

# English Department

Central College

**English 1301 Freshman Composition I Spring 2016**

**Instructor Name:** Gina G. Palmer

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Dept. Secretary’s (Aaron Henry ) Phone **713-718-7591**

Learning web address: [http://learning.hccs.edu/faculty/gina.palmer](http://learning.hccs.edu/facultuy/)

CRN **: 11283**

M-W 9:00AM-11:00am

CE-San Jacinto Bldg Rm 141

CRN: **10825**

TuTh 9:00AM - 11:00AM

Willie Lee Gay Hall Rm TBA

**Office Hours:** By appointment only

*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: 42

Type of Instruction: **lecture**

**Please remember that this syllabus is subject to change *TEXTBOOK:***

 *You do not need a text book for this course. Readings will be available on the Learning Web. However, you will need a particular diction see below.*

 ***REQUIRED DICTIONARY:***

*The American Heritage Dictionary 5th*

*Author: Houghton Mifflin Company Staff*

*Publisher: Random House Publishing Group*

*Edition: 5th, Fifth, 5e Year: 2012 Format: Mass Market 960 pages*

*ISBN 13: 9780553583229 (978-0-553-58322-9)*

*ISBN: 0553583220 (0-553-58322-0)*

Available online from the usual suspects starting at $7.95including shipping Amazon will express it if you are student.

**YOU MUST BRING YOUR DICTIONARY TO EACH AND EVERY CLASS.**

**Other Required Materials:**

**Three hole binder—no spiral bounds**

# Three hole loose leaf notebook paper 8½” x 11” no spiral bounds Calendar with dues dates highlighted and process planning dates

USB drive

Pens

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

All essays, except the expository essay, require a planning page, full length rough draft, a revised second draft after peer review and a final draft with minimum errors in grammar, diction, sentence structure completeness. and with proper MLA citations and Works Cited page if using another author’s thought or words]. A final draft automatically receives a zero with three major sentence level errors. A rewrite will earn no more than a 75.

**DAILY GRADES** **25%total**

Class discussions and small group work are the basis of most of our class time. It is important you have read the assignment and thought about it [ie critically analyzed]. You are expected to demonstrate a thorough understanding the principles and applications of the rhetorical methods of the authors or instructions and guides. To help you get motivated, expect daily cumulative quizzes, research checks, sentence and paragraph answers, group class work and reading notes. Critical thinking is the essential skill to writing precisely and accurately.

Without reflective, critical thought, the readings are really just words. The reading often demonstrates various techniques used in a genre or a unique perspective on an issue. A good question to answer after you have read and taken notes is : why is the reading assigned and what should I observe and understand about it? I rarely lecture. That material is provided in your assigned reading. I try to guide you by asking questions to the more difficult points. Many of you will resist this “flipped classroom,” but if you come prepared you will find class much less boring. I cannot “teach” you anything. I can offer you the opportunity to learn, but you control what and how you learn. I will not give you my interpretation of a reading because the point is for you to develop your own. This a student centered type of instruction and it does require more of you than being told exactly what will be on the test. First, we think, then we write.

Essay #1 **Personal Narrative** 25% total

Brainstorming 5%

Complete Rough Draft 10%

 First Revision after Peer Review 5%

 Final Revised Draft 5%

Essay #2 Summary and /’Response **20 %total**

 Library Assignment 5%

 Annotation of Articles [Critical reading questions] 5%

Outline and First Draft 5%

** Final Draft (Revision 1 )** 5%

Essay #3Group Researched Argumentative Essay **30% total**

First meeting (tentative thesis) 5%

Annotated working bibliography 5%

Complete rough draft 5%

First revision (after peer review) 5%

Final draft 5%

Individual Rough Draft 10% total

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

# Course Description

English 1301 is a course devoted to improving the student's writing and critical reading. The course involves writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. English 1301 is a core curriculum course. Prerequisite: A satisfactory assessment score, completion of English 0310, or for non-native speakers, English 0349.

English 1301 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

**Course Prerequisites:**

Must be placed into college-level reading and college-level writing.

**Paper Format:**

All assignments submitted to **turnitin.com** needs to be created utilizing **Microsoft Word** so it will be compatible with the lab/instructor computer software. All writing process work will be turned into **turnitin.com**

Typed papers must adhere to **MLA style format** see p.or [www.owl.english.purdue.edu,](http://www.owl.english.purdue.edu/) and the **Sample MLA Paper** on the Learning Web. **Failure to use MLA format will have points deducted.**

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

Handwritten work should be written on one side only and double spaced (MLA format) **Regarding assignments:**

# \* There will be no makeup quizzes for missed daily quizzes

* All assignments must be submitted to **turnitin.com** and accepted in order to potentially pass English 1301. **Late papers lose 10 points each class day late.** All assignments are to be submitted electronically to **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 all 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 the personal memoir. 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 turn in work.

**Paper due dates are on the assignment sheets. Turnitin.com dates are often adjusted for technical reasons. Final drafts dates raely change.**

**HCC GRADING SCALE:**

* 1. (90-100) = Exceptionally fine work, superior in mechanics, style, content
	2. (80-89.99)= Above average work, superior in one or two areas listed above
	3. (70-79.99)=Average quality work, good, unexceptional
	4. (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 CRITERIA:**

# Grading Components

Content (earns most points)

Organization

Sentences

Appropriate diction (word choice)

Punctuation and mechanics

# Content

**Highest Standard (A):** 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

**Highest Standard (A):** 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

**Highest Standard (A):** 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. Correct and effective modification and parallelism. No awkward of 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

**Highest Standard (A):** Excellent use of diction and tone. Diction for the essay is distinctive and exhibits word form mastery. No clichés. 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 subjectverb 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

**Highest Standard (A):** 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).

# NOTE ON MAJOR SENTENCE/GRAMMAR ERRORS

Major errors of 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 in-class essays as well. Since in-class essays are shorter (and have no opportunity for peer critique and tutoring), you must use your editing time carefully. Papers with three major sentence level errors automatically recie a zero.

# Diagnostic Essay

All English 1301 students write a diagnostic essay during the first class session in order to confirm their placement in English 1301. 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.

# 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.](http://www.askonline.net/) You must 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 collusion will also result in a grade of “0” (zero) on that paper or project.Plagiarism or 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. 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).

**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.**

**LAST DAY TO WITHDRAW IS WITH A W IS NOVEMBER7, 2016**

# Withdrawal Policy

The State of Texas now imposes penalties on students who excessively drop courses. For example, if you repeat the same course more than twice, you have to pay extra tuition. 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.

You should visit with your instructor, an HCC counselor, or HCC Online Student Services to learn what, if any, HCC **interventions** might be offered to assist you to stay in class and improve your performance. Such interventions could include tutoring.

The grade of "W" (Withdrawal) appears on grade reports when students withdraw from a class by the drop deadline. Instructors have the option of dropping students up to the deadline. After the deadline, instructors do not have that option — not even when entering final grades.

# 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 contact the International Student Office at 713-718-8520 if you have any questions about your visa status and any other transfer issues.

# 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.

# 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 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.

**Repeat Course Fee:**

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. 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.

# 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.

# 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.

**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

**All lecture and discussion notes must be hand written. Do not attempt to take notes on your lap top.**

Laptops are used only for creating assignments. You should print your reading assignment and make your note on the hard copy.

Turn off your cell phone’s ring tone. The sounds of cell phones ringing during class are disruptive to your colleagues. Keep your cell phones in your backpack. You have no reason to have your on your desk (except emergencies) on your lap.

Do not leave the class to make a call or answer calls (or worse—answer a call in class). Your colleagues 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! Be respectful of your colleagues’ learning environment and keep a pleasant environment, free from such distractions.

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.) Absolutely no texting.

**Other Course Policies:**

Be **respectful** of your colleagues by not disrupting their learning environment. Chatting to **someone** else when a discussion is in progress is not acceptable. If you have a question, raise your hand because if you have a question probably others do as well. If you do cause disruptions by chatting or cross talking during a discussion, you will be asked to leave class for that day.

Be on time. If you are **five minutes late,** you are absent, except in an emergency, which occurs infrequently

When you enter class you should automatically prepare to work. You should have copy of the reading on your desk. You automatically take out loose leaf paper to begin taking notes .You are required prepared to take notes during class -- no tape recording devices allowed (see above).

Do not bring children, significant others, family members, etc. to class with you -- only students registered in the class may attend. If you have a friend who would like to attend one of our classes, please make prior arrangements.

Do not pack up books and belongings prior to being dismissed -- I will announce when class has been completed and it is time for you to leave.

***Study Group Contacts***

*If you should miss class for any reason, it is your responsibility to make up the work you missed. Do not contact me to ask what you missed. You must* you *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 result will result in a 0 for class participation.*

Attendance will be checked daily at the beginning of class. Quizzes are given at the beginning of class, so arrive punctually.

# 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. 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).**

# 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**. We strongly suggest that all students view the 8-minute video on the log-in page before submitting their first submissions.

# 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 operations.

# 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-admissionssteps/submit-meningitis-documentation](https://webmail.hccs.edu/owa/redir.aspx?C=d7d17d0c1ac7473fbfb8d433db968aa4&URL=http%3a%2f%2fwww.hccs.edu%2fhccs%2fadmissions-registration-center%2fnew-student-general-admissions-steps%2fsubmit-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.

# COURSE PURPOSE

English 1301 is designed to help students write multi-paragraph expository, analytical, and argumentative essays that have the following qualities:

* clarity in purpose and expression,
* appropriate and sensible organization,
* sound content, including applications of concepts from and references to assigned readings,
* completeness in development,
* unity and coherence,
* appropriate strategies of development,
* sensitivity to audience
* effective choice of words and sentence patterns,
* grammatical and mechanical correctness, and  appropriate MLA citation format.

# 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.

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 (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.
5. Communicate ideas effectively through discussion.