

ENGLISH 1301: COMPOSITION I—SPRING 2016

CRN#89731 / MW 12:30-2:00, Alief, Rm B203

CRN#89535 / TTh 9:30-11:00, Alief, Rm B139

Instructor: Eva Foster

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⇒EMAIL IS THE BEST WAY TO REACH ME←

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

Office Hours: 2:30-3:30 Monday, 12-1 Tues & Thurs, and 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)



Folder with brads (for homework portfolio)



A printer at home with plenty of printer ink, or a printing account at school, or both



Scantron form for quizzes

PREREQUISITES

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

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.

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.

GENERAL CORE OBJECTIVES

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, 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.

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 to work effectively with others to support a shared purpose or goal

Student proficiency in Communication Skills will be assessed as a formal written out-of-class essay, which is at least 3 pages long and which includes an oral presentation component as well as a visual component. Student proficiency in Critical Thinking will be assessed by a formal out-of-class essay assignment. Personal, Social Responsibility, and Teamwork will be assessed as part of long unit or major essay assignment, which will include assigned reading responses, pre-writing activities, multiple drafts, and group activities (such as peer review or group presentations). Student project grades will account for at least 5% of the final course grade.

English Program Student Learning Outcomes

(Composition, Literature, Creative Writing, and Technical Writing)

1. Write in appropriate genres using varied rhetorical strategies.
2. Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
3. Analyze various genres of writing for form, method, meaning, and interpretation.
4. Employ research in academic writing styles and use appropriate documentation style.
5. Communicate ideas effectively through discussion.

English Composition I Student Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
2. Develop ideas with appropriate support and attribution.
3. Write in a style appropriate to audience and purpose.

4. Read, reflect, and respond critically to a variety of texts.
5. Use Edited American English in academic 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

HCC Writing Centers

- 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.

Ask Online

- Free online tutoring: <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

Quizzes	5%	
Homework portfolio	10%	
LSA + pre-diagnostic + post-diagnostic	10%	
Essay 1	10%	
Essay 2	15%	
Essay 3	15%	} Together, these constitute the Final Project and are worth 20% of your grade.
Presentation	5%	
Midterm	10%	
Final	15%	
Professionalism	5%	

GRADING SCALE

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

ASSIGNMENTS

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

- The **Learn Smart Achieve (LSA)** program 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. After you register the first time (see Learning Web for that), you can reach the LSA by going to <http://connect.mheducation.com/>.
- **Readings** are about 50/50 from the book and online. You must print out online readings (except Study Guide 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 on readings.

- *Make-up quizzes are not available.*
- **Three out-of-class essays**
 - Must be submitted through Turnitin.com.
 - Must be typed in black print, dark enough to read easily, in 11 or 12 point Times New Roman/Cambria with 1” margins.
 - Marked draft from draft workshop (stapled) must be turned in as hard copy.
 - *Not accepted via email.*
- **Two in-class exams** (midterm and final).
 - Bring a blue book to class for exams, or notebook paper stapled together.
 - Exams must be written in ink.
 - Make-ups available at my discretion for religious holidays (by pre-arrangement, two weeks in advance, via email) or for documented, unforeseeable 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.
- 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 (see “Attendance & Withdrawal Policies” for details).
- Homework and classwork are assessed as completion grades unless I state otherwise. 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 and documented, unforeseeable major emergencies only (examples of major emergencies: you are in the hospital or you are in jail). 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 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. You may not turn in a paper completed for another course, and if you do so, it will be treated as a plagiarism offense.

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, as well as in electronic environments such as email and class-related social media, also affect your professionalism grade because they are 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 unless I authorize it for a particular assignment or student (see below).
 - I should not hear or see your cell phone at all, ever (except in the rare instances where I’ve assigned something that requires it). If I do, I reserve the right to mark you absent for the day and/or 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).

Firearms

Please note that **no firearms are allowed on campus**. If you see anyone carrying a firearm on campus, please dial the HCC police department at 713-718-8888 immediately to report it.

Title IX

- 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 is 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.
- Log in to www.edurisksolutions.org. Sign in using your HCCstudent email account, then go to the button at the top right that says **Login** and enter your student number.

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, 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.

