English 1301: Composition I—Spring 2014

**CRN#78046: M-W 12:30-2:00, Alief Rm B-203**

**CRN#78421: T-Th 9:30-11:00, Alief Rm B-125**

Instructor: Eva Foster

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Learning Web: http://learning.hccs.edu/faculty/eva.foster

Office Hours: M 2:30-3:30, T/Th 1:00-2:00, & by appointment

3-hour lecture course | 48 hours per semester | 16 weeks

Required Texts

**Texts**

* *The Norton Reader*, Linda H. Peterson and John C. Brereton, 13th edition
* English 1301 Study Guide + *The New McGraw-Hill Handbook*  (already online and available to you).

**Materials**

* Ink pens for in-class writing (no pencil, please)
* Non-spiral, lined notebook paper for in-class writing
* Pocket folder or legal folder (something to corral papers, in other words)
* A printer at home with plenty of printer ink, or a printing account at school, or both

PREREQUISITES

A satisfactory assessment score, completion of English 0310 or English 0349, and successful completion of remedial reading courses, if required.

Course description

“A course devoted to improving the student's writing and critical thinking. Writing essays for a variety of purposes from personal to academic, including the introduction of argumentation, critical analysis, and the use of sources. Core Curriculum course” (HCC Catalog).

Course Goals

English 1301 is part of the Core Curriculum and, as such, emphasizes all of the Core Competencies: reading, writing, speaking, listening, critical thinking, and computer literacy. In English 1301, we seek to provide writing instruction and practice that will help students master writing the short essay while developing critical reading skills. We believe that in mastering this particular kind of writing, students will also gain skills that will permit them to be successful at writing tasks in other college courses, their careers, and in their personal lives.

*Student Learning Outcomes*

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

*Learning Objectives*

* Demonstrate writing as a connected and interactive process which includes planning, shaping, drafting, revising, editing, and proofreading;
* Demonstrate critical abilities when discussing texts in class and in writing assignments by delving into the meanings and implications behind the issues, theses, or themes;
* Analyze texts by professional writers and write critical essays breaking down rhetorical elements into parts, examining the parts, and showing their effect;
* Apply various methods of development and organization, and / or rhetorical appeals in written assignments;
* Demonstrate effective use and documentation of sources in support of student ideas in informative and/or persuasive essays.

Instructional methods

I will use a variety of instructional methods to help you become the best possible thinker, reader, researcher, and writer, including but not limited to mini-assignments to help you work through writing the major essays; collaborative work to improve your technical skills and your understanding of how an essay question can be answered; visual and multimedia work to enrich your critical analysis abilities; and discussion prompts (paired with short in-class writings) to help direct your critical thinking about assigned readings.

Minimum writing requirement

You will write a minimum of 5,000 words during the semester.

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. Kevin Fuller, M.A., is the counselor on-site at Alief (713-718-2838).

Library

The HCC Libraries offer assistance in finding and documenting resources. 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.

Additional Support

* Free on-campus tutors (call for hours): Alief Writing Center (Phone# TBA); Katy Writing Center, Room 321, 713-718-5841; Spring Branch Writing Center, South Hall, Room 703, 713-718-5889.
* Free online tutoring: [http://askonline.net](http://askonline.net/)

Course Evaluations Information

*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, 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. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Grading

#### In-class work , quizzes, and homework 5%

PLP + pre-diagnostic + post-diagnostic 20%

Essay 1: Personal Narrative 10%

#### Essay 2: Analysis of an Essay 15%

Essay 3: Research Paper 20%

Midterm 10%

Final 15%

Professionalism 5%

Grading scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Assignment Policies

Assignments that don’t meet the requirements explained below run the risk of getting an automatic zero.

* The **Personalized Learning Plan (PLP)** is found online at McGraw-Hill Connect (connect.mcgraw-hill.com). You are expected to work on it weekly over the course of the semester. Please see course calendar for dates on which I will check your progress, and the percentage you are expected to have completed by those dates.
* **Readings** are about 50/50 from the book and online. You must print out online readings and bring them to class, unless you have a laptop or tablet (even then, for the final exam, you will need to print out readings to bring, as no electronics are allowed during exams). You may not use your phone to access readings in class.
* **Short written assignments/homework/groupwork/classwork**
	+ Must be typed if out-of-class work (11-12 pt Times New Roman/Cambria, 1” margins), and stapled if more than one page.
	+ Must be written in ink on non-spiral paper if in-class work.
	+ No late work accepted (see “Attendance & Withdrawal Policies” for details).
	+ *Not accepted via email*.
* **Quizzes**.
	+ There will be pop quizzes.
	+ *Make-up quizzes are not available*.
* **Three out-of-class essays**
	+ Must be submitted both as a hard copy and through Turnitin.com.
	+ Must be typed in black ink, dark enough to read easily, in 11 or 12 point Times New Roman/Cambria with 1” margins.
	+ Hard copy must be stapled to marked draft from draft workshop.
	+ *Not accepted via email.*
* **Two in-class exams** (midterm and final).
	+ Bring a blue book to class for exams.
	+ Exams must be written in ink.
	+ Make-ups available at my discretion for religious holidays (by pre-arrangement, two weeks in advance, in writing and not via email) or for documented, unavoidable emergencies. Example of emergency: you are unavoidably hospitalized at the time of the exam. Example of not-an-emergency: you have a cold; you intend to travel on the exam date.

Course Policies

*Assignment policies*

* Assignments must meet requirements as outlined in this document, verbally conveyed in class, and explained on assignment sheets. Assignments that do not meet requirements will lose points. I also reserve the right to refuse to accept assignments that don’t meet requirements.
* **Students must turn in all three major essays to pass the course**, and must have a passing average on the midterm and final to make a C or better in the course.
* Late major essays will lose ten points for each class period they are late until they hit an F (50). I stop deducting for lateness at that point, which means even very late papers are potentially worth a lot of points. **Late homework /classwork will not be accepted at all** (see “Attendance & Withdrawal Policies” for details).
* I will not hand back graded quizzes and homework assignments, generally speaking. You can track your grades without receiving these back, because you know whether you turned in homework/classwork assignments (which are almost all completion grades), and I give quiz answers after each quiz. Quizzes are worth 3 points unless I state otherwise. Homework and classwork assignments are worth 5 points unless I state otherwise.
* I reserve the right to deduct points even from completion-grade assignments if they show a lack of effort or do not meet the assignment’s requirements.

*Attendance and Withdrawal Policies*

* You are expected to attend class. After four unexcused absences (equivalent to two weeks), your Professionalism grade drops to an F (50%).
* When you miss class, you are still responsible for what happens in class.
	1. Any work due the day you miss class is still due if you are not there.
	2. Any announcements (including changes in assignments or the syllabus) still apply to you if you are not there. You will be expected to know anything announced or done in class whether you are there or not.
	3. You should contact another student in your section to find out what you missed and copy their notes. I am glad to meet with you during office hours to answer questions about anything that happened in class, but I won't email a summary of the class to you or re-teach that day's class in my office hours.
* Absences are excused for religious holidays only. This is also the only circumstance in which classwork and homework can be made up after an absence. To be eligible for a make-up of classwork/homework due to a religious holiday absence, you must tell me in writing (hard copy, not email) two weeks in advance that you will be missing class for the religious holiday.
* **I will not automatically withdraw you from the class,** no matter how many classes you miss. The State of Texas imposes penalties on students who drop courses excessively. For example, if you take the same course more than two times, you have to pay extra tuition. In 2007, the Texas Legislature passed a law limiting new students (those starting college in Fall 2007) to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. There may be future penalties imposed. Consider this policy carefully when deciding from which classes to withdraw, and remember that it is your responsibility to withdraw from classes by the required due dates.

*Academic Honesty*

* From the student handbook: “Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. **Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion**. Possible punishments for academic dishonesty may include a grade of “O” or “F” on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.”
* **Plagiarism** is using someone else’s ideas, arguments or research without giving credit through citation and/or using someone else’s words without giving credit through quotation *and* citation. **Collusion** is unauthorized collaboration with another person in preparing written work offered for credit.
* Major papers **must be turned in with proof of development**, i.e., at minimum, a marked rough draft from our in-class draft workshop, Ask Online, or the Writing Center.
* Please note that in this class, turning in writing originally completed for another course counts as scholastic dishonesty. **Do not recycle papers.**

*Professionalism*

Our class will reproduce in many ways a “real-world” work environment, and you will be expected to participate professionally—be on time and prepared, meet deadlines, do your fair share, and be polite. See below for specifics.

* **Classroom discussion should be relevant to the topic we are discussing**. You will get points for relevant contributions, but not for irrelevant ones.
* **Classroom discussion should be civilized and respectful to everyone**. Racist, sexist, lookist, ableist, homophobic, transphobic, and any other discriminatory language and behavior is not acceptable in the college classroom, just as it would not be acceptable in a workplace. It is possible to discuss all topics from *any* political point of view while adhering to this level of civility.
* **Aim for timeliness**. If you come in late, you should check with a classmate after class to see what you may have missed. If you miss the quiz because of lateness, there is no make-up available. If you come in more than 15 minutes late, I will mark you absent for the day.
* **Do not leave early**. If you leave early, I reserve the right to mark you absent for the day.
* **Do not pack up early**. This is distracting and contagious. If you pack up early, I reserve the right to mark you absent, as you have essentially “left” class early.
* **Come to class prepared.** Being prepared means:
	+ Reading and annotating materials before class so you are ready to discuss.
	+ Bringing your books, paper, and pens to every class, along with any other required materials (e.g., drafts of your paper on draft workshop days).
	+ Contacting another student if you were absent last time, so you can be prepared for the next class.
* **A note about printing:** Many of our readings will be from the web. If you do not bring a tablet or laptop to class, you have to print these readings out and bring them on the class day they are due, because being able to refer to readings during discussion is required. If you often fail to bring required printouts, you will receive a failing Professionalism grade, and I reserve the right to begin asking you to leave class and not return until you have the required printouts.
* **Respect everyone’s right to a non-disruptive learning environment.**
	+ See “Electronic Devices” for policy on cell phones. TLDR version: don’t use them in class.
	+ Please do not talk to each other while I am talking or when another student is talking.
	+ *Any* disruption of class may result in your being asked to leave the class for the day. Repeated disruptions will be handled via the formal procedures in place at HCC, and can result in your expulsion from the class.
* **Professionalism expectations extend beyond the classroom.** Your actions (negative and positive) in office hours, email, instant messaging/chat/bulletin boards, listservs, and course blogs also affect your professionalism grade and count as part of your class participation.

*Electronic Devices*

* **Laptops and tablets** are welcome if you take notes best by typing and/or use a slate and stylus to take electronic notes. That said, there is a “one strike” rule. The first time I believe that your laptop/slate is distracting you—or anyone else—you will lose the privilege of using it for the rest of the semester in my class.
* “Use of **recording devices**, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations” (Official HCCS statement).
* **Cell phone** use is prohibited in class.
	+ I should not hear or see your cell phone at all, ever. If I do, I reserve the right to mark you absent for the day and to ask you to leave the class.
	+ If you have a special reason your cell phone must be on, tell me what it is. I’m not unreasonable. It will need to be an important reason and limited in terms of time, though (i.e., “my work needs to call me every day at this time” is a no, but “my wife is going to go into labor sometime this week” is a yes).

*ADA Accommodations*

“Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office” (Official HCCS statement). For questions, please contact Donna Price at 713-718-5165 or the Disability Counselor at your college. You can also visit the ADA website by going to [www.hccs.edu](http://www.hccs.edu/), clicking Future Students, scrolling down the page, and clicking on the words “Disability Information.” The Northwest ADA Counselor is Mahnaz Kolaini (713-718-5422).

Please give me your accommodations letter at the beginning of the semester.

Course Calendar

**All assignments and deadlines are tentative and subject to change.**

Changes will be announced in class.

*SG* = English 1301 Study Guide.

Readings are due on the class date listed.

**Week 1 (1/13-1/17)**

M/T: Syllabus intro.

W/Th: Icebreaker + diagnostic. Over weekend: read directions on blog to sign up for Connect and take pre-diagnostic for PLP there.

**Week 2 (1/20-1/24)**

**Monday: MLK, Jr. Day; HCC closed.**

M/T: Pre-diagnostic for PLP due. *Study Guide* Intro (1-2), Purpose & Audience (6), Interacting with Professors (88-90); Prewriting & Discovery, *SG* 4-5*;* Tools & Techniques, *SG* 35-43. Monday students only go to blog to complete reading reflection assignment listed there over *SG* readings. (Due Wed.)

W/Th: Drafting Paragraphs *SG* 11-13; Methods of Org, *SG* 15-17; Strong Introductions & Conclusions, *SG* 18-22. Topic discussion. Reflection Assignment Due For Monday Students Only (See Blog). Topic worksheet 1: complete in class. *Research Paper Project materials go online*.

**Week 3 (1/27-1/31)**

 **Monday: Official Date of Record**

M/T: “Coming Home Again,” Lee, *Norton*; “On Going Home,” Didion, *Norton;* Narration and Description, *SG* 44-45; Plot discussion. Write a ~250-word description of a single action you’ve seen many times (like Lee’s mother making her signature dish) and post to the comments of the blog post I’ll put up for this assignment (due M/T of Week 4). Topic worksheet 2 due. **Note** that you must **go to the library** to complete Topic Worksheet 2!

W/Th: “On Dumpster Diving,” Eighner, *Norton*; “The Dump Ground,” Stegner (scan on blog). Topic Proposal Worksheet Due.

**Week 4 (2/3-2/7)**

M/T: “from *An American Childhood*,” Dillard, *Norton*; “Albums of Our Lives: Nirvana,” (see blog). 250-word description due to blog. Research Question Worksheet 1 Due.

W/Th: “Three by Sedaris,” story 1 and 2 (see blog); “Me Talk Pretty One Day,” Sedaris (see blog). Write a ~250 word profile/history/series of vignettes about a person, place, animal or object important to you or symbolic of something important in your life. Post to comments of the blog post I’ll put up for this assignment (due M/T of Week 5). Research Question Worksheet 2 Due.

**Week 5 (2/10-2/14)**

M/T: Revising & Editing, *SG* 27-29; The Words You Choose, *SG* 23-26. 250-word profile/history/vignettes due to blog.

W/Th: Rough draft work in class. Monday students: take typed draft to Writing Center and complete draft workshop there. Tutor must PRINT his/her name, SIGN his/her name, and DATE the paper. Due by Wed of Week 6. Research Worksheet 1 Due.

**Week 6 (2/17-2/21)**

**Monday: Presidents Day: HCC Closed**

M/T: Tuesday students only: Rough draft due for class workshop. Bring your printed draft to class.

W/Th: ESSAY 1 DUE; Essay 2 introduced; 3 rhetorical appeals introduced.

**Week 7 (2/24-2/28) AWP 2/26-3/1**

M/T: Critical Thinking and Reading, *SG* 31-47. Audio/visual “texts” – critical analysis & midterm practice (slideshow/discussion). Research Worksheet 2 Due.

W/Th: “Sowers and Reapers,” Kincaid, *Norton;* “The Trouble with Wilderness,” Cronon, *Norton*. Discussion. Over weekend, find two magazine-style ads (i.e., ads with a logo, slogan, some print matter, and for a specific brand, such as Reebok or Loreal) for one product (example: lipstick) and two magazine-style ads for another product (example: luxury cars). Modern ads printed from the internet are fine (print in color for best results) or magazines ripped from actual magazines. The newspaper also has color ads sometimes. Bring the ads for Monday/Tuesday’s class. Thesis & Main Points Worksheet Due.

40% Completion of PLP due by 11:59 p.m. **Friday**.

**Week 8 (3/3-3/7)**

M/T: Critical Writing, *SG* 48-54. Midterm prep and rehearsal. Thesis and Supporting Body Paragraph Construction Worksheet Due.

W/Th: MIDTERM – bring blue book/stapled paper + pens to class! (Feel free to bring white-out or correction tape if you want.)

**Week 9 (3/10-3/14)**

**Spring Break: No classes this week, HCC closed.**

**Week 10 (3/17-3/21)**

M/T: “Behind the Formaldehyde Curtain,” Mitford, *Norton;* “Opium Made Easy,” Pollan (see blog).

W/Th: In class draft work. Over weekend/early in Week 10: take draft of Essay 2 to Writing Center. Due by Monday/Tuesday. Have tutor PRINT name, SIGN name, and DATE paper. Remember you can go to Katy, Spring Branch, or Alief campus writing centers.

**Week 11 (3/24-3/28)**

M/T: Draft workshop with Writing Center Tutor Due. Read Working with Sources *SG* 56-66, HCC Libraries *SG* 83-85; *McGraw-Hill Handbook* Ch 16 (Research) and 20 (Plagiarism).

W/Th: Essay 2 due. Draft work in class for Essay 3. Bring your research and graded worksheets. Complete Further Body Paragraph Construction worksheet in class.

**Week 12 (3/31-4/4)**

**Monday: Last day for Administrative/Student Withdrawals (4:30 pm)**

M/T:. “The Last Enclosures,” Burke (see blog). THESIS AND FIRST BODY PARAGRAPH DUE. Attach all worksheets except Further Body Paragraph worksheet. Don’t forget parenthetical citations! (40% of Essay 3 grade)

We/Th: Draft work in class for Essay 3. Bring your research and graded worksheets. Complete at least one more Further Body Paragraph Construction worksheet in class.

PLP COMPLETION DUE ON CONNECT by 11:59 p.m. **Friday**.

**Week 13 (4/7-4/11)**

M/T: “The Corporatization of Higher Education,” Nicolaus Mills. “Privatization of State Universities,” Vedder. (See blog for all readings.)

W/Th: “Education, Training, and the Research University,” Kleiman. (See blog.) ALL ADDITIONAL BODY PARAGRAPHS DUE. Attach Further Body Paragraph Construction worksheet(s). Re-attach graded Thesis And First Body Paragraph and its worksheets. Don’t forget parenthetical citations! (40% of Essay 3 grade).

**Week 14 (4/14-4/18)**

M/T: “Three Crises in Higher Ed Affordability,” Konczal (see blog). Synthesis.

W/Th: Final exam prep; presentation prep.

**Fri. 4/18: Spring Holiday: HCC closed**

**Week 15 (4/21-4/25)**

M/T: Presentations of research (10% of Essay 3 grade). CONCLUSION PARAGRAPH AND WORKS CITED DUE. Re-attach all graded work and worksheets completed thus far. (10% of Essay 3 grade).

W/Th: Presentations of research (10% of Essay 3 grade)

**Week 16 (4/28-5/2)**

T and Th / FINAL EXAM (administered during class hours)

*We will meet during our scheduled final exam period during Finals Week to finish presentations, get grades handed back, and do English 1302 preparation review.*

Instruction ends Sun. 5/4/14

Final exam period: 5/5-5/11

**Sun. 5/11: Semester ends.**

**Mon. 5/12: Grades due by 12:00 noon.**

**Fri. 5/16: Grades available to students.**

**5/26: HCC closed for Memorial Day break.**