoft Works will not convert, and students will not be able to use it.

12. Use a flashdrive or some other external method of saving work. Students are not allowed to save to the hard drive of the computer. Students should save their work frequently. Students must label their drives with name, professor's name, class, and class meeting time. Students might want to bring more than one drive.
13. Keyboard and mouse are not to be moved to the desktop for health reasons.

OTHER COURSE POLICIES

1. Please come to class on time and be prepared. Your attendance, active participation, and preparation are significant to your grade. Remember, when you are late to class or leave early, those minutes add up and count toward your allowable 6 hours of class time. I do keep track of this on my roll sheet.
2. I am not responsible for missed material. It is the student's responsibility to obtain missed information. Do not expect the professor to be able to "sum up" the class in a few minutes time.
3. If you must leave early, please tell me before class starts. However, once class starts is not a good time for conferencing. Please tell me before class begins or wait until a class break.
4. Please stay in class once class begins. Take care of personal business before or after class. Leaving during class for a bathroom break, a trip to the vending machines, or to the hall to answer a phone call is disruptive and does count towards your missed class hours.
5. I dismiss class fifteen minutes early, so please do not pack books before class is dismissed.
6. Please do not chat with class colleagues during discussion.
7. The out-of-class essays must be typed using MLA Format. Please use Microsoft Word. The in-class essays will be written either in blue books purchased in the bookstore or on the computer in the computer lab.
8. Please remember that we are discussing current, sensitive, and controversial issues. Please be courteous to your classmates in your speech and tone—but do not be afraid to share your ideas. Good learning attitude, cooperative demeanor, and courteous behavior all go a long way with me!