



**Division of English and Communications  
English Department**

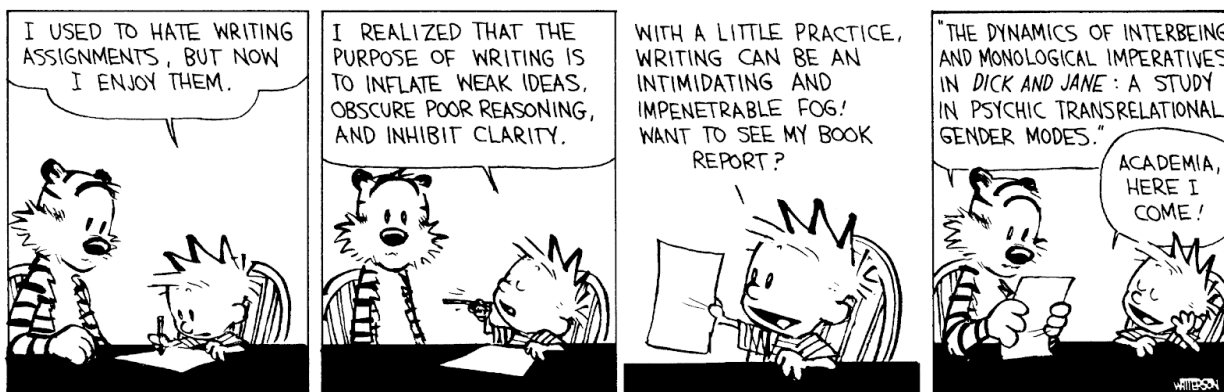
<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

**ENGL 1301: Freshman Composition I | Lecture | 27872**

Fall 2020 | 15 Weeks (8.31.2020-12.13.2020)

Online on a Schedule | MWF 7:15a-8:05a

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)

Office Hours: I am available in Canvas Chat  
Mon-Thurs from 3:00-5:00pm

Canvas: [eagleonline.hccs.edu](http://eagleonline.hccs.edu) (sign in with HCC email & password)  
Handouts & Class Materials: [HCC Learning Web](#)

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. If you wish to set up a virtual meeting with me, you may sign up for 15 minutes slots through Canvas using the "Cisco Webex" tool in the Navigation Menu.

## 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.

“Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.”

## Prerequisites and/or Co-Requisites

A satisfactory assessment score, completion of INRW 0420 (or for non-native speakers 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 for all assignments, exams, and activities. All online lectures, discussions, activities, quizzes and major assignments will be done through Canvas. Additionally, you can find important handouts & documents on the HCC Learning Web, including instructions for the 3 Big Papers. Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the course on Canvas, it is recommended that you use [FIREFOX](#) or [CHROME](#).

This semester, there are three modalities for English courses: Online Anytime, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of ENGL 1301 is Online on a Schedule, and meets Mon/Wed/Fri @7:15-8:05am.

## HCC Online Information and Policies

<http://www.hccs.edu/online/>

## Technical Support

Eagle Online Technical Support – call 713.718.5275, option 3

IT (password reset) Customer Support – call 713.718.8800, option 1

## HCC Online Regular Support Hours:

Monday - Friday, 8 a.m. - 11 p.m.

Saturday 9 a.m. - 11 p.m.

Sunday 1 - 9 p.m.

## Canvas Student Guides:

<https://community.canvaslms.com/community/answers/guides/>

## Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/courses/143691>

## Instructional Materials

### Course Reader Information

#### ***The Norton Reader, 14th edition - Melissa A. Goldthwaite, Joseph Bizup***

- I would suggest purchasing or renting the ebook version of the textbook, but of course it's up to you. Many of our class readings will also be available via the Learning Web.

### Other Instructional Resources

#### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. 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.

- **THREE BIG PAPERS – 45%**
  - These essays will account for a large portion of your grade in the class. Each of the 3 Big Papers focuses on 1) Different *styles* of writing, 2) Different writing *challenges*, and 3) Different steps in the overall writing *process*. All of this is designed to give you the most varied, useful, and (hopefully) interesting experience with exercising your writing muscles and improving your approach to other projects you might face in the future.
    - PAPER #1: DESCRIPTIVE NARRATIVE (10%)
    - PAPER #2: INFORMATIVE RESEARCH (15%)
    - PAPER #3: COMPARE/CONTRAST (20%)
  - Each paper will also include several small planning & revising assignments leading up to the Final Draft. For more detailed information about the 3 Big Papers, see the ["3 Big Papers" page in the Start Here Module on Canvas](#).
  - For all 3 Big Papers, you have several optional things you can do to earn the best grade possible:
    - You can submit your rough drafts early to me to get detailed feedback on them. Just send them to me in an email & state clearly in the subject line what the email is about. I will not look at rough draft sent to me less than 24 hours before the final draft is due.
    - You can have an HCC tutor look over your rough draft for you. To find an online tutor, visit <https://hccs.upswing.io/>. Provide me with evidence that a tutor looked at your paper, and I will give you extra credit points.
    - After I grade your final drafts, you may also revise them and turn them in again anytime throughout the semester to raise your grade. How much

your grade changes depends on how much work you put in and how much you took my feedback into consideration. Send me your revisions in an email & state clearly in the subject line what the email is about. Paper Revisions can be turned in all the way up to Sunday 12/13 (though I would prefer if you didn't wait that long!)

- **TWO TIMED ESSAYS (Midterm & Final) – 20%**
  - These two essays will be written online within a time limit, 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.
    - You will need to download a special browser called the Lockdown Browser in order to take these tests. The Lockdown Browser inhibits your internet and computer activity while you are in the middle of an exam. You can read about it and download it on Canvas: [https://eagleonline.hccs.edu/courses/143691/pages/install-the-lockdown-browser?module\\_item\\_id=6938116](https://eagleonline.hccs.edu/courses/143691/pages/install-the-lockdown-browser?module_item_id=6938116)
    - In addition, you will also need a webcam. Most computers already have one built in. If you do not have a webcam, it's up to you to purchase one, borrow one, or find a different computer to use well before the Midterm. Don't wait till the last minute!
- **READING DISCUSSIONS & REFLECTIONS – 6%**
  - Each week you will have at least one assigned reading from the textbook. You must read the assigned texts, then go to Canvas and participate in the **Reading Discussion** forum for that week. To get full credit for participating in the discussion, you must:
    - Post a short response to the reading (about 300 words) explaining your thoughts. Sometimes I will give you specific questions to address in your response. These responses will always be due the night before our online class discussion (usually Tuesday night).
    - Post at least 3 replies your classmates's responses. These comments should be about 2-3 sentences and should seek to add something substantial and meaningful to the overall conversation. Comments will always be due at the end of the week (Sunday night).
  - It is recommended that you post your reading reponse early so that other people can start commenting on it.
  - After completing the discussion, you must write a short **Reading Reflection**, talking about what you learned from the discussion. Reflections will always be due at the end of the week (Sunday night).
- **WRITING ASSIGNMENTS & ACTIVITIES – 19%**
  - Each week will also feature a variety of different activities, such as quizzes or creative writing prompts, designed to help you practice your skills and retain what you've learned. Some of these will be Group Activities. When in a group, please be considerate of the others and do your part. If you have any issues with someone in your group, please let me know right away.
- **GRAMMAR QUIZZES – 10%**
  - Finally, throughout the semester you will have four grammar quizzes. Each one will be accompanied by a narrated slideshow explaining the concepts covered in the quiz, as well as several links to helpful websites. Feel free to take notes and have those websites open during the quizzes: these are open-notes quizzes.
  - Although each quiz has a hard due date (listed on the course calendar), you are actually allowed to take each grammar quiz up to 5 times throughout the

semester. The hard due date only applies to your first attempt. Once you have tried it once, you can either keep the score you got or try it again; whatever is your highest score by the end of the semester is the one it will keep in the end.

### Grading Formula

Essay #1: Descriptive Narrative	10%
Essay #2: Compare/Contrast	15%
Essay #3: Informative Research	20%
Midterm	10%
Final	10%
Grammar Quizzes	10%
Writing Practice, Activities & Group Work	19%
Reading Discussions & Reflections	6%

**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	8/31-9/8	Introduction to Class & "Ordeal By Cheque"
2	9/7-9/13	Descriptive Writing; <b>Labor Day (Mon 9/7)</b>
3	9/14-9/20	Brainstorming & Planning
4	9/21-9/27	Organization & Structure
5	9/28-10/4	Editing a Paper
6	10/5-10/11	Thesis Statements; <i>Paper 1 Final Draft due Fri 10/9</i>
7	10/12-10/18	Research & Using the Library
8	10/19-10/25	Outlining an Argument
9	10/26-11/1	MLA Citations & Works Cited
10	11/2-11/8	Theme, Style & Tone; <i>Paper 2 Final Draft due Fri 11/6</i>
11	11/9-11/15	Compare/Contrast: Edgar Allan Poe
12	11/16-11/22	Compare/Contrast: Langston Hughes
13	11/23-11/29	Politics & the English Language; <b>Thanksgiving Holiday</b>
14	11/30-12/6	Wrapping up; <i>Paper 3 Final Draft due Tues 7/28</i>
15	12/7-12/13	FINAL = Thurs 7/30
<b><i>A more detailed schedule can be found on Canvas &amp; the Learning Web.</i></b>		

### 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; 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**

Since this class is online on a schedule, I expect you to join in our live meetings on Mon, Wed and Fri mornings. I will send invitations to you via your HCC email. Make sure you log in and join the lecture at the start of our assigned class time. If you miss one of the lectures, you will be counted as "absent" for that day. In addition, I recommend that you log in to Canvas at least once a day, even on non-lecture days, since it's important that you stay on top of all activities, discussions and announcements for the class.

### **Student Conduct**

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 offensive behavior during our live class meetings may result in me ejecting you from the meeting, at which point you will be counted absent for the class. Treating me or your fellow classmates in a disrespectful manner at any time will also result in a reprimand, and may cause you to be removed from the class entirely if it continues.

### **Late Work**

While I do accept late work on some assignments, I do not accept late work for either the rough drafts or final drafts of the 3 Big Papers. You must make sure that I receive your essays on the day they are due, no matter what. If I have not received your paper by the time the day is over, it will be an automatic zero – no exceptions.

Both the Midterm & Final will be open for two days, and you may complete them anytime during that window. If for some reason you miss them, you will not be allowed to make them up unless you provide me with a legitimate excuse for why you did not do them in time, such as an unexpected emergency situation or unforeseen technical issues.



For all smaller assignments & discussions, I am usually willing to accept late work. Discussion boards will be open up to a week after the due date, & you may contribute to them for partial credit. Writing practice assignments can be turned in late up to 3 weeks after the original due date. How many late points off you get depends on how late you are.

## **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
- Ability 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/>

**Ability Services**

<https://www.hccs.edu/support-services/ability-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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