

**ENGLISH 1302 SYLLABUS**

**Freshman Composition II**

**COURSE INFORMATION AND CALENDAR**

**Spring 2018 In Person, 48 contact hours**

**3 semester hours/ CRN:55695,55696,55697,,55698**

**/3 credits**

**Sam Houston High School Dual Credit**

**Alan Ainsworth, Department Chair**

**COURSE INFORMATON: room 504**

**Instructor**

**Name:** Elizabeth Van Auken

**E-mail:** [evanauke@houstonisd.org](mailto:evanauke@houstonisd.org); Elizabeth.vanauken@hccs.edu

**Voice mail/office phone number/text:** 832-377-9742

*Capital Community College Guide to Grammar and Writing*: <http://grammar.ccc.commnet.edu/grammar/>

Purdue University OWL (Online Writing Lab): <http://owl.english.purdue.edu/owl/>

Grammar Bytes: <http://www.chompchomp.com/>

No Red Ink: [www.noredink.com](http://www.noredink.com)

*MLA Handbook*

**OTHER COURSE MATERIALS**

* + Computer to do assignments-bring to each class.
  + Online readings and excerpts from literature. This will include multimedia formats such as podcasts, films, and transcripts. Excerpts are available on the HUB.

**ENGLISH 1302 COURSE DESCRIPTION**

**Course Description ACGM**

Intensive study and practice in the strategies and and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

**Course Description HCCS**

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**Student Learning Outcomes:**

Upon successful completion of this course, students will:

•Demonstrate knowledge of individual and collaborative research processes.

•Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.

•Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.

•Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.

•Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-basedessays.

•Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.

•Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.

**Program Learning Outcomes:**

•Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA,etc.)

•Write in appropriate genres using varied rhetorical strategies.

•Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.

**English Program Core Objectives:**

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete a research project or case study designed to cultivate the following core objectives:

* Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
* Communication Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication
* Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making
* Teamwork—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

**English 1302 Assignments and Grading Practices**

**Assignments**

**ESSAY: ARGUMENTATIVE/PERSUASIVE RESEARCHED ESSAY**

It also includes a study of researching and documenting sources with Modern Language Association (MLA) style of documentation. Furthermore, this unit includes a study of persuasive techniques involving sentence style, diction, and tone. The finished essay project will include a title page, 1,000-2000 word essay, and an MLA works cited page. The essay will be submitted along with your research proposal, copies of all sources used to write the essay, and one marked rough draft.

**ESSAY: CRITICAL ANALYSIS**

This is a 500 –1000 word **critical analysis** essay. The word “**analysis**” means breaking down a topic into smaller parts for discussion. Therefore, this analysis is on one to three "parts" of an argumentative essay (such as **content**, **argument**, **rhetorical strategies, literary devices, organization**, **style**, and **persuasive strategies.** The word “**critique**” means offering informed opinion on the value, worth, and/or effectiveness of one or more of the analyzed parts. This essay is much like a book review in that it offers informed favorable and/or unfavorable critique and might include recommendations.

**Daily Critical Reading, Listening and Writing Activities (includes individual and group assignments)**

**Grammar, Language and Sentence Building Activities**

**GRADING SCALE**

A = excellent (90-100): A+ = 100, A = 95, A- = 93

B = good (80-89): B+ = 88, B = 85, B- = 83

C = average (70-79): C+ = 78, C = 75, C- = 73

D = needs work (60-69): D+ = 68, D = 65, D- = 63

F = (0-59) Writing is unacceptable in the Houston business community. (Point value is determined by what student submits.)

(Note: a grade of FX is an F due to excessive absences given at the end of the semester.)

Your grade is based on the Sam Houston and HCC grading system. You will receive two grades per week, or a total of 12 grades for the semester (per written policy). You are responsible for monitoring your assignments and making sure they are turned into HUB, and added to Gradespeed.

Your grade is maintained in the HISD gradebook, Gradespeed, and calculated using Houston ISD policy and HCC policy as this is a Dual Credit Course. You will have 12 grades in a six weeks for daily grades. Essays are included as daily assignment grades. The midterm and a final are daily assignment grades. **The (2) essays and final are mandatory assignments and required for course completion.** Your final will be given ahead of the HISD final exam due to the semester timing for HCC. You can track your grade using Gradespeed. You must complete and submit your midterm and final on the day it is due by the end of class.

**Essay 1**- Literary Analysis Using Citations and Work Cited page

**Essay 2**-Research Paper using primary, secondary resources and a Work Cited page.

**Final Exam**-In Class Essay over readings

**OTHER ABBREVIATIONS**

L = late (-10 points/ a letter grade)

R = no grade until effectively revised (for a grade of 75)

P = plagiarized (0 for the assignment/no opportunity for a rewrite or revision)

NS = never submitted (0)

? = question about your essay—see me!

**GRADING COMPONENTS**

The following components are the categories on the grading rubric that I use to evaluate your essays:

* + Content (earns most points)
  + Organization
  + Sentences
  + Diction (word choice)
  + Punctuation and mechanics

**GRADING STANDARDS**

**1. Content**

**Highest Standard (A):** Superior understanding of writing assignment. Strong sense of purpose and audience. Insightful thesis supported with substantial, thorough, significant, and meaningful content. Intelligently handled focused topic and depth of development. This essay is distinctive because of originality and perceptiveness. Because of powerful content, this essay produces strong reader interest.

**2. Organization**

**Highest Standard (A):** Excellent organizational plan related to thesis. Excellent use of appropriate developmental strategies (any use of narration, description, examples, definition, classification, and/or comparison/contrast). Excellent use of topic sentence paragraphs with topic sentence, development, unity, and coherence. Excellent “framing” with related introductory and concluding paragraphs. Organization might also include excellent use of transition paragraphs to create essay coherence. Excellent title.

**3. Sentences**

**Highest Standard (A):** Sentences are artistically constructed. Excellent sentence variety achieved adding a richness and sophistication to the essay. No major sentence errors of fragment, comma splice, run-on, and/or awkward sentence. Correct and effective modification, parallelism, and subordination. No awkward of confusing sentences. Effective use of intentional fragment (if used) for stylistic effect. Forceful sentence style: graceful yet energetic. Polished, finished prose.

**4. Diction (word choice and usage) and Tone**

**Highest Standard (A):** Excellent use of diction and tone. Diction for the essay is distinctive and exhibits word form mastery. No clichés. Artistic use of figurative language: metaphor, simile, personification, allusion, symbol, hyperbole, understatement. Vivid imagery. Strong verbs. No errors in idiomatic language. Concrete and specific language. No errors in subject-verb agreement, pronoun-antecedent agreement, pronoun case, or pronoun reference. Tone is appropriate and complements the subject matter. Any switch in tone is done carefully. Mature vocabulary. No misspelled words.

**5. Punctuation, Capitalization, and Manuscript Mechanics**

**Highest Standard (A):** Clarity and effectiveness of expression are promoted by effective and consistent use of standard punctuation and capitalization. Attractive and correct manuscript mechanics (margins, course information, placement of title, and headers).

**NOTE ON MAJOR SENTENCE/GRAMMAR ERRORS**

Major errors of fragment, comma splice, run-on, garbled sentence, and subject-verb agreement cause you to lose valuable points. We use the program No Red Ink to assist you to improve your sentence building skills. You have plenty of opportunity to edit these errors during peer critique and through tutoring. However, this policy applies to the in-class essays as well. Since in-class essays are shorter (and have no opportunity for peer critique and tutoring), you must use your editing time carefully.

**ATTENDANCE POLICY**

Attend all your classes! I take attendance every class session and note when students arrive late or leave early. I must now submit attendance on-line.

Regular attendance is required at Houston Community College. HCC class attendance policy states that a student who is absent more than 12.5% (6 hours/four class sessions) of class may be administratively dropped.

Students who have excessive absences (missed more than six hours) by the 12th class day will be withdrawn (W).

Students who have excessive absences after the last day to drop (check your course calendar) will be assigned a grade of FX (failure due to excessive absences).

I cannot assign you a grade of W at the end of the semester. The W will be assigned by our computer system based on your absences of if you decide to withdraw (before the withdrawal date).

**Students who intend to withdraw from the course must do so themselves by the official last day to drop.** Students who prefer to receive an F rather than a W will need to attend classes throughout the semester and take the final exam. In other words, you must earn your F (and learn something while you are at it)!

**EGLS3**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, 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 department 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.

**WITHDRAWAL POLICY**

The State of Texas now imposes penalties on students who excessively drop courses. 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.

**GRADES OF “I”**

A grade of “I” is given for “Incomplete.” I will assign an “I” for emergencies only during the last two weeks of classes. You have one semester to complete the missing work. If you do not complete the work within one semester, the “I” automatically becomes an “F.”

**INTERNATIONAL STUDENTS**

If you are an international student, 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.” Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and any other transfer issues.

**HCC STUDENT EMAIL ACCOUNTS**

All students who have registered and paid for courses at HCC automatically have an HCC email account generated for them. Please go to <http://www.hccs.edu/students/email/> to review how to activate and send email using this account. NOTE: You must use your HCC email account when you want to contact the on-line tutors at Askonline.

**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.

**INCLEMENT WEATHER**

During inclement weather conditions, monitor major local channels for updates on school closings. If we have to cancel a class due to inclement weather, follow your course calendar for reading and writing assignments.

**LATE PAPER POLICY AND MAKE-UP EXAMS**

All assignments are required to be submitted at the beginning of class the date they are due. Due dates are posted on your syllabus and/or assignment page. Late papers will be docked a letter grade (ten points) per week. No final papers will be accepted more than a week late.

**MENINGITIS IMMUNIZATION NOW REQUIRED**

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Beginning with Spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to

**USE OF CAMERAS OR 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.

**SCHOLASTIC DISHONESTY**

According to the current **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; and/or

Bribing another person to obtain 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” (34-35).

Please note the possible consequences of such dishonesty, as stated in the 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).

Plagiarized papers or projects will receive a grade of “0” (zero). No exceptions. No rewrites.

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.

**Electronics Policies**

1. Turn off your cell phone’s ring tone.
2. Do not leave the class to make a call or answer calls

3. Do not wear ear buds during class, unless you ask, and the purpose is to help with concentration.

**Consequences for Violating Electronics Policies**

If I have to ask you repeatedly (three times) to put away a cell phone, then I will write it up.

**Students with Disabilities:**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision,

hearing, etc) who needs to arrange reasonable accommodations must contact the

appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each

semester. Faculty is authorized to provide only the accommodations requested by the

Disability Support Services Office. Students who are requesting special testing

accommodations must first contact the appropriate (most convenient) DSS office for

assistance.

**Disability Support Services Offices**:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside

of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

**HCC Sexual Misconduct Policy**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main

Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

**Access HCC Online Policies on their Web site:**

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

**The Course Calendar is located on the Learning Web as a separate attachment.**