Composition II-12558

ENGL-1302

RT 2022   Section 0017   3 Credits   01/18/2022 to 05/15/2022   Modified 01/13/2022

🕐 Course Meetings

Course Modality

Online Anytime (WW)

Meeting Days: N/A

Meeting Times: N/A

Meeting Location: N/A

👤 Welcome and Instructor Information

Instructor: Dr. Glenna Bell Ph.D.

Email: glenna.bell@hccs.edu
Office: Virtual via Canvas
Phone: 713-718-8000

What's Exciting About This Course

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

My Personal Welcome

Thank you for choosing Houston Community College to pursue your post-secondary studies. I appreciate your enrolling in this section of English 1302, and I am excited about this opportunity to guide you as you work to become an effective writer. Think of me as your writing coach. Like a football or soccer coach, my job is to challenge you to achieve your full potential and help you to realize that you can accomplish more than you ever thought you could with consistency and hard work. If you do not want to be challenged to meet high standards, you might consider looking for another professor who teaches with more of a laissez-faire approach but I hope that you are here for the right reason, to enhance your skills through a sincere, dedicated effort to improve your writing.

Preferred Method of Contact

So that I may better assist you, please email my Canvas inbox instead of glenna.bell@hccs.edu. My office hours are Mondays through Thursdays from 1-2 p.m. by appointment.

🖥 Course Overview

Course Description

English 1302 is an intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course.

Requisites

English 1301 or satisfactory score on the CLEP Exam.

English Department

https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/english/ (https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/english/)

◉ Core Curriculum Objectives (CCOs)

English courses satisfy three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that courses address the following core objectives:

- *Critical Thinking*: Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
- *Communication*: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- *Personal Responsibility*: Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
- *Teamwork*: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
  - Composition I, Composition II, Creative Writing, Introduction to Technical Writing, and Technical & Business Writing only
- *Social Responsibility*: Students will demonstrate intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
  - Literature courses only

ⅈ Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

Can be found at:

https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/english/ (https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/english/)

Course Student Learning Outcomes (CSLOs)

Upon successful completion of ENGL 1302, the student will be able to:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Word Count Requirement

Students will write a minimum of 5,000 words over the course of the semester.

☰ Departmental Practices and Procedures

Department-Specific Instructor and Student Responsibilities

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

- Provide the grading scale and detailed grading formula explaining how student grades are to be calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

<u>As a student, it is your responsibility to</u>:

- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the HCCS Student Handbook

Program-Specific Student Success Information

As with any three-hour course, expect to spend *at least six hours per week* outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

📙 Instructional Materials and Resources

Instructional Materials

The HCC Online Bookstore (https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses.

Textbook Information (REQUIRED):

Title: The *Bedford Handbook*

Authors: Diana Hacker and Nancy Sommers

Publisher: Bedford/St. Martin's

Edition: 11th

ISBN: 978-1-319-18269-4

AND

Title: *Read, Reason, Write: An Argument Text and Reader*

Authors: Dorothy U. Seyler and Allen Brizee

Publisher: McGraw Hill

Edition: 12th

✔ Course Requirements

Assignments, Exams, and Activities

This course will require five major writing assignments and seven written discussion assignments. The major writing assignments are worth 90% of your course average and the written discussion assignments are worth 10%.

Grading Formula

Grade	Range	Notes
A	90-100	exceptional work: superior in mechanics, style, content
B	80-89	above average work: superior in one or two areas—style, mechanics, content and no severe problems with presentation
C	70-79	average quality work: good, but unexceptional and very few serious problems with presentation
D	60-69	below average work: noticeably weak in mechanics, style, and/or content
F	0-59	failing work: clearly deficient in mechanics, style, and/or content

✳ Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the coursework and must have proof of a serious extenuating circumstance, such as a documented health issue that prevents him or her from finishing the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Late Work/Extra Credit

On the first day of class, you will know the due dates for the assignments in this course because they are visible at the Assignments link at the left of your screen and on your Weekly Calendar in Canvas.

There will be no late submission opportunities for missed discussion assignments because once the discussions are closed in Canvas it is impossible to participate. In most cases you will need to devote several hours to preparing your discussion responses before you post and in order to earn credit for these discussion assignments you will also need to reserve enough time to thoughtfully respond to classmates' posts before the discussions close. Please do not attempt to do the discussion assignments at the last minute. If you miss a discussion, your grade would be a zero. You absolutely may not email me your discussion posts after the assignments close. There is no way for me to grade email in Canvas.

You may submit a major writing assignment up to one week after the due date; however, a ten-to-twenty point late penalty would be assessed, which is often enough to reduce the grade to below passing. If you do not submit your writing assignment within this time frame, your grade would be a zero.

- Due to time constraints, writing assignments that are submitted late will be graded but will not be marked, and there will be no late submission opportunity for the final essay.
- Please be aware that incomplete work and/or work that is not properly prepared would not be accepted and, thus, would result in a zero.

Please do not ask to do extra credit work because it is not part of the college tradition and is not appropriate at this level of learning. There is no extra credit opportunity in this course.

Academic Integrity

Here's a link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

According to the *Student Handbook* for the Houston Community College System, scholastic dishonesty includes cheating on a test, plagiarism, and collusion:

Cheating on a test—copying from another person's work or using unauthorized materials during a test;

Plagiarism—using another person's words, information, or ideas in your own written work without appropriate acknowledgement and quotation marks when exact words are used;

Collusion—"unauthorized collaboration"

Please note the consequences of such dishonesty, as stated in the *Student Handbook*: "Possible punishments for academic dishonesty may include a grade of 0 or F for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college System."

For the purposes of this class, the grade in the first instance of plagiarism would be a zero on the plagiarized assignment with no opportunity for a re-write granted, which could result in failure of the course when the final course grade is mathematically averaged. Upon the second instance of plagiarism, the student would be given the opportunity to withdraw from the course if the infraction occurs prior to the final withdrawal date. If the student refuses to withdraw, the result would be an F in the course regardless of the quality of any subsequent work submitted. If the second instance of plagiarism occurs after the final withdrawal date, the student would receive a grade of F in the course regardless of the quality of any subsequent work submitted. Additionally, if any student should commit plagiarism, a maxient report would be sent to the HCC administration, which would be a documented record of academic dishonesty.

Attendance Procedures

Because this class is an Online Anytime (WW) course, there is not a portion of the grade for attendance. However, any student who has not logged into the Canvas shell for this class by the official date of enrollment (which is ten days after the semester begins) will be dropped from the course. Also, any student who does not log into the course for two consecutive weeks will be dropped.

Student Conduct

Since a percentage of the grade for this course is based on discussion posts in which students will be interacting with classmates, it is expected that all students will conduct themselves with courtesy and respect for the ideas of others. No form of harassment, intimidation, bullying, or abuse of classmates or professor will be tolerated under any circumstance.

NOTE: This quotation is an excerpt from the HCCS Student Code of Conduct and Discipline:

"A student's membership in the community of scholars is a privilege that carries with it obligations to participate in and contribute to the educational mission of the College and to avoid any behavior that is contrary to that mission. Therefore

No student may disrupt or otherwise interfere with any educational activity being performed by a member of the College System.

In addition, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to the community of scholars.

Student conduct and responsibilities are described in the *HCCS Student Handbook*, and students are expected to use these policies as guidelines for their behavior.

An instructor may establish additional reasonable behavioral guidelines for his/her class. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official.

The student has a right to return to the next class/activity.

If the problem persists, the instructor should consult with the appropriate Dean concerning disciplinary action.

If a faculty member who is having a disciplinary problem with a student feels that the student is a threat to the faculty member's safety and/or the safety of the other students, the faculty member should immediately alert Campus Security."

Additionally, in cases of student misconduct, HCC requires that faculty file a maxient report, which would be sent to the administration and would be a documented record of that student's inappropriate behavior.

Instructor's Course-Specific Information

Your Week 1 Module will be accessible as soon as you finish your Start Here Module. Your weekly modules will be unlocked at 8 o'clock on Friday mornings because many students want to prepare over the weekend for the next week's assignments. With this in mind, it is very important to read the "What You Need to Do" page for each upcoming week first before beginning your assignments, which makes the difference between passing or failing this course. In the past students who had "low page views" did not pass. Please keep in mind that I can see your page views and how many hours and minutes a week you are spending on our Canvas course. I will know if you have not read the course syllabus, for example, or if you email me questions with answers that are clearly stated in your Canvas modules such as "is there an assignment sheet (directions) for Writing Assignment #1?" or "how do I post and reply in a discussion?" Since I am teaching five writing classes this semester with 125 students who will all be submitting 5,000 words each according to the English Department's requirement as well as being required to do committee work, complete trainings, attend meetings, and more, I too must manage my time effectively in order to efficiently perform all of the roles that are expected of me, so students with "high page views" will be prioritized.

You will need to upload your major writing assignments in Canvas. I cannot use the Canvas grading tool to assess emailed assignments, and instructors are unable to upload students' work to Canvas. When you upload your assignments, make sure that you receive immediate automated confirmation that your submission has been accepted.

You will be allowed only one attempt to submit each major writing assignment, so before uploading any assignments it is very important to read the directions on the submission page and also check to see that you are submitting the correct files. With this in mind, you should label all of your files very clearly to differentiate between rough drafts versus the final, revised draft that you want me to grade.

Please recognize that this is a researched-based writing course. Due to concerns of plagiarism in higher education today, I absolutely must see the PDF-formatted scholarly sources that you will be required to cite in your writing, and because I assess at least a hundred assignments a week, I simply do not have time in my work schedule to search for your sources in the HCC library databases and/or to look for the lines that you quoted in your assignments in your related PDF files. Your correctly-highlighted PDF files must be attached to your discussion posts and uploaded with your major writing assignments, or I will not be able to assess your performance and your work would be graded zero. There is more detailed information about this requirement in your Canvas modules.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)) to facilitate learning and submission of assignments.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Faculty Statement about Student Success

The best way to succeed in this college-credit English course is to study your textbooks and Canvas modules, carefully follow directions, participate fully in the discussions, practice your writing daily, and invest a great deal of time into your research, drafting, and revision process.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

🏛 HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: https://catalog.hccs.edu/ (https://catalog.hccs.edu/)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare

- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

https://www.hccs.edu/student-conduct (https://www.hccs.edu/student-conduct) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

https://www.hccs.edu/campuscarry (https://www.hccs.edu/campuscarry)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID (https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: https://www.hccs.edu/eeo (https://www.hccs.edu/eeo)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to https://www.hccs.edu/accessibility (https://www.hccs.edu/accessibility)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (mailto:Institutional.Equity@hccs.edu)

https://www.hccs.edu/titleix (https://www.hccs.edu/titleix)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: https://www.hccs.edu/online/ (https://www.hccs.edu/online/)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/ (https://eagleonline.hccs.edu/)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques

- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook (https://www.hccs.edu/studenthandbook)

EGLS3

The EGLS[3] (Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/egls3)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS[3] surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

https://www.hccs.edu/egls3 (https://www.hccs.edu/egls3)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services (https://www.hccs.edu/tutoring) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at https://library.hccs.edu (https://library.hccs.edu/).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at https://www.hccs.edu/supplemental-instruction (https://www.hccs.edu/supplemental-instruction)

Resources for Students:

https://www.hccs.edu/covid19students (https://www.hccs.edu/covid19students)

Basic Needs Resources:

https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ (https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

https://www.hccs.edu/basicneeds (https://www.hccs.edu/basicneeds)

COVID-19

Here's the link to the HCC information about COVID-19:

https://www.hccs.edu/covid-19 (https://www.hccs.edu/covid-19)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

📅 Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Week	Dates	Topic / Assignments Due
1	1/18-21	Course Overview; Annotation; Summary; Plagiarism; Submit Discussion #1.
2	1/24-28	Draft/Submit Writing Assignment #1: The Introductory Paragraph of your Six-Paragraph Researched Essay in Progress.
3	1/31-2/4	Read William Deresiewicz's "Faux Friendship." Draft Writing Assignment #2: Body Paragraph X of your Six-Paragraph Researched Essay in Progress.
4	2/7-11	Revision Process for Writing Assignment #2; Techniques for Achieving Coherence/Clarity in Writing
5	2/14-18	Submit Writing Assignment #2; Prep. for Writing Assignment #3: Body Paragraph Y of your Six-Paragraph Researched Essay in Progress.
6	2/22-25	Research Process for Writing Assignment #3
7	2/28-3/4	Drafting Process for Writing Assignment #3
8	3/7-11	Revise/Submit Writing Assignment #3; Prep. for Writing Assignment #4: The Rebuttal Paragraph of your Six-Paragraph Researched Essay in Progress.
9	3/21-25	Research Process for Writing Assignment #4
10	3/28-4/1	Drafting Process for Writing Assignment #4
11	4/4-8	Revise/Submit Writing Assignment #4; Drafting Process for the Concluding Paragraph of your Six-Paragraph Researched Essay in Progress.
12	4/11-14	Drafting Process for the MLA Works Cited Page of your Six-Paragraph Researched Essay in Progress
13	4/18-22	Revision Process for the Concluding Paragraph and MLA Works Cited Page
14	4/25-29	Introduction to Understanding Literature; Complete your Six-Paragraph Researched Essay in Progress by writing Body Paragraph Z. Continue revising the complete essay; submit to Upswing tutors.

Week	Dates	Topic / Assignments Due
15	5/2-6	Understanding Literature, Continued; Continue preparing your Six-Paragraph Researched Essay with MLA Works Cited page to upload no later than 12:30 p.m. on May 4. There will be no late submission opportunity due to end-of-semester time constraints.

▤ Additional Information

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Mary Lawson, mary.lawson@hccs.edu, 713.718.2365