



## ENGLISH 1302: COMPOSITION II - SPRING 2018

CRN# 55972 Room T2 MWTh 1:45-2:35p

*Credit: 3 SCH, 16 weeks*

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.*

### REQUIRED MATERIALS:

- *Frankenstein* by Mary Shelley (any edition)
- *Othello* by William Shakespeare
- A notebook for class activities and notes (spiral or composition)

### IMPORTANT LINKS:

- Class Website (Canvas): <https://eagleonline.hccs.edu/>
- HCC Learning Web: <https://learning.hccs.edu/faculty/emily.klotz>
  - *Most of our class readings can be downloaded as PDFs on the Learning Web*

### STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will:

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

### COURSE DESCRIPTION

1302 is a more extensive study of the skills introduced in ENGL 1301 with an emphasis on critical thinking, research and documentation techniques, and literary and rhetorical analysis. Prerequisite: English 1301 or a satisfactory score on the CLEP Exam. Credit: 3 semester hours (3 lecture hours).

### COURSE GOALS

By examining a variety of short stories, books and poems, this course will train students to identify issues and defend claims about literary works, and will expand their critical understanding of the role of both stories and argument in our everyday lives.

### 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.

## 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: Analytical Argument	15%
Essay #2: Literary Criticism	20%
Essay#3: Research Paper	20%
Oral Presentation	5%
Midterm Exam	10%
Final Exam	10%
Online Assignments, Quizzes, & Discussions	20%

## BREAKDOWN OF ASSIGNMENTS:

- **THREE MAJOR ESSAYS & ORAL PRESENTATION - 60% total**
  - These include one **analytical argument essay**, in which you will compare an adaptation of a fictional work in comparison to its original source; one **literary criticism essay** based on *Frankenstein*; and one **research essay**, in which you will discuss the origins and cultural significance of a mythical monster. As part of your third paper, you will also present your research to the class in the form of a 5-7 minute **oral presentation**.
    - **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 - 20%**
  - 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/>. Many of these assignments will be listed on the course schedule, though some may not be. Please pay attention in class to the assignments I give you, and keep an eye on Canvas to make sure you don't miss anything.
  - 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.
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## **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 (Jan. 29), 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 **Tues, April 3**. 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***

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <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**

### ***HCC Policy Statement on Sexual Misconduct***

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. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. 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  
(713) 718-8271  
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

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.