

English 1302
Freshman Composition and Rhetoric
Spring 2012 CRN 79013 M-W 5:30-7:00 pm
CRN 79014 M-W 7:00- 8:30 pm
3 Credit Hours / 48 hours per semester / 16 Weeks
Lecture / Core Curriculum
Prerequisites: English 1301 or the equivalent

INSTRUCTOR: Don Faltesek

OFFICE: Spring Branch Campus,

CONTACT: don.faltesek@hccs.edu

TEXT: *The New McGraw-Hill Handbook*
Current Issues
English 1302 Study Guide

COURSE DESCRIPTION

A more extensive study of the skills introduced in English 1301 with an emphasis on critical thinking, research and documentation techniques, and literary and rhetorical analysis. Prerequisite: English 1301 or satisfactory score on the CLEP Exam. Credit: 3 lecture. This is a core curriculum course.

COURSE OBJECTIVES

This course will provide you with the basic tools and skills essential in developing a clear, concise writing style. Upon completing the course, you will have gained an understanding of rhetorical devices, how to use them effectively and writing as a process. You will also acquire research and documentation skills that will help you in upper level courses.

To excel as a writer, however, you must excel as a reader, and perhaps more importantly, as a thinker. You will develop the critical and analytical skills helpful in both academic and professional environments. In short, the skills developed in this course will enable you to express yourself clearly and effectively. You should also be able to critically examine different kinds of information and arrive at an informed decision or opinion based on that analysis. Further, you will learn how to articulate that opinion in writing and verbally so that it achieves the desired effect on your audience.

STUDENT LEARNING OUTCOMES

1. Apply basic principles of rhetorical analysis
2. Write essays that classify, explain, and evaluate rhetorical and literary strategies employed in argument, persuasion, and various forms of literature.
3. Identify, differentiate, integrate, and synthesize research materials into argumentative and/or analytical essays.
4. Employ appropriate documentation style and format across the spectrum of in-class and out-of-class written discourse.

5. Demonstrate library literacy.
6. Experiment in creative and reflective approaches to writing.

LEARNING OBJECTIVES

1. Demonstrate the ability to coherently analyze. i.e.: divide a text into rhetorical parts, name the parts, identify examples that illustrate each part, and evaluate the contribution of each in one or more essays;
2. Apply the basic principles of critical thinking—evaluation, analysis, and synthesis— in written essays that persuade or argue;
3. Distinguish fact from opinion in others' writings and evaluate whether they prove their points and/or whether they can be appropriately used as sources in documented papers;
4. Research and write documented paper(s) using proper MLA style;
5. Find and evaluate library books, journals, magazines, and/or data-bases to find information on a topic or issue;
6. Expand the scope, confidence, and creativity of written expression.

CORE CURRICULUM COMPETENCIES

This course stresses the HCC CORE Competencies of reading, writing, speaking, listening, critical thinking, and computer literacy.

MINIMUM WRITING REQUIREMENT

For this course to comply with state-mandated requirements, students must write a minimum of 6,000 words for evaluation. Aside from the more mundane law, the ability to write, read and think about a given topic for a sustained period of time is a skill many employers find invaluable.

ATTENDANCE

1. You should miss no more than 12.5% of the course (4 sessions).
2. If you miss more than this, you MAY be dropped from the class without any prior notification.
3. If you are sick or unable to attend class for some reason, call and let me know. Missing class because you have to work, partied too late the night before, or are unprepared are not valid reasons. I WILL NOT call back unless you specifically ask me to do so.
4. You must submit documentation for doctor appointments, jury duty, family emergencies and court appearances before an absence is considered excused. NO EXCEPTIONS.
5. Absences being accruing the SECOND DAY of class. You are responsible for material covered from the first day and all other subsequent classes when absent.
6. At five minutes after the hour, the door will be locked. No admittance after that time, no exceptions.

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. HCCS policy states:

“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 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.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and distance education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your DE professor or a DE counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your DE class, you **MUST** contact a DE counselor or your DE professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a DE professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.”

I will no longer be giving withdrawals for any reason. Understand that this means the number of “F’s” awarded will increase. When the grade sheets are made available to faculty online, please be mindful that we no longer will even have a “W” appear as an option when final grades are assigned. Moreover, acquiring the maximum number of W’s on your transcript is less than impressive. If you feel you must withdraw from the course for ANY reason, please make sure you OFFICIALLY withdraw in the Registrar’s office.

Last day for Administrative /Student Withdrawals: Thursday, March 29, 4:30 p.m.

CLASSROOM ETIQUETTE

Please take note of the following guidelines:

1. I encourage an open forum. However, I do expect you to be courteous to everyone in the classroom. If someone else is talking, show them the same respect you like to have. Once they’re finished, then it will be your turn.
2. Whispering, laughing and passing notes to each other are disruptive.
3. Disable all cell phones and other electronics prior to the start of class. **THIS IS A PET PEEVE.**
4. No sleeping in class.
5. Common courtesy is the rule of the day.
6. Students who prefer a structured, “no frills” class should be advised of the following. Generally, the tenor of this class will be unstructured, very informal and “chatty.” Students should be mindful that this will be the format throughout the semester. This is a discussion-based class.

7. Occasionally, we will discuss subjects that students may find offensive, disturbing or unsettling. Anyone with a “delicate” sensibility and who is easily offended should keep this in mind. No attempt will be made to abridge or “censor” the discussion. Academic and intellectual freedom will be preserved in the classroom.
8. Positively NO SURFING the internet during class, unless specifically instructed to do so. Be prepared to endure public embarrassment if you’re surfing the internet during class.

COURSE POLICIES

Please note the following requirements:

1. Please come to class prepared. This means reading the assignments before class, bringing the textbook and marking your text with any questions you have.
2. Errors in proofreading, formatting, or submitting sloppy work will reduce your grade.
3. Errors in usage, spelling, and sentence structure will reduce your grade.
4. All papers must be prepared according to college level standards:
 - All out-of-class papers must be typed in MLA style on white paper
 - All in-class assignments must be written in either blue or black ink
5. All assignments must be prepared exactly according to instructions.
6. Please ask questions if you are unsure about something, particularly about how an assignment is to be prepared.
7. If you want to have a conference with me, I’ll be happy to talk with you. Please feel free to set up an appointment or email me. I will not respond to email unless specifically asked to do so. My email messages are typically short and to the point.
8. If absent, you are responsible for material covered and assignments made that day. Please do not call me for an assignment. Call a classmate. Absence one day does not excuse you for being unprepared the next.
9. I will not accept excuses for being absent on the day of a major assignment. Make every effort to be here every day.

ASSIGNMENT CRITERIA

Please note the following requirements:

1. All major writing assignments must be completed to pass the course. NO EXCEPTIONS.
2. All assignments must be submitted in both hard copy and CD/USB form if required by instructor.
3. All out-of-class major assignments must be submitted to turnitin.com
4. All accompanying documentation must be submitted with each major assignment. Make sure you get everything you will need to submit documentation and do a Works Cited page.
5. Plagiarism will earn a “0” for that assignment and may not be made up.
6. Essays will be returned from one to two weeks after the submission date. Please do not ask me about when papers will be returned.
7. Papers not submitted in class should be directed to the English Department secretary. DO NOT GIVE PAPERS TO THE RECEPTIONIST OR LEAVE THEM IN MY MAILBOX. The departmental secretary MUST date, initial and time your envelope. She will forward your paper to me. Your name and class must be on the front of the envelope.
8. Keep a hard copy of all assignments you submit.

ASSIGNMENTS

% OF GRADE

| | |
|---|-------------|
| Class participation, attendance, class | |
| Discussion, submitting work on time, in-class work | 10% |
| Homework | 10% |
| Journal | 10% |
| Persuasive Essay #1 (750-850 words) (2 –4 pages) | 10% |
| Rhetorical/Analytical Essay #2 (750-850 words) (2-4 pages) | 10% |
| In-class midterm, Critical Essay #3 (650 words) | 10% |
| Reader Research Papers ,Thesis, Annotated Bibliography | 10% |
| Research paper, Argumentative Essay #4 (1500 to 2000 words) | 20% |
| In-class final exam, minimum (650 words) | 10% |
| Total | 100% |

DESCRIPTION OF GRADING CRITERIA

Please note the following points:

1. Grades will not be discussed in class.
2. Before you and I discuss any questions or comments you have regarding a grade on an assignment, you must read all of the comments and then schedule an appointment.
3. When essays are returned, please open them OUTSIDE AND AWAY from the classroom. DO NOT OPEN PAPERS IN CLASS.
4. I look primarily at content, organization and development. Style, grammar and mechanics are secondary. However, if style and grammar are such that the point is unintelligible, your grade will be affected.
5. Don't ask me at the end of the semester what your grade is. Wait for grade posting.
6. Below is a general description of grading criteria:
 - A – Student demonstrates superior ability, skill and originality. Possesses thorough knowledge of material and consistently submits high quality work that is adapted to audience and the rhetorical context.. Exceptional quality.
 - B – Student shows above average ability, but nothing distinguished. Usually goes beyond what is required. Work is largely free of rhetorical and stylistic errors. Adheres to instructions. Good work.
 - C – Average work which adequately treats assignment. Contains some errors, i.e., mechanical, stylistic, rhetorical, proofreading. Work adheres to instructions sometimes.
 - D – Below average work, but not failing. Inadequate development of assignment, poorly focused writing indicating writer's uncertainty of task. Shows little originality and skill. Student rarely adheres to specified guidelines. Work frequently contains errors.
 - F – Student consistently turns in unacceptable work which is sloppy, poorly organized, fails to meet requirements and contains excessive errors in style and logic. Student never meets deadlines and demonstrates no interest and little effort in work.

Letter grades are converted to numeric grades as follows:

HCC Grading Scale:

A = 100 –90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 and below

If you get TWO grades on a paper, e.g. B-/C+, this means that you have an 80/79, a borderline grade, on that assignment.

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 you privately if your conduct makes it difficult for me to carry out this task. Please 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. Instructors are responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. 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;

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

Faculty Handbook/Faculty Orientation is also available at
<http://www.hccs.edu/students/disability/faculty.htm>

ADDITIONAL SUPPORT

- Tutoring and Writing Centers
 - On-Campus tutors in the Katy Campus Writing Center, Room 321, which is located across from the third floor Library. Look for posted hours or call 713-718-5841.
 - Writing Center at Spring Branch Campus, South Hall, Room 703. Look for posted hours or call 713-718-5889.
- On-Line Tutors: <http://askonline.net>

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 professors will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

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.