HCC | HOUSTON COMMUNITY COLLEGE

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
Summer 2020 | 5 Weeks (6.8.2020-7.12.2020)
CRN# 10377 | Online
CRN# 10572 | Online
CRN# 11704 | Online

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Eva Foster, MFA, Ph.D.   HCC Email: eva.foster@hccs.edu
Office Phone: 713-718-5592   Office location: Alief-Hayes, Rm C-317

Office Hours:
Tues & Thurs 3-5 pm, online

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
Canvas Inbox and email ARE THE BEST WAY TO REACH ME. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages by the end of the day Monday.

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

Hi! Welcome to English 1301. I'm excited about getting to know you all! Maybe you don't think of yourself as a writer right now, or as a person who even likes writing. But in this

course, I am going to show you how writing is just a set of skills anyone can learn and then use to think more completely, more critically, about topics you care about to achieve goals of your own making. I look forward to helping each of you find your voice.

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 to supplement in-class assignments, exams, and activities.

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.

HCC Online Information and Policies
http://www.hccs.edu/online/

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.

Instructional Materials

Course Reader Information

We will use freely available online readings, all of which will be posted or linked to in Eagle Online Canvas. No textbook purchase is required for the course.

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 college course, expect to spend **at least two hours** outside of class reading and studying **for every hour of class time.** In a 5-week online course, that means you should expect to spend **thirty hours per week** on the course. I will provide assignments to help you use that time 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. <u>There is no shortcut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.</u>

Instructor and Student Responsibilities

<u>As your Instructor, it is my responsibility to</u>**:**
- 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

<u>As a student, it is your responsibility to</u>**:**
- Attend class/be present online and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help promptly 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 <u>HCCS Student Handbook</u>

Assignments

Written Assignments and Essays

Students will write a minimum of 5,000 words over the course of the semester. We will have three major writing assignments (Essay 1, 2, and 3), but there will also be smaller classwork and homework writing assignments to help you prepare for the three major essays, and a journal project where you will choose from a number of prompts to free-write in order to practice your writing skills.

Exams

We will have a timed, online midterm and final exam. Both are essay exams. **<u>Both exams will require access to a computer with a functioning microphone and webcam</u>** because exams are proctored by the Respondus Lockdown Browser and associated proctoring tools. **<u>Please note that phones, Chromebooks and most tablets will not work</u>** for the exam.

It is your responsibility to run the test activity I will post before the exams to make sure your computer will work with the exam, and it is your responsibility to secure access to a computer compatible with Respondus for the exams.

Requests for makeup exams due to your failure to plan for exams will not be granted.

In-Class Activities

We will engage in a variety of in-class activities, including short writing assignments, small-group discussions, quizzes, large-group discussions, and small, low-stakes group projects. You will also assemble a presentation on your third essay toward the end of the semester.

Grading Formula

Grade Breakdown
This is how your grade will be weighted:

Classwork / Homework / Eagle Online Canvas Assignments	15%
Essay 1	10%
Essay 2	15%
Essay 3	20%
Essay 3 Presentation Assignment	5%
Midterm Exam	10%
Final Exam	20%
Professionalism	5%

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

Course Calendar

Please see Canvas for a detailed course calendar. Be aware that course calendars are always tentative and subject to change. I may decide not to do an assignment I have scheduled on the calendar; your class may have already mastered that skill in my opinion, or I might think we need more time on something else. I may add assignments in areas where the class needs more help. I may change deadlines in response to my perception that students need for time for an assignment.

Changes in assignments or due dates will be viewable on assignment deadlines in Canvas or on Turnitin, so pay close attention to what assignments are available in modules and what their due dates are, as you're responsible for this information.

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 is our main concern in this course, as that is the form of academic/scholastic dishonesty that is most relevant to writing. Plagiarism is the use of someone else's words, research, ideas, or arguments without proper attribution. Proper attribution for using

someone's words requires use of quotation marks and an MLA-formatted citation for each usage. Proper attribution for using someone's research, ideas, or arguments is an MLA-formatted citation for each usage. **Plagiarism in English 1301 on a major assignment will result in a grade of zero for the first offense and an "F" in the course for any second offense.** All instances of plagiarism will result in a report to the student disciplinary database HCC keeps on plagiarism offenses.

Please note that **recycling papers or assignments is unacceptable** as well in English 1301. You may not turn in work completed for another instructor in this course, and doing so will be treated the same way plagiarism is treated (see above).

Faked research in the form of citations for sources which don't exist, citations for a different source than the one actually used, or citations for sources not used in the essay are also instances of scholastic dishonesty and will result in penalties similar to those for plagiarism (see above).

Attendance Procedure

You are expected to attend class/log into Canvas regularly. I am not going to assign an attendance grade; there are no points available simply for showing up, and likewise, I assume that if you miss a class day/login, you have a good reason. I will tell you that **students who do not regularly attend class/log in regularly rarely pass the course**. This isn't because I penalize them, but rather because the information in the class is necessary for success in the class. Please also note that part of your Professionalism grade comes from participating in class activities and discussion, so you cannot earn those points if you are not regularly present on Canvas.

When you miss class/logins, you are still responsible for assignments due that day, announcements I made in Canvas, and information from lectures and class activities. You should read discussions and announcements to catch up, and contact another student in the course to confirm what you missed. Contact this student before you contact me; I will fill in gaps if you have questions after you have made the initial effort to catch up, but can't re-teach the whole class via email to every student who has been absent.

HCC does not have an "excused absence" policy, so there is no need to show a doctor's note if sickness keeps you out of the course, etc. All absences "count," and you need to find a way to get assignments turned in whether you are present or not. However, if you have a serious, documented emergency, such as having an immediate family member hospitalized or being hospitalized yourself, I will work with you on making up missed work. The opportunity to make up missed work is available on a case-by-case basis and only at my discretion.

Please be aware that lack of active participation in an online class before the Official Day of Record will result in the PeopleSoft student system automatically dropping you from the course. I don't have any control over this system, and your only recourse is to see your advisor.

Also note that **I will not withdraw you from the course if you stop attending/logging in**. Because the state of Texas assigns penalties to students for course withdrawals, I expect you to make your own decision about when it makes sense to you for you to withdraw from a course.

Student Conduct

Professionalism
5% of your course grade is based on the degree to which you model professional behavior in my course. What does that mean? The following factors affect your Professionalism grade:

- Class discussion: participating with relevant contributions in all or most classroom discussions helps your professionalism grade. Your participations should be on topic and show your familiarity with the readings/lecture material, and your responses to other students should show that you paid close attention to what they wrote.

- Respect for others: respect for people of all identities and all reasonable viewpoints will help your professionalism grade. Specifically, please be sure to use respectful, polite language and tone, and language that is not potentially racist, sexist, ableist, homophobic, transphobic, or disparaging toward the appearance, bodies, body size/shape, gender, gender identity/presentation, or sexual orientation of any person, whether or not they are in the classroom.

- Avoiding disruptions: avoid personal comments or disputes with me or other classmates in online discussions, exams, and any other facet of the class. Remember to keep interactions respectful to everyone, and to focus on course materials. Private concerns about personality conflicts with others should be addressed away from official class discussions so they do not disrupt everyone's learning.

- Respectfulness beyond the classroom: Please remember your professionalism is still being assessed in email, exams, and in office hours. If we are engaged in class-related communications, the expectations for professional behavior and language apply.

Other Course Policies

Readings
Our readings are online, but hard copies of readings are the best way to absorb reading material. I strongly urge you to print out the non-OWL readings. That said, this is the 21st century, and I am realistic. When printing out is not possible, try using printfriendly.com to make readings into a PDF, which will allow you to have a local copy on your phone/tablet/laptop, and also allowing you to highlight, underline, etc. (Adobe Acrobat has a basic PDF reader with some annotation capabilities, but Foxit has a free, excellent PDF reader that will let you highlight, underline, and write all over your PDFs, even on your phones.)

Do get in the habit of marking up your readings. It will help you remember them, it creates a map of the reading to make it easier to refer back to as you write essays/study for tests, and it aids your understanding of what you read.

Required Materials
This is an online course, so you need internet access to complete course materials. If your internet access goes down at home, remember that you always have access to HCC's computer labs as well, and other places (e.g., the public library) have internet access.

Therefore, a temporary failure of home internet is not an acceptable reason to miss things from the course.

You also need access to a computer with a functioning microphone and webcam to take the two exams. Phones, Chromebooks, and most tablets will not work with the testing software.

Basic Assignment Requirements
All assignments should be typed and spellchecked, at minimum, and come to me in a readable format (no JPGs or other image files for text). Major essays will be turned in via Turnitin.com.

I may give information to you about assignment requirements in this syllabus, via the Announcements feature or other channels of communication on Canvas, and/or via a written assignment sheet. You are responsible for assignment requirements regardless of which way they are delivered.

Late Work
I am honestly not very worried about assignments being handed in a day or two late. Please aim for *approximate* timeliness—I do know life happens and people forget things. You don't need to contact me if something is going to be less than 48 hours late.

Please note this does not apply to exams. Exams have to be attended and completed on time, period.

If you're going to be turning in something more than 48 hours late, you need to contact me to see if I will accept it, and if I say yes, notify me again when you turn it in so I can grade it.

Very late major assignments (more than five class periods late) will lose 50 points for lateness, but even turned in very late, are worth up to 50 potential points. So it is in your best interest to *always* turn in missing major assignments, even if they are very late.

I cannot accept any missing work of any kind later than the Friday of finals week.

Electronics
During exams, you may not have personal electronics of any kind out where they are accessible, except for the computer you are using to actually take the exam.

Grades and Grade Reports
I am happy to discuss how you are doing with your professionalism if you schedule an appointment with me to discuss it.

You can track your grades on major papers by looking at them on Turnitin.com, where you will also be able to see the comments I make on them to help you do better on future papers.

You will be able to see your exam grades on Canvas after I grade them.

Homework is graded on a completion basis and is always worth five points unless I state otherwise, so you can track your own homework grade simply by keeping track of what you turn in. You will receive all the points for your homework assignments as long as you follow the directions and complete the assignment. This is your responsibility to do. I will not send you grade reports on your homework because you have the option to track it yourself.

Occasionally the Canvas gradebook develops bugs and begins erasing grades for assignments I've graded. If that happens in our course, I will switch over to using an Excel file on my own computer to record grades. Don't assume that an assignment without a grade recorded for it in the Canvas gradebook has not been opened/graded by me. I may just be working around Canvas bugs. As I said above, regardless of whether something has a grade listed for it on Canvas, if it is a homework grade, the fact that it is graded on a completion basis means that you can track for yourself your homework average at any time without consulting with me.

Please be aware that most HCC instructors have a minimum of 125 students per semester, so your papers and other work take some time to grade and return to you. Expect approximately three weeks between when you turn in a major assignment and when you receive a grade.

Talk to Me
If you are having trouble with class, whether it's because of a life issue or difficulty with the material, please come to me and let me know what's going on as soon as you start having difficulties. I can't help you if I don't know that you're struggling, and I want you to have the same opportunity everyone else does to do well in the course. Please don't be afraid to come to office hours, drop me an email, or ask to speak to me after a class. I'm here to help you succeed.

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[3]

The EGLS[3] ([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[3] surveys are only available for the Fall and Spring semesters. EGLS[3] 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

Dr. Alan Ainsworth, alan.ainsworth@hccs.edu, 713.718.7591