



**Division of English and Communication  
English Department**

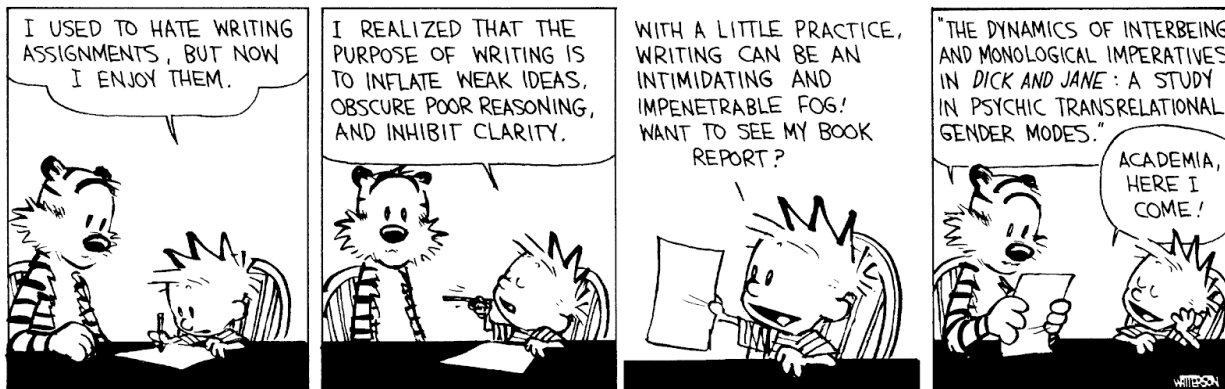
<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

**ENGL 1301: Freshman Composition I | Lecture | CRN 12220**

Fall 2019 | 15 Weeks (9.3.2019-12.15.2019)

In-Person | Taylor High School, Room T4 | MWF 7:25am–8:15am

3 Credit Hours | 48 hours per semester



**Instructor Contact Information**

Instructor: Emily Klotz

HCC Email: [emily.klotz@hccs.edu](mailto:emily.klotz@hccs.edu)

Personal Email: [klotzem@gmail.com](mailto:klotzem@gmail.com)

Canvas (for online assignments): <https://eagleonline.hccs.edu/>

Learning Web (for class handouts): <https://learning.hccs.edu/faculty/emily.klotz>

*I do not have an office or office hours, so if you wish to contact me outside of class, email is the best way – or message me through Canvas.*

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns or just to discuss course topics.

**Instructor's Preferred Method of Contact**

Please contact me with questions or concerns via email at either [emily.klotz@hccs.edu](mailto:emily.klotz@hccs.edu) or [klotzem@gmail.com](mailto:klotzem@gmail.com), or through the Canvas Inbox. I will do my best to respond promptly to your emails; if you do not see a reply within 24 hours, email me again to be sure your message went through.

## What's Exciting About This Course

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

## Personal Welcome

Welcome to English 1301! This class is all about reading, writing and critical thinking. It takes more than just good grammar to do well: you will need to read, participate, work hard and demonstrate that you are willing to stretch your brain & think about the world in new ways.

## Prerequisites and/or Co-Requisites

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Learning Management System

This section of ENGL 1301 will use [Eagle Online Canvas](#) and / or the [Learning Web](#) to supplement in-class assignments, exams, and activities. Canvas will be our main website for the class: all online assignments, calendar events, and important class announcements will be posted there. The Learning Web, on the other hand, will be the place to go if you are looking for any class handouts you might have missed or misplaced, as well as a selection of our class readings. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

## Instructional Materials

### Course Reader Information

- ***The Norton Reader, 14th edition - Melissa A. Goldthwaite, Joseph Bizup***
  - You may purchase or rent the book, available at HCC bookstore or online.
  - You are allowed to use an ebook version, but please note that you will need hard copies of the essays for the Midterm & Final.

### Other Required Materials

- **1 spiral or composition notebook**
  - This will be your journal for the semester, and should be used *only* for this class. I'll be taking this up a couple of times during the class to check your work, so please do not leave important notes or homework for other classes in it.

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplemental Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview for ENGL 1301

ENGL 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

### Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1301 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course address the following core objectives:

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

### Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

## Course Student Learning Outcomes (CSLOs) for ENGL 1301

Upon successful completion of ENGL 1301, the student will be able to:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

## Student Success in ENGL

As with any three-hour course, expect to spend **at least six hours per week** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the HCCS Student Handbook

## Assignments

### Written Assignments and Essays

Students will write a minimum of 5,000 words over the course of the semester, including:

- **THREE MAJOR ESSAYS**
  - These essays will account for the majority of your grade in the class, and will largely be written outside of class, with small planning assignments & peer

review sessions leading up to the submission of the final draft. You must turn your essays in on time on the day that they're due; I do not accept late papers.

- **TWO IN-CLASS ESSAYS (Midterm & Final)**
  - These two essays will both be handwritten during class time, and will be based on a selection of readings from our textbook. The purpose of these is to measure your critical thinking skills and your ability to organize your thoughts in a coherent way within a limited amount of time.
- **ONLINE WRITING ASSIGNMENTS**
  - Occasionally you will be required to complete various small writing assignments to supplement whatever we have been doing in class. These will mostly be done over the weekends and must all be submitted on Canvas.
- **JOURNALS**
  - Frequently in class you will be asked to complete certain handwritten assignments in your journal. Some of these assignments will involve working with a group, while some will be done individually. I will be checking the journals occasionally throughout the semester. Most (not necessarily all) journal assignments will be completion grades, with "completion" here meaning "you made a genuine effort and did what was asked of you."

### Grammar Quizzes

Throughout the semester you will be required to complete four online grammar quizzes. We will not have much time in class to go over grammar, so the information you need to complete these quizzes will be provided to you through online slideshows, which can be found on Canvas. Each quiz will be 20-25 questions (4-5 pts. each), and will be untimed; you are welcome to consult your notes, the slideshows, or external grammar sources while you take them. You have the opportunity to take each quiz up to five times, with the highest score being kept at the end. These quizzes will be completed at your own pace throughout the semester, though I will give specific dates for when I want you to have made a first attempt.

### In-Class Activities

Most of our in-class activities will be either group or individual writing prompts, which will be completed in your journals. I also expect everyone to participate in class discussions.

### Grading Formula

Essay #1: Descriptive Narrative	10%
Essay #2: Researched Argument	15%
Essay#3: Critical Analysis	20%
Midterm Exam	10%
Final Exam	10%
Grammar Quizzes	10%
Online Writing Assignments & Discussions	15%
Journal & Participation	10%

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic / Assignments Due
1	9/3-9/8	Introduction & Descriptive Writing
2	9/9-9/15	Observation & Narrative
3	9/16-9/22	Showing vs. Telling
4	9/23-9/29	Planning & Organization
5	9/30-10/6	Editing & Structure
6	10/7-10/13	Using Sources
7	10/14-10/20	Building an Argument
8	10/21-10/27	MIDTERM
9	10/28-11/3	Citing Sources in MLA
10	11/4-11/10	Theme, Style & Tone
11	11/11-11/17	Analysis: Edgar Allan Poe
12	11/18-11/24	Analysis: Langston Hughes
13	11/25-12/1	Politics & the English Language
14	12/2-12/8	Review
15	12/9-12/15	FINAL

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

### Instructor's Policies

#### Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Plagiarism of any kind will not be tolerated. Partial plagiarism (between 20-40%) on one of the major papers will earn you a failing grade automatically; if more than 40% of your paper is plagiarized, you will receive an automatic zero – no exceptions, no excuses. If you procrastinate and find you cannot get an assignment done, or if you feel your writing is not up to the quality you'd like it to be, then you must turn in your own original work anyway. An incomplete or poorly written assignment is better than a plagiarized one.

To be clear, plagiarism is more than simply copying someone else's exact words without giving them credit. It also includes copying someone else's work and switching out a few words with synonyms, or rephrasing their sentences on only the barest surface level. In either case, you are still stealing work from someone else and demonstrating that you have not understood or thought critically about what you are reading/writing, which defeats the whole purpose of the assignment.

#### Attendance Procedure

Regular attendance is extremely important in this class. HCC attendance policy states that a student may miss up to but no more than 12.5% of total class time, which is equivalent to six hours (not six classes, six *hours*). I make no differentiation between excused or unexcused absences. If you miss class, you are responsible for the work and notes you may have missed; some assignments can be made up, but others cannot, so you must ask me if you wish to make up missing work. If you know ahead of time that you will be absent or late to class, please let me know through email or the Canvas inbox.

Any work that is due on the day you were absent is still due that day, especially the three major essays. It is up to you to see that I receive your work, either through Canvas, email, or having another student deliver it for you. Likewise, any announcements, changes to the syllabus, or changes to the calendar, are still applicable to you even if you are not present. Make sure you check Canvas & your HCC email regularly to stay informed; you may sign up for mobile updates through Canvas to receive notifications of changes directly to your phone.

Attendance is absolutely required on the day of the Midterm and Final. If you cannot be in class that day for whatever reason, it's your responsibility to let me know ahead of time, and we will arrange a time for you to make it up. Failure to complete the Midterm or Final will result in an automatic "F" for the entire semester.

If you have more than four absences before the official day of record (Monday 9/9) you may be automatically withdrawn from the class. In all other cases, I will not automatically drop you from the class, even if you stop attending completely. It is up to you to drop the class if you wish to avoid an "F" on your transcript. **The last day to withdraw is Friday 11/1.**

## Student Conduct

### Electronic Devices in the Classroom

We will use laptops, tablets and/or smartphones from time to time in class, but all electronic devices should be put away during class unless otherwise instructed. If you disrupt class, I reserve the right to confiscate your electronic devices for the duration of class, to be given back at the end of the period, or to ask you to leave class if you refuse to comply.

### Participation & Respect

In general, I expect everyone to treat both me and your fellow students with the same level of respect and courtesy that you would like for yourself, and to do your best to be a thoughtful participant in all class discussions and activities. Disruptive or disrespectful behavior may result in you being dismissed from the class.

## Late Work

While I do accept late work on some assignments, I do not accept late work for the 3 major papers. You must make sure that I receive your essays on the day they are due, even if you are absent. If you submit your essay to me on the day it's due, but several hours late, then I will still accept it, but you will get late points deducted depending on how late it is. Once the day is over, I will no longer accept any papers at all.

There will be no exceptions to this rule, period.

## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### EGLS<sup>3</sup>

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

### HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### Office of Institutional Equity

<http://www.hccs.edu/departments/institutional-equity/>

### disAbility Services

<http://www.hccs.edu/support-services/disability-services/>



**Title IX**

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

**Office of the Dean of Students**

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

**Department Chair Contact Information**

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