**FUNDAMENTALS OF GRAMMAR & COMPOSITION I**

**(ENGL 0300)**

**Professor Deborah mouton**

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Office Hours – Directly before or after class, and by appointment

Tues/ Thurs

Textbook

*Paragraphs & Essays* (Lee and Kelly Brandon, 12th Edition)

Note: Text may be rented from the Bookstore and is also available on Reserve in the Library. (Reserve means you can’t check it out, but you can make copies from it.)

McGraw Hill Connect

Other Required Materials

College-level dictionary

Notebook with lined 8½ x11 paper for homework assignments

Notebook with folders for keeping handouts, assignment sheets, and recording notes

Blue or black pens for in-class writing

Small box of colored pencils

Blue books for exams (available in bookstore)

A flash drive or Dropbox.com account for saving and accessing your work

Software and Websites

* You should have a version of Microsoft Word or Open Office installed on your computer to write and read documents.
* You should also have Adobe Reader in order to read files that end in .pdf (download Adobe Reader for free here: http://get.adobe.com/reader/).
* **All out-of-class essays must be submitted in class on the day that they are due. The must be typed and printed. Online submissions WILL NOT be accepted.**
* This is a Web-Assisted course. This Syllabus, as well as Assignment Sheets and additional handouts/exercises will be available via Eagle Online. (https://hccs1.mrooms3.net/login/index.php)
* The Syllabus, along with my curriculum vitae, can also be found on HCC’s Learning Web page for this class: learning.hccs.edu./faculty/carla.robinson.
* We will use Celly (cel.ly), a texting service, as an option for out-of-class communication. Sign-up information will be given during initial class meeting. Text it to 23559.

**Course Description**: English 0300 is a refresher course devoted to improving basic English skills for native speakers of English. (Note: Non-native speakers must refer to ENGL 0320-0349 or ESOL 0341-0356.) This course emphasizes grammar, sentence structure, paragraph development, and creative techniques in essay writing.

**Student Learning Outcomes**

By the end of this course, students should be able to: use a variety of sentence patterns in writing; comprehend and respond to assigned readings; employ the writing process (planning, drafting, editing, revising, and developing thesis and topic sentences in assigned writings; and write a variety of essays using appropriate rhetorical models (such as narration, description, process analysis, definition, division and classification, comparison/contrast, example and illustration, cause and effect, analogy, argument and persuasion).

Students are responsible for the HCCS Student Handbook (online) for HCCS policies and procedures.

**Attendance**: Students must attend class regularly and punctually, are responsible for material covered during their absence and are also responsible for consulting the instructor about make-up work (not every assignment may be made up). Texas state law requires that students miss no more than 12.5% of instruction (6 class hours). If you are absent four consecutive days without contacting me, I may drop you from this class by the stated withdrawal deadline. After the withdrawal deadline, you will fail the course with a grade of FX. I do not accept late out-of-class essays. No make-ups are allowed for in-class essays or quizzes.

**COURSE REQUIREMENTS:**

**Assorted paragraphs 20%**

**3 essays (at least 1 in-class) 30%**

**Instructor’s Choice 30%**

**Final in-class essay 20%**

Essays: In preparation for ENGL 1301, the essays written for this class will argue a specific, direct point, and will always require a directly stated thesis. In your own essays and in other writers' essays, you will discuss elements such as topic, purpose, audience, thesis, style, tone, strategy, etc. The essays you write in class should be at least 350 words long and those out of class should be at least 450 words long. Both will be graded using a departmental grading profile based on the assessment guidelines of appropriateness, unity and focus, development, organization, sentence structure, word usage, and mechanics. Toward the end of the semester, you may revise your lowest-scored essay for an improved grade.

Instructor's Choice: This part of your grade will be determined by your class attendance/participation and a combination of class assignments: quizzes, reading responses, homework, and various short writing assignments throughout the semester.

In-Class Essays: In-class essays are based on a prompt which you are given on the day of the in-class writing. You must have a passing average of at least 70% on in-class essays in order to pass this course.

Vocabulary extra credit: You may earn extra credit by building a list of at least 50 vocabulary words that you come across in the reading assignments or during lectures for this course. Each word must include a definition and one example sentence (written by you). Successful completion will add points to one of the required assignments, as determined by the instructor.

The correct heading for each paper, including in-class essays, is as follows, in upper left corner or on front of blue book:

**Your first and last name**

**ENGL 0300/MW 12 or TT 12**

**D. Mouton**

**Mo/Day/Year**

**Essay Number**

Please save all your papers; failure to produce them when asked may result in an F.

**Grading**

**A 90-100% (Excellent) B 80-89% (Above Average) C 70-79% (Average)**

**IP** (In progress) is given to students who do not meet minimum standards but who conscientiously do the coursework and complete the semester. The student must re-enroll in the course.

**FX** (as of Fall 2011) is given to a student who stops attending the course or misses more than 12.5% of instruction. A grade of FX cannot be changed and will result in denial of future financial aid unless the student reimburses the government.

**W** (Withdrawn) is given to students who withdraw themselves from the class on or before the drop deadline. It does not affect the grade point average (GPA), but it may affect the student receiving financial aid benefits.

**F** or **D** may only be given if a student is repeating the course or for violations of the academic dishonesty policy or in rare circumstances at the discretion of the instructor.

**I** (Incomplete) is not a possible grade in developmental courses.

**Important Notices**

Students who repeat a course face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you repeat a course for the third time, you will not be reimbursed by financial aid at any Texas public higher education institution.

If you are considering course withdrawal, confer with your instructor or counselor about your study habits, homework, attendance, course participation, and opportunities for tutoring or other assistance that might be available. A grade of IP cannot be given if you fail to complete the course.

**IF YOU INTEND TO WITHDRAW FROM THIS COURSE, YOU MUST DO SO BEFORE FRIDAY, NOVEMBER 1, AT 4:30 P.M**. After this date, the course cannot be dropped, and professors can no longer give a grade of W at the end of the semester. Instead, students must be given the grade earned, which is usually an FX if the student stopped coming to class.

TURN OFF ALL PHONES before entering class. During graded in-class writings, put your phone on my desk if you need to leave the room. Using a phone during a writing assignment will be construed as cheating and will result in a 0 (ZERO) for the assignment (no recourse).

**Reasonable Accommodations**: Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, or other) who needs to arrange reasonable accommodation must contact the Disability Support Services Offices at the beginning of each semester. Faculty is authorized to provide only the accommodation requested by the Disability Counselor. Please visit the Disability Support Services Office on the first floor of the Learning Hub, Room 106; or call 713-718-6164. To visit the ADA Website, log onto www.hccs.edu, click Future Students, scroll down the page and click on Disability Information.

**Support Services**

Tutoring: Free tutoring is available and highly recommended for this class. Check door of FAC 321b for copies of the schedule.

Library: Third floor of Learning Hub – get a free HCCS identification card so you can photocopy from Reserve books before you get your own, and so you’re eligible for student discounts.

Open Computer Labs: Computers are available for word processing in the Computer Writing Lab, FAC 302; JDB 203-204; and in the Library (3rd floor, Learning Hub). For Gay Hall students, computers are available in the library (located at front of building) and in room 121.

For issues with computer passwords or e-mail, contact the IT Help Desk at 713-718-8800.

**Academic Dishonesty**

According to the Student Handbook for HCCS (27-28), academic dishonesty includes, but is not limited to, cheating on a test, collusion, and plagiarism.

--Cheating on a test includes: Copying from another student’s test paper; During a test, using materials 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.

--Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

--Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work into or as one’s own written work offered for credit.

**My policy on plagiarism is: For a first offense, you will receive a grade of 0 (zero) for the assignment, with no opportunity to redo the assignment. For a second offense, you will receive an F for the course.**

**EGLS (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 professor 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.

**COURSE SCHEDULE**

**Fundamentals of Grammar & Composition I**

**ENGL 0300, Professor D. Mouton**

**WEEK 1**: Sep. 23 – September 27

Introduction to course: The Syllabus – Course Particulars; Intro to Grammar

Assignment: Diagnostic Essay

* “The Professor Is a Dropout,” by Beth Johnson (Eagle Online link). Answer assigned questions in homework notebook.

Topics: The Writing Process (Chap 1 Pgs 7-10) Free writing and Brainstorming

**WEEK 2**: September 30- October 4

Topics: Writing the Paragraph; Introductions and Theses

Creating thesis Sentences and introductory paragraphs

Readings/Exercises:

* Create three introductory paragraphs based on the examples in the book
* Create Thesis sentences for sample introductions
* Create an sentence outline of a sample essay

**WEEK 3**: October 7 –11

Topics: Writing the Essay (CH 5 pp 65-80); Developmental & Conclusion Paragraphs

Assignment: **Paragraph 2 (Introductory or Developmental) (due 10/10)**

* Topics: Reading for Thinking, Discussion, and Writing (CH 6 pp 83-102)
* Readings/Exercises: Read pp 65-80
* Do handout “making a conclusion”

Topics: Reading for Thinking, Discussion, and Writing (CH 6 pp 83-102)

Readings/Exercises:

* Read pp 83-102
* Do exercises 1 and 2
* Read: “The Struggle to Be an All-American Girl” pp 97-98 and do corresponding exercises 3, 4, and 5

**WEEK 4**: October 14 – 18

Topics: Revision and Grammar (Chap 3. PP 25-54)

Topics: Reading for Thinking, Discussion, and Writing (CH 6 pp 83-102)

Readings/Exercises:

* Exercise 1, 3, 4
* Writing Essay Rough Draft
* Assigning Essay topics

**WEEK 5**: October 21 – 25

Topics: Continue Week 5; Grammar

Assignment: **Essay 1 (due 10/24)**

Topics: Descriptive Narration (CH 7 pp 105-134)

**WEEK 6**: October 28- November 1

Readings/Exercises:

* Read pp 105-134
* Do exercises 2, 3, 4, 5, and 6
* Read: “No Tears for Frankie” pp 126-127 and do corresponding exercise 11

**WEEK 7:** November 4 – 8

Topics: Process Analysis (CH 10 pp 206-235)

Readings/Exercises:

* Read pp 206-235
* Do exercises 2 and 4
* Read: “How Facebook Ruins Friendships” pp 152-154 and do corresponding exercise 5 (pp154-155); “Popping the Cork” pp 214-215 and do corresponding exercise 6; “About to Do Time? Meet Your Best Pal” pp 215-218 and do corresponding exercise 7

Assign Essay 2 Topics

**WEEK 8**: November 11 – 15

Topics: Cause and Effect (CH 11 pp 236-265)

Readings/Exercises:

* Read pp 236-265
* Do exercises 2, 3, 4, 5
* Read : “The Ghetto Made Me Do It” pp 251-254 and do corresponding exercises 9 and 10; “Enough Is Enough” pp 256 and do corresponding exercise 11

**Assignments: Essay 2 DUE**

**WEEK 9**: November 18 – 22

**DUE:**

* **MIDTERM EXAM –** This is an in-class writing assignment; it must be done in a blue examination book. NO BLUE BOOK, NO TEST.

Topics: Catch up and review; Grammar

Topics: Comparison and Contrast (CH 13 pp 294-321); Grammar

Readings/Exercises:

* Read pp 294-321
* Do exercise 2
* Read: “Neat People vs. Sloppy People” pp 306-307 and do corresponding exercises 6 and 7; “Is Nursing or Physical Therapy the Better Career for Me?” pp 316-317 and do corresponding exercise 12.

Assign Essay 3 Topics

**WEEK 10**: November 25 –29 (Thanksgiving)

Topic: Argument (CH 15 pp 357-388)

Readings/Exercises:

* Read pp 357-388
* Do exercises 1, 5, 6
* Read: “Pro: The Legal Drinking Age Should Be Lowered to 18” p 370 and do corresponding exercise 8; “Con: The Legal Drinking Age Should Not Be Lowered to 18” p 371 and do corresponding exercise 9 ; “Shouldn’t Men Have a ‘Choice’ Too?” pp 372-375 and do corresponding exercises 10 and 11.

**WEEK 11**: December 2 – 6

**DUE: Essay 3 (Due 12/3)**

Topics: Argument (cont’d); Essay Revision

Topics: Comparison and Contrast (cont’d); Grammar

**DUE: (12/5)**

* **FINAL IN-CLASS ESSAY –** This is an in-class writing assignment; it must be done in a blue examination book. NO BLUE BOOK, NO TEST.
* **Revised Essay**

**Vocabulary Extra Credit**

**WEEK 12**: December 9 – 13

**Final Exam Week**

**Note: The professor reserves the right to change Course Schedule as she deems necessary.**

**HCCS Holidays/Crucial Days for Fall 2013**

August 26 – Classes begin; Drop/Add/Swap fee begins

September 2 – Labor Day holiday

November 1 – Last day for student/administrative withdrawals (drop course with “W”)

November 28, 29 – Thanksgiving holiday

December 8 – Instruction ends

December 9 – 13 – Final exam week (See *HCCS Schedule of Classes for Spring 2012* for exam schedule)

December 20 – Grades available to students via [www.hccs.edu](http://www.hccs.edu)