

## ENGLISH 1301: COMPOSITION I - SUMMER 2017

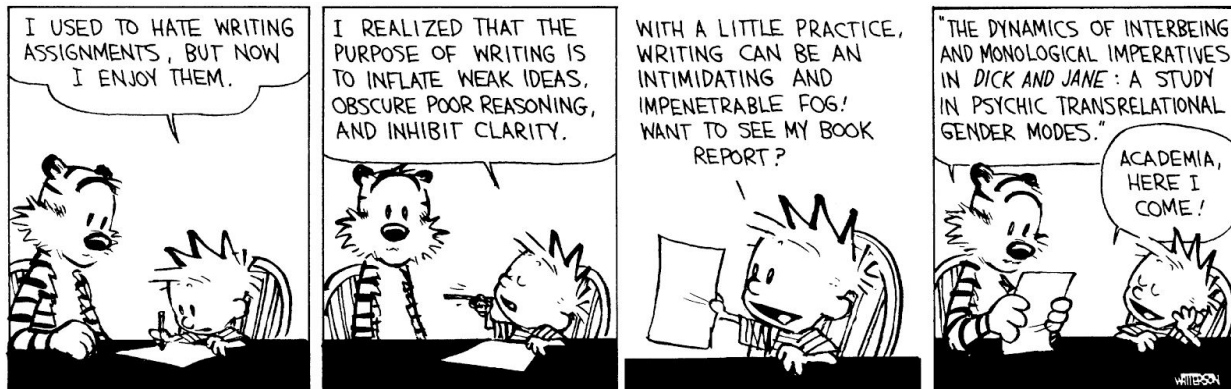
CRN# 11605 Alief-Hayes Campus, Room A302 M-F 10:00a-12:00p

Credit: 3 SCH

Instructor: Emily Klotz

Email: [klotzem@gmail.com](mailto:klotzem@gmail.com) (preferred) or [emily.klotz@hccs.edu](mailto:emily.klotz@hccs.edu)

I do not have office hours. If you want to talk to me outside of class, you can email me or send me a message through the Canvas inbox, and I will do my best to reply promptly.



### TEXT:

- **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 you use for the midterm & final.

### MATERIALS (required):

- **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.
- **Black or blue ink pens** (no pencils or hard-to-read colors, please)

### IMPORTANT LINKS:

- Class Website (Canvas): <https://eagleonline.hccs.edu/>
- HCC Learning Web: <https://learning.hccs.edu/faculty/emily.klotz>

### STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will:

- Demonstrate knowledge of writing as a process
- Apply basic principles of critical thinking in analyzing reading selections and developing expository essays.

- Analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers.
- Write essays in appropriate academic writing style using varied rhetorical strategies.
- Synthesize concepts from and use references to assigned readings in their own academic writing.

## **INSTRUCTIONAL METHODS**

In order to expand your critical thinking and communication skills, throughout this class I will ask you to take on a variety of assignments, including both in- and out-of class writing assignments, reading responses, class activities, peer review, narrative and argumentative essays, outside research, and both individual and collaborative class projects. All of these assignments, though some may be experimental or playful in nature, are designed to teach you essential aspects of effective communication and push your critical thinking skills to new heights. We will be drawing not only on the written essays of our text, but on videos, music, advertisements, and many more forms of visual and oral communication.

## **COURSE DESCRIPTION**

“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.

Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses.” (ACGM)

## **COURSE GOALS**

Emphasizing critical inquiry as a foundation for effective writing and communication, this course will challenge students to explore identity and rhetorical choices in order to gain a deeper understanding of the inner workings of language and writing. Through both formal and informal writing exercises, reading and activities, students will be able to practice with a variety of writing styles, critical perspectives, and rhetorical situations.

## **HCC CORE CURRICULUM**

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the Higher Education Coordinating Board (THECB) mandates that 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. See page 56 of the 2013-4 HCC Catalog for the Core Curriculum.

## **CORE OBJECTIVES**

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 work effectively with others to support a shared purpose or goal
- **Social Responsibility**—to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

## GRADING SCALE

A = (90-100%) Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.

B = (80-89%) Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.

C = (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

D = (60-69%) Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.

F = (0-59%) Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience

## GRADING

Essay #1: Descriptive Narrative	10%
Essay #2: Informative Research Essay	15%
Essay#3: Critical Analysis (Compare/Contrast)	20%
Midterm Exam	10%
Final Exam	10%
Online Assignments, Quizzes, & Discussions	25%
Journal & Participation	10%

## BREAKDOWN OF ASSIGNMENTS:

- **THREE MAJOR ESSAYS - 45% total**
  - These include one descriptive narrative essay, one compare/contrast analytical essay, and one informative research essay. In order to get full credit, you must meet *all* the requirements listed in the guidelines for each essay.
    - **OPTIONAL:** You may email a rough draft of any of the major papers to me for review. However, I will not look at any rough drafts submitted less than 24 hours

before the final due date, and I can't guarantee I will get to look at yours if I get a high volume of submissions.

- **OPTIONAL:** You are also welcome to turn in revisions of any or all of the three major essays any time before the last day of class. Depending on how much you revise, your grade on the paper will go up.
- **ABSOLUTELY NO LATE PAPERS WILL BE ACCEPTED.** If you miss class on the day a major paper is due, then you must either get it to me early, give it to one of your classmates to turn in for you, or send it to me electronically. I would prefer to have hard copies of the final drafts, so please use the electronic option as a last resort.
- **DO NOT PLAGIARIZE** - partial plagiarism will result in a failing grade, and blatant plagiarism will earn you a zero on the assignment. (See "Academic Honesty" below.)
- **Two In-Class Essays (Midterm & Final) - 20% total**
  - Both of these essays must be written *in class*. Specific instructions will be given at the appropriate times. **ATTENDANCE ON TEST DAYS IS MANDATORY.** If you have an emergency and miss either the midterm or final, then you must contact me immediately to schedule a make-up exam. It is *your* responsibility to contact me.
    - Although both of these together are only worth 20% of your final grade, failure to complete either one or both will result in an automatic F for the class.
    - Please use either blue or black pens for the midterm and final. No pencils.
- **Online Assignments, Quizzes & Discussions - 25%**
  - Several of the smaller assignments we do throughout the semester will be done outside of class and submitted through Canvas at <https://eagleonline.hccs.edu/>.
    - **READING DISCUSSION QUESTIONS (5%)** - We will be reading and discussing several essays throughout this course. On the night before a reading discussion (see course schedule), you must submit one question that you think would be interesting to talk about with the class. These will be a completion grade (though you will not receive credit if it's clear you didn't actually do the reading). If I use your question in class, you will get a small bonus.
    - **GRAMMAR QUIZZES (10%)** - Because we don't have a lot of time, we won't get to cover much grammar *in class*; instead, you must complete four grammar quizzes on Canvas throughout the semester. You will be given multiple attempts to pass these quizzes, and only the highest score will be kept. These must all be completed no later than the last day of class (Fri 8/11).
    - **ONLINE ASSIGNMENTS (10%)** - Every now and then you will have other miscellaneous online writing assignments to complete outside of class. Some of these will be directly related to your 3 major papers, while others will merely be writing practice. These will *not* be a completion grade.
  - Unlike the 3 major papers, I *will* accept certain Online Assignments late (though not all of them -- it depends). It's up to you to tell me if you turn in an assignment late, and to find alternate means of turning in your assignments if you are having technical issues.
- **Journal & Participation - 10%**
  - All in-class activities and writing prompts must be done in your Journal, and should be clearly labeled and organized. I will be collecting and checking your journals twice

throughout the semester. Journal assignments will be mainly completion grades; however, the amount of effort you put in will be taken into account, so try to do a good job.

- To accommodate for excused absences, everyone may miss up to 3 journal assignments without your overall grade being affected.
- In addition, unwillingness to participate in class activities will cause you to lose points in this category. Distracting behavior, constantly being on your phone, or working on assignments for other classes, will be detrimental to your participation grade.

### **COURSE POLICIES:**

#### ***Late Work:***

While I do accept late work on small 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, and no later. If you are not going to be in class on the day one of the 3 major essays is due, then you must either turn it into me beforehand, or have someone else turn it in for you, or submit the essay electronically.

If you submit your essay to me on the day it's due, but several hours late (such as in the evening), then I will still accept it, but you will get late points deducted depending on how many hours late it is. Once the day is over, I will no longer accept any papers at all.

**IF I HAVE NOT RECEIVED YOUR ESSAY ON THE DAY IT IS DUE, EITHER IN HARD COPY OR ELECTRONICALLY, THEN YOU WILL RECEIVE A ZERO -- NO EXCEPTIONS.**

#### ***Make-up Exams:***

The Midterm and Final exams will be conducted in-class. It's imperative that you not be absent on these class days. If you know in advance that you will be absent on one of these days, then you must let me know ahead of time. If you are sick or an emergency comes up on the day of the exam, then you must email me right away to let me know the situation. We will schedule a make-up exam time, to be held outside of the regular class time. You will not lose points.

**IT IS YOUR RESPONSIBILITY TO CONTACT ME AND SCHEDULE A MAKE-UP EXAM.** If you fail to contact me and schedule a make-up exam within **one week** of the original test day, you will receive an automatic zero for the exam. *Please remember that a failing grade on either the midterm or final will result in an automatic "F" for the whole class.*

#### ***Attendance & Withdrawal:***

Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you know you must be absent or if you have an emergency, let me know **before class** and make plans to meet or chat with me

outside of class. If you have more than four (4) absences before the official date of record (Tuesday, Sept. 6), you may be automatically withdrawn from the course.

If you miss a class, *you* are responsible for whatever happened during that class:

- Any work due the day you miss is still due if you are not there. It is up to you to see that I receive it, either through email or some other means. If I do not receive your papers on the day they are due, you will get an automatic zero.
- Any announcements (including changes in assignments or the syllabus) still apply to you if you are not there. It is up to you to find out any important information you might have missed. Make sure to check Canvas & your HCC email regularly. I would recommend signing up for mobile updates through Canvas so that you receive notifications of any messages or changes directly to your phone.
  - To receive mobile updates, go to <https://eagleonline.hccs.edu/> and log in, then click “Account” on the left navigation menu. Select “Notifications.” From there you can customize how you would like to receive updates for everything that goes on in the class.
- You may email me with questions about the class and I will be happy to answer, but keep in mind that I’m not going to send you a full recap of the entire class. I would recommend contacting one of your classmates if you need more details or wish to copy their notes.

*Withdrawal Policy:* Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is **Mon, July 31**. Please remember that it is the student’s responsibility to withdraw from a course. If you stop attending the class and don’t withdraw by this date, you are subject to the FX grading policy.

*International Students:* 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 because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email [int\\_student\\_svcs@hccs.edu](mailto:int_student_svcs@hccs.edu), if you have any questions about your visa status and other transfer issues.

*Final Grade of FX:* Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education

and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

*Repeating Courses:* Students who repeat a course for three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

## **ACADEMIC HONESTY**

Any form of academic dishonesty (plagiarism, cheating or collusion) on an assignment *will* result in an automatic zero for that assignment. No exceptions.

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. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. 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. (See Student Handbook)

### ***Professionalism***

Adult behavior is expected. Disruptive behavior/activities which interfere with teaching and/or learning will not be tolerated, and may result in dismissal from the class for that day. Continued dismissals for disruptive behavior may result in an administrative withdrawal without refund.

### ***Electronic Devices in the Classroom***

Although we may use laptops, tablets and/or smartphones from time to time in class, all electronic devices should be put away during class unless otherwise instructed. If you disrupt class by violating this policy, 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.

### ***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 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 division chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for directions.

## **STUDENT SUPPORT:**

### ***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: 8a-7p M-Th, 8a-1p F-Sat. Phone numbers: Katy Campus, 713-718-5751, and Spring Branch Campus, 713-718-5669. Keven Fuller, MA, is the counselor on-site at Alief (713-718-2838).

### ***Tutoring***

The Houston Community College Writing Centers provide a student-centered environment where professional tutors support student success for all HCC students. The primary goal of the Writing Centers is to offer free, convenient, and personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. Tutors will also assist students with their job application letters, resumes, and scholarship/transfer essays.

Each session lasts about thirty minutes. Students should bring their professor's assignment/writing prompt, any printed rough drafts, their textbooks, and (if necessary) a flash drive.

Consult Find-A-Tutor at <http://ctle3.hccs.edu/alltutoring/index.php?-link=stu> for Writing Center locations and times.

At HCC Writing Centers, each tutoring session becomes a learning experience.

### ***Reasonable Accommodations***

Any student with a documented disability (e.g., physical, learning, psychiatric, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty members are authorized to provide only the accommodations requested by the Ability Support Services Office.

For questions, contact Donna Price at 713.718.5165 or the Disability Counselor at your college. Get more detailed information on Disability Services at HCC here:

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

- o Coleman: 713-718-7082
- o Central: 713-718-6164
- o Northeast: 713-718-8322
- o Northwest Katy Campus: 713-718-5408
- o Northwest Spring Branch: 713-718-5422
- o Southeast: 713-718-8397
- o Southwest: 713-718-7910



### ***Libraries***

HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at <https://library.hccs.edu>. Additionally, many of the required texts are on reserve at the library. Find out library locations and hours here: [http://library.hccs.edu/about\\_us/intersession\\_hours](http://library.hccs.edu/about_us/intersession_hours). If you would like help with research, you can reach the Alief library at 713-718-6941. “Ask a Librarian” services are available at [http://library.hccs.edu/learn\\_how/askalib.php](http://library.hccs.edu/learn_how/askalib.php).

### ***Open Computer Labs***

Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

## **LEGAL RIGHTS & SAFETY**

### ***Title IX Discrimination:***

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to [www.edurisksolutions.org](http://www.edurisksolutions.org) Go to the button at the top right that says **Login** and click. Enter your student number.

### ***Open/Campus Carry of Handguns:***

**No Firearms Are Allowed on Campus.** If you see anyone carrying a firearm on campus call the HCC Police Department at **8-8888** immediately.

Texas House Bill 910—known as the “Open Carry” law—provides holders of a handgun license may now carry their handgun visibly in a waist belt holster or a shoulder holster, but they may not openly carry on or in a college campus or building and they may not openly carry on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college. Open Carry is effective as of January 1, 2016.

Campus carry and open carry are two (2) separate laws. Texas Senate Bill 11—known as the “Campus Carry” law—will allow individuals who have a valid Texas handgun license to carry a concealed handgun in certain areas on college campuses. The Campus Carry law becomes effective at 4-year institutions on August 1, 2016 and at 2-year institutions on August 1, 2017.

All information regarding both Open Carry and Campus Carry will be posted at <http://www.hccs.edu/campuscarry>.

### ***Campus Safety:***

If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

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### **Congratulations! You read the syllabus!**

Now here is your first assignment:

1. Log in to Eagle Online: <https://eagleonline.hccs.edu/>
2. Explore around a bit, acquaint yourself with the layout, look at the calendar & upcoming assignments.
3. Go to “Account” (on the left navigation menu) and customize your account settings. Set your profile picture and add whatever other personal touches you want.
4. Go to “Notifications” and customize your notification settings to receive mobile and email updates about the class.
5. Finally, go to either “Modules” or “Discussions” and find the “Syllabus Discussion” forum. Post a question for me there. It can be a question about the class, about the website, about one of the upcoming assignments, about myself, or about anything else you want. You may also respond to your classmates’ questions if you wish.

This assignment must be completed by **midnight on Tues 7/11** to receive full credit. This is basically a freebie grade, so make sure you do it! :-)

Also, don’t forget to pick up a copy of the *Norton Reader* (14th ed.) as soon as possible.

Email me right away if you have trouble with anything!

## TENTATIVE COURSE SCHEDULE\*

\* Note: this schedule is subject to change at the instructor's discretion.

### WEEK ONE:

- Mon 7/10 - Introduction; "Ordeal by Cheque"
- Tues 7/11 - Silent Movie Activity
- Wed 7/12 - Reading: "Understanding Comics" - Scott McCloud (p921)  
"Fun Home" - Allison Bechdel (p12)
- Thurs 7/13 - Reading: "Body Rituals Among the Nacirema" - Horace Miner (electronic)
- Fri 7/14 - Paper #1 Peer Review

### WEEK TWO:

- Mon 7/17 - **PAPER #1: NARRATIVE due**  
Sentence Structure Activity
- Tues 7/18 - Reading: "Working at Wendy's" - Joey Franklin (p80)  
Paraphrasing vs. Plagiarism
- Wed 7/19 - MLA & citing sources
- Thurs 7/20 - Reading: "Deindividuation" - David McRaney (electronic)
- Fri 7/21 - Midterm Review
  - "In Search of a Room of One's Own" - Virginia Woolf (p904)
  - "Shooting an Elephant" - George Orwell (p750)
  - "Learning to Read" - Frederick Douglass (p404)

### WEEK THREE:

- Mon 7/24 - **MIDTERM (in class)**
- Tues 7/25 - Reading: "Black Men & Public Space" - Brent Staples (p267)
- Wed 7/26 - Reading: "We Do Abortions Here: A Nurse's Story" - Sallie Tisdale (p709)
- Thurs 7/27 - Paper #2 Peer Review
- Fri 7/28 - **PAPER #2: RESEARCH due**  
Music Analysis Activity

### WEEK FOUR:

- Mon 7/31 - Bring to class: Edgar Allan Poe poems (electronic)
- Tues 8/1 - Poe Analysis (cont.)
- Wed 8/2 - Reading: "Salvation" - Langston Hughes (p947)  
Bring to class: "Let America Be America Again" (electronic)
- Thurs 8/3 - Finish up Hughes; Intro to Orwell, "1984" excerpt
- Fri 8/4 - Reading: "Politics and the English Language" - George Orwell (p510)

### WEEK FIVE:

- Mon 8/7 - Paper #3 Peer Review
- Tues 8/8 - **PAPER #3: ANALYSIS due**; Sentence Jenga
- Wed 8/9 - Final Review
  - "Strangers" - Toni Morrison (p129)
  - "The Morals of the Prince" - Niccolo Machiavelli (p763)
  - "Allegory of the Cave" - Plato (p989)
- Thurs 8/10 - **FINAL (in class)**
- Fri 8/11 - Last Day of Class (movie & snacks)