



English Department  
Southwest College

English 1302 Freshman Composition II  
Spring 2016 SS  
91887

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[I do not have a campus telephone or office]

Learning Web address: <http://learning.hccs.edu/faculty/gina.palmer>

11:00-1:00 pm T-TH

West Loop C131

**Office Hours T-TH by appointment (before or after class)**

*Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.*

Course contact hours per semester: 48

Course length: Second Start, 12 weeks;

Type of Instruction: lecture

#### REQUIRED TEXTBOOK

***NOTE: Access to This textbook is required and you cannot pass the course without it.***

*Reading Literature and Writing Argument*, Fifth Edition, Ed. Missy James and Alan P. Merickle,  
ISBN13:978-0321-87186-2 ISBN10:0-32-8716-3

(Available on internet for rent or buy and as ebook—please have on by second class meeting

Recommended: *McGraw Hill Handbook* or any other handbook you find useful

Web source that may be used for formatting and grammar guidelines and academic writing  
Purdue University OWL (Online Writing Lab): <http://owl.english.purdue.edu/owl/>

### Other: Materials

Internet access device [to be used only when instructor requests]

College-level dictionary and thesaurus I recommend *The American Heritage College Dictionary*, 4th edition, with downloadable audio

**Electronic device for quizzes and daily assignment [turnitin.com]**

Notebook paper or binder for taking class notes and reading journals

### English 1302 Course Description

English 1302 is a more extensive study of the skills introduced in English 1301 with an emphasis on critical thinking, research and documentation techniques, and literary and rhetorical analysis. English 1302 is a core curriculum course.

1302 is a core curriculum course. Prerequisite ENGL 1301 or its equivalent

English 1302 students are required to write a minimum of **6,000 words** by the end of the semester. This word count includes creating activities, outlining, multiple rough drafts, and final drafts of finished prose

### Diagnostic Essay

All English 1302 students write a diagnostic essay during the first class session in order to confirm their placement in English 1302. The essay will not be graded or returned unless it must be used for placing a student into another English class. One goal of the Houston Community College English Department is to place you in an appropriate English class where you will learn and succeed

### GRADE PERCENTAGES

Daily Work, quizzes, reading journals, discussions, drafts	20%
Collaborative Rogerian Argument Project	10%
Library Orientation & Research Proposal	10%
Annotated bibliography	10%
Researched Argumentative Paper	30%
Visual Argument Short Story	10%

**Note: ALL ASSIGNMENTS MUST BE COMPLETED TO POTENTIALLY PASS THE COURSE.**

**Papers with documented plagiarism receive a 0. No exceptions regardless of what students post on Rate Your Professor. (See Academic Dishonesty below)**

**Paper Format:**

Typed papers must adhere to **MLA style format** or [www.owl.english.purdue.edu](http://www.owl.english.purdue.edu), and the **Sample MLA Paper** on the Learning Web. The first failure to use MLA format will automatically lose 20 points, A subsequent non-conforming paper will receive a failing grade.

Blue or black ink only (in class handwritten assignments **only**)--*\*Please note-In Lab Classes--all work will be typed*

White notebook paper only - **no frayed edges**

Handwritten work should be written on one side only and double space

All work completed outside of class needs to be created utilizing **Microsoft Word** so it will be compatible with the lab/instructor computer software

### Submitting assignments:

- \* **There will be no makeup quizzes for missed daily quizzes**
- \* All assignments must be submitted to [turnitin.com](http://turnitin.com) and accepted in order to potentially pass English 1301. Please use an email address you check frequently. **Late papers lose 10 points each day after due date.** All assignments are to be submitted electronically to [turnitin.com](http://turnitin.com) **at the time of the class.** *You do not have until midnight on the due date to submit the paper on time. No late papers will be accepted more than one week late.* Please arrange a conference with me to discuss the reasons for any late papers. Please keep an electronic copy of your papers for your own file; should a paper be lost, it is **your** responsibility to give me another copy.
- \* Be aware that neither the header nor the first page information nor the work cited entry count towards the required length any assignment.
- \* Students are expected to use standard academic American English in all writing, except when writing dialogue. This is a composition class, not a grammar class. If a student needs help with grammar, tutors in the writing center are available well as a wide range of resources available on the Web; links are available to several of these through the professor's learning web page.
- \* I only round up on the final course grade; there is no curve. Additionally, I do not assign extra credit. Students will receive the grades they have earned in the course. Absence is not an acceptable excuse for failure to submit work by the due date.

**Please remember that this syllabus is subject to change. Paper due dates are on the Assignment Calendar (the dates on turitin.com sometimes have to be manipulated to create the assignment. Yes, it is confusing and annoying, but rely on the syllabus dates, please.**

### HCC GRADING SCALE:

- A (90-100) = Exceptionally fine work, superior in mechanics, style, content
- B (80-89.99)= Above average work, superior in one or two areas listed above
- C (70-79.99)=Average quality work, good, unexceptional
- D (60-69.99)= Below average work, noticeably weak in the areas listed above
- F (0-59.99)= Failing work, clearly deficient in the areas listed above

### INSTRUCTOR GRADING POLICY: JUNK IN = JUNK GRADE

[This is available as separate file on the Learning Web. Download it and refer to it often]

### Grading Components

Content (thinking is the hardest part: “This ain’t no disco, this ain’t no party; this ain’t no fooling around” --David Byrne

Organization

Sentences variety

Appropriate diction (word choice)

Punctuation and mechanics

### MAJOR SENTENCE Level/GRAMMAR ERRORS

The **final draft** of a paper receives a 0 upon the third major sentence error/grammar errors. No exceptions. Unless the paper is your final draft of the research paper you will be able to rewrite and correct the final paper. **No final research paper cannot be rewritten.** Major sentence level errors [fragment, comma splice, run-on, garbled sentence, and subject-verb agreement] cause you to lose valuable points. You have plenty of opportunity to edit these errors during drafting and through tutoring. However, this policy applies to the final draft of formal in-class essays as well. Because formal in-class essays are shorter (and have no opportunity for peer critique and tutoring), you must use your editing time carefully. This standard does not apply to warm-up writing exercise, but you should be able to write a complete sentence without struggling.

### Components Standards for 90-100:

#### Content:

Superior understanding of writing assignment. Strong sense of purpose and audience. Insightful thesis supported with substantial, thorough, significant, and meaningful content. Intelligently handled focused topic and depth of development. This essay is distinctive because of originality and perceptiveness. Because of powerful content, this essay produces strong reader interest.

#### Organization

Excellent organizational plan related to thesis. Excellent use of appropriate developmental strategies (any use of narration, description, examples, definition, classification, and/or comparison/contrast). Excellent use of topic sentence paragraphs with topic sentence, development, unity, and coherence. Excellent “framing” with related introductory and concluding paragraphs. Organization might also include excellent use of transition paragraphs to create essay coherence. Excellent title.

#### Sentences

Sentences are artistically constructed. Excellent sentence variety achieved adding a richness and sophistication to the essay. No major sentence errors of fragment, comma splice, run-on, and/or awkward sentence see above policy on final draft major sentence error]. Correct and effective modification and parallelism. No awkward or confusing sentences. Effective use of intentional fragment (if used) for stylistic effect. Forceful sentence style: graceful yet energetic. Polished, finished prose.

Diction (word choice and usage) and Tone, Excellent use of diction and tone.

Diction for the essay is distinctive and exhibits word form mastery. No clichés or slang. Artistic use of figurative language: metaphor, simile, personification, allusion, symbol, hyperbole, understatement. Vivid imagery. Strong verbs. No errors in idiomatic language. Concrete and specific language. No errors in subject-verb agreement, pronoun-antecedent agreement, pronoun case, or pronoun reference. Tone is appropriate and complements the subject. Any switch in tone is done carefully. Mature vocabulary. No misspelled words.

#### Punctuation, Capitalization, and Manuscript Mechanics

Clarity and effectiveness of expression are promoted by effective and consistent use of standard punctuation and capitalization. Attractive and correct manuscript mechanics (margins, course information, placement of title, and headers).

#### HCC Student Email Accounts

All students who have registered and paid for courses at HCC automatically have an HCC email account generated for them. Please go to <http://www.hccs.edu/students/email/> to review how to activate and send email using this account. NOTE: You must use your HCC email account when you want to contact the on-line tutors at <http://www.askonline.net>. You may submit the first draft of all essays to askonline and turn in those comments with your final draft.

#### Special Conditions

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 Southwest College at the beginning of each semester. Professors are authorized to provide only the accommodations requested by the Disability Support Services Office. Contact Dr. Becky Hauri at 713-780-7909.

#### HCC Policy Statement: Academic Honesty

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and 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 System officials against a student accused of scholastic dishonesty.

**Violations: Plagiarized papers or projects will receive a grade of "0" (zero) -- no exceptions.**

Cheating or unauthorized collusion will also result in a grade of "0" (zero) on that paper or project. Plagiarism or unauthorized collusion on a second major assignment will result in a zero in the **course**. Students need to be aware that the instructor will be utilizing plagiarism software and internet sources to check student work for potential plagiarism. This will be discussed in more detail during class lecture.

Other possible punishments for academic dishonesty may include recommendation for **probation** or **dismissal** from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

#### **Official HCC Attendance Policy:**

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors.

**Although it is the responsibility of the student to drop a course for non-attendance, the instructor has the authority to drop a student for excessive absences.**

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (including lecture and laboratory time). If you stop attending class, you most likely receive an FX grade.

#### **Final Grade of Fx**

Students who stop attending 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 will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as 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.

#### **Repeat Course Fee and Withdrawal Policy**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. Beginning in the fall of 2007, the Texas Legislature passed a law limiting first time entering students to no more than **six** total course withdrawals **throughout** their academic career in obtaining a certificate or baccalaureate degree. There may be future penalties imposed.

If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available. Contact the International Student Office

at 713-718-8520 if you have any questions about your visa status and any other transfer issues.

### **International Students**

If you are an international student, 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.” Please con:

### **Course Incomplete**

The grade of "I" (Incomplete) is **conditional**. It will only be assigned if at least **80%** of the course work is complete. Students receiving an "I," must make an arrangement with the instructor in **writing** to complete the course work within six months. After the six-month deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. Changed grades will appear on student record as "I"/Grade (example: "I/A").

### **Early Alert Program:**

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

### **Student Course Reinstatement Policy**

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Students who are dropped from their courses for non-payment of tuition and fees who request reinstatement after the official date of record can be reinstated by making payment in full and paying an additional \$75.00 per course reinstatement fee. The academic dean may waive the reinstatement fee upon determining that the student was dropped because of a college error.

### **EGLS<sub>3</sub> -- 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.

### **Sexual Harassment:**

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student

Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office: 713.718.8271.

### **Use of Cameras and Recording Devices**

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. These devices are also not allowed to be used in campus restrooms. 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.

### **Electronics Policies**

Turn off all electronic devices before entering class. Place all inactive electronics on desk to prepare for potential use. Do not keep a device in your lap so you can text or check messages or even check time. If you use your device without permission, you will be asked to leave class. No second chances for adults. If you feel you cannot abide by this policy, I am happy for you to leave tempting device with me during class.

Do not leave the class to make a call or answer calls (or worse—answer a call in class). I become irritated when you get up and leave class to answer or make a phone call. You are in a college classroom, not a movie theater! I find that a continuous succession of students getting up, opening the door, leaving the class, making phone calls, opening the door, and returning to be disruptive. Do not wear ear buds during class. If you have an impending emergency and need to keep an electronics device turned on, please tell me before class starts.

### **Consequences for Violating Electronics Policies**

If I have asked you more than once) to put away a cell phone, then I will ask you to leave that day's class session. (If you have been asked to leave class and subsequently miss a daily quiz, you may not make up that daily quiz.)

### **Required Course Conduct:**

This class is conducted as a writing community of supportive colleagues. You are responsible for your learning. Your professor is responsible for guiding your learning and offering the class opportunities for to expand their intellectual horizons. It is the responsibility of your professor to provide a respectful learning environment for all students. Profanity may be used only in appropriate circumstances, which we will/have discussed. This duty may include asking a disruptive member to leave class. Any public disrespectful criticism of any class member/faculty member/staff will result in an immediate requirement to leave class. Absolutely no discrimination or stereotyping of any person or group is permitted unless being used as an example of such behavior. Respectful and legitimate inquiries about differences are strongly encouraged in the class discussion context. Any hostile or threatening behavior to anyone will result in an immediate call to campus police. No firearms or other potential weapons are currently permitted on campus property.



Please do not enter the classroom if the professor is still lecturing the prior class. [Yes, I know you would not do that but I am required to tell you.]

Be on time. If you are **five minutes late and your tardiness is not by caused an emergency** you are marked absent. [Emergencies rarely occur]. Consistent tardiness is not acceptable. If you have a work or class schedule conflict, inform me before it occurs.

Enter and attend class no matter how late you are because participation of all members is crucial.

Immediately beginning arranging desks in single row circle for writing groups, No back rows.

Immediately prepare to participate in class. I should not have to tell you to prepare for quizzes or have class materials on desk. Adhere to the electronics policy.

There is absolutely **no talking** between classmates after class begins. Cross talk is disrespectful to your colleagues as well as the professor. One person speaks at a time. Do not begin a side discussion with another colleague if a student or I am talking. You will be required to leave class and receive a "0" for any daily work including quizzes you have already completed. If you did not hear or understand what your colleagues or professor has said, raise your hand and it will be clarified or repeated. Do not be disrespectful to a colleague by whispering "What was that?" because you will both be dismissed from class.

If you are confused about instructions or lecture material, please ask your question immediately. If you are confused, someone else is also. The entire class will benefit from your inquiry. Remember your professor does not know what you do not know or understand. You have a duty to let the professor know at the time an issue arises.

I will dismiss class. Because we have no clock, you may give me HAND signal a 10-minute warning at, but class officially runs until the posted schedule time. Do not begin making preparations for your exit before I dismiss the class.

You must always have your textbook or access to your reading assignment if not taken from textbook.

Do not bring children, significant others, family members, etc. to class with you -- only students registered in the class may attend by college policy. If you have a friend who is interested in attending class once, please make prior arrangements with me.

You should attend to physical requirements before class. The class is only 120 minutes so any exits are disruptive. If you are ill or have a sudden emergency, please exit class without requesting. Sudden emergencies happen very rarely. If you have a special need that requires regular and periodic exits, your approved accommodation need must be updated each semester through the special needs office and a copy must be provided to each professor accommodation provided to your professor. If you feel the entire needs a brief break—let me know.

## Study Groups

If you should miss class for any reason, it is your responsibility to make up the work you missed. Do not contact me for any special instructions on work you missed unless your group members have not responded. You must obtain the contact information of **three** classmates to aid you in this situation. These contacts are your **study group**. If you receive a request for information from a study group member, you must respond within 24 hours. Failure to respond will result in a 0 for the contact's class participation.

### **Inclement Weather**

During inclement weather conditions (such as a hurricane), the College contacts local television stations to inform them of campus closings. These stations broadcast school closings on a regular basis. Students should monitor these stations if they have any concerns about a campus closing due to weather conditions.

### **Counseling**

Counseling is available at each campus. Check with the information desk at the particular campus for room numbers and consult your class schedule for telephone numbers.

### **Library (Learning Resource Center)**

The library provides electronic resources including a computerized catalog system as well as numerous data bases that contain full-text articles. West Loop has an actual library with print materials. Stop by your campus library to find out hours of operation. **All students will be required to obtain and/or update an HCCS Library Card (this is your student picture id card with your library number on the back) or may also check your demographic data in your student information.**

### **HCC Askonline 24/7 Online Tutoring**

AskOnline online tutoring strives to foster educational autonomy through asynchronous guidance in the writing process. It provides one-on-one feedback from faculty tutors on student writing in grammar, structure, content, organization, and critical thinking in all subject areas, not just English. Students can submit papers and questions 24/7/365 and can reasonably expect responses within 18 - 24 hours. All current HCC students can register at **[hccs.askonline.net](http://hccs.askonline.net)**. We strongly suggest that all students view the 8-minute video on the log-in page before sending their first submission.

### **Writing Center**

The Writing Center for the West Loop campus is located in C230 Please check for hours and tutor availability.

### **Open Computer Lab**

You have free access to the Internet and word processing in the open computer lab center. Check on the door of the open computer lab for hours of operation.

### **Student Honor Society**

*Phi Theta Kappa* is the honor society of two-year colleges. Students must earn a 3.5 grade point average and accumulate 12 credit hours. HCCS has a very active chapter: Omega

Sigma. Numerous transfer scholarships are offered through this honors organization. Contacts are available at [www.omegasigma.org](http://www.omegasigma.org). The Southwest College advisor is Professor Eunice Kallarackal at [eunice.kallarackal@hccs.edu](mailto:eunice.kallarackal@hccs.edu).

### **Meningitis Immunization Now Required**

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Beginning with Spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to

<http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admissions-steps/submit-meningitis-documentation>

### **MISSION STATEMENT OF THE ENGLISH DEPARTMENT**

The purpose of the English Department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students' reading, writing, and analytical skills.

### **CORE OBJECTIVES/TEXAS 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 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

### **ENGLISH PROGRAM STUDENT LEARNING OUTCOMES (SLOs)**

(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.

### **English Composition II Student Learning Outcomes**

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

Student proficiency in Communication Skills will be assessed as a formal written out-of-class essay, which is at least three 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 a 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.