



**Division of English and Communication  
English Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

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**ENGL 1302: Freshman Composition II | Lecture | 11383 & 11375**

Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)

In-Person | Northline Campus, Room 214 | 8-9:20 and 9:30-10:50 TTH

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Dr. Glenna Bell, Ph.D	Office Phone:	713-718-8000
Office:	Room 320, Northline	Office Hours:	MW: 12:20-1; TTH:10:50-noon by appt.
HCC Email:	<a href="mailto:glenna.bell@hccs.edu">glenna.bell@hccs.edu</a>	LearningWeb:	<a href="https://learning.hccs.edu/faculty/glenna.bell">https://learning.hccs.edu/faculty/glenna.bell</a>

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in this class is very important to me. I am available to hear your concerns and to discuss course topics.

**Instructor's Preferred Method of Contact**

My preferred method of contact is my HCC email at [glenna.bell@hccs.edu](mailto:glenna.bell@hccs.edu). I will respond to email within 24 hours Monday through Friday; I will reply to weekend messages on Monday.

**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.

**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 in consultation with HCC tutors.

## Prerequisites and/or Co-Requisites

Successful completion of ENGL 1301 or satisfactory score on the CLEP exam. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Learning Management System

This section of ENGL 1302 will use the [Learning Web](#) to supplement in-class assignments, essay assignments, reading materials and activities. In class, I will use the teaching station and drop down screen to demonstrate how to access the Learning Web. HCCS Open Lab locations may be used to access the Internet and the Learning Web. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser. Because this is a traditional, in-person, face-to-face course, we will not be using Canvas this semester.

## Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course:

[http://learning.hccs.edu/faculty\\_search\\_results.html?fullname=glenna+bell](http://learning.hccs.edu/faculty_search_results.html?fullname=glenna+bell)

## Instructional Materials

### Course Reader Information

#### Textbooks:

*Read, Reason, Write and The Bedford Handbook*

(Buy or rent. Hardcopy only. NO ELECTRONIC BOOKS, PLEASE.)

#### Supplies:

- Blue book and black or blue pens for in-class writing
- Colorful pens and notebook paper for color-coded note taking
- A good dictionary which you bring to/access in every class
- A small stapler for stapling your writing (Unstapled papers will not be accepted.)
- A two-pocket file folder for organizing all work pertaining to this course, including handouts, class notes, graded assignments, tutorials, and drafts of essays

## Other Instructional 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](#) 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 <http://library.hccs.edu>.

### Supplemental 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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview for ENGL 1302

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.

### Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1302 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course 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.

### Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

### Course Student Learning Outcomes (CSLOs) for ENGL 1302

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.)

## Student Success in ENGL

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 attending class on time, reading and re-reading the assigned materials, finishing all writing assignments completely and correctly, meeting deadlines, and participating in peer review workshops and class discussions. **There is no short cut.** To be successful, you need to plan on investing a good deal of time into studying the material using the course objectives as your guide, writing and rewriting your drafts in consultation with HCC tutors, and reviewing with them any readings that you might not fully understand.

### 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 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

As a student, it is your responsibility to:

- 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, and the student code of conduct in the HCCS Student Handbook.

## Assignments

### Written Assignments and Essays

Students will write a minimum of 5,000 words over the course of the semester. The graded written work for English 1302 includes a series of in-class and out-of-class writing assignments with an emphasis on developing analytical, research-based persuasive essays through the revision process and peer review workshoping of drafts. **Please Note:** You must score a 70 or better on the in-class final examination essay in order to pass English 1302, so please prepare by meeting regularly with HCC tutors this semester to gradually strengthen your writing skills over time.

## In-Class Activities

In class you will have the opportunity to participate in relevant discussions and peer review workshopping of drafts. **Please Note:** The final drafts that you submit for a grade will be penalized ten points if you do not bring complete, typed rough drafts to the peer review workshops and participate fully with your team members.

## Grading Formula

*Please note that in the case that the final exam is cancelled due to extenuating circumstances such as a power outage in the building or flooding, your final course grade will be calculated based on an adjusted scale with Assignments #1-4 weighted at 25% each.*

### Distribution of Final Grade for the Course:

1. In-Class Summary-Synthesis	20%	Due Date: 1/30
2. Out-of-Class Analytical Argument	20%	Due Date: 2/20
3. Out-of-Class Analytical Argument	20%	Due Date: 3/12
4. Out-of Class Rebuttal Argument	20%	Due Date: 4/9
5. In-Class Final Examination Essay	20%	No Make-Up Opportunity

Total 100%

### Grading Standards:

Your final course grade will be determined in accordance with the following criteria:

A (90-100) = exceptionally fine work: superior in mechanics, style, content

B (80- 89) = above average work: superior in one or two areas—style, mechanics, content – no severe problems with presentation

C (70-79) = average quality work: good, but unexceptional – 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

**Evidence of plagiarism will be graded "F" and will result in failure of 1302.**

**HCC Grading Scale can be found on this site under Academic Information:**

**<http://www.hccs.edu/resources-for/current-students/student-handbook/>**

## Course Calendar

Week	Dates	Topic / Assignments Due
1	1/21, 1/23	Syllabus; Course Agreement; Annotate <i>RRW</i> , Ch. 1 and <a href="https://historycooperative.org/the-history-of-social-media/">https://historycooperative.org/the-history-of-social-media/</a>
2	1/28, 1/30	Summary Writing; In-Text Citation; <a href="#">Write Assign. #1 – 1/30</a> . Annotate <i>RRW</i> , Ch. 2. Study the Learning Web form on titles.
3	2/4, 2/6	Introduce Researched Essay Project. Annotate <i>RRW</i> , Ch. 3.
4	2/11, 2/13	Discuss how to compose Assign. #2. Annotate "Faux Friendship" and identify the thesis and support in groups.
5	2/18, 2/20	Assign. #2 Peer Review – 2/18. <a href="#">Submit Assign. #2 – 2/20</a> . Annotate <i>RRW</i> , Ch. 4. Begin discussion of Assign. #3.

Week	Dates	Topic / Assignments Due
6	2/25, 2/27	Annotate <i>RRW</i> , Ch. 12 and Ch. 5. Library Orientation - 2/25.
7	3/3, 3/5	Research/Discuss/Write Assign. #3. Annotate <i>RRW</i> , Ch. 13.
8	3/10, 3/12	Assign.#3 Peer Review – 3/10. Bring your draft + annotated scholarly journal articles. <a href="#">Submit Assign.#3 – 3/12.</a>
9	3/24, 3/26	Begin discussion of Assign. #4. Annotate <i>RRW</i> , Ch. 6.
10	3/31, 4/2	Research/Discuss/Write Assign. #4.
11	4/7, 4/9	Assign.#4 Peer Review – 4/7. Bring your draft + annotated scholarly journal articles. <a href="#">Submit Assign.#4 – 4/9.</a> Discuss concluding paragraphs and review the revision process.
12	4/14, 4/16	Review <i>RRW</i> , Ch. 14: MLA Works Cited page + <i>Purdue Owl</i> .
13	4/21, 4/23	Peer Review – 4/21: Bring your draft of the conclusion + Works Cited page. Introduction to “Understanding Literature”
14	4/28, 4/30	Discuss <i>RRW</i> , “Appendix: Understanding Literature.”
15	5/5, 5/7	Notetaking for the Final Exam Essay; DO NOT miss class!
16	5/14 at 8 5/12 at 9	<a href="#">Write Final Examination Essay</a> – 1 hour, 40 minutes in class; Submit revision of persuasive research essay w/ Works Cited.

### 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.

## Instructor’s Policies

### Academic Integrity

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

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

**Academic Integrity:** 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 someone else’s paper 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” (35).

Please note the possible 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” (35). For the purposes of this class, the grade in the first instance of plagiarism will be a zero on the plagiarized assignment, with no opportunity for a re-write granted, which in most cases would result in failure of the course when the final course grade is averaged. Upon the second instance of plagiarism, you will be given the opportunity to withdraw from the course if the infraction occurs prior to the final withdrawal

date. If you refuse to withdraw, you will receive 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, you will receive a grade of F in the course regardless of the quality of any subsequent work submitted.

### Attendance Procedure

College policy stipulates that **any student who misses more than 12.5 % of the course contact hours for instruction (6 class hours = 4 sessions) may be subject to administrative withdrawal for excessive absences. HCC does not differentiate between excused and unexcused absences. If you are not in class for any reason, you are absent.** Attendance and on time arrival to class are absolutely essential for you to succeed in this course. I will distribute a sign-in sheet at the beginning of each session. It is your responsibility to make sure that you sign in every day. If, for any reason, your signature does not appear on the form, you would be counted absent. Please recognize that you cannot come back later and remind me that you were in class because I have so many students that I probably would not be able to remember. If you arrive late and/or leave early four times, the fourth time would be counted as an absence because the minutes would add up to approximately one missed class. If you arrive very late or leave very early, you would be marked absent because you must be in the classroom for most of the period to be counted present.

### Student Conduct

Let us recognize that all students deserve to learn in a peaceful, orderly, and focused environment. In everyone's best interest, any type of disruptive or distracting speech and/or behavior will not be tolerated.

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

1. 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
  - a. No student may disrupt or otherwise interfere with any educational activity being performed by a member of the College System.
  - b. 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.
  - c. Student conduct and responsibilities are described in the *HCCS Student Handbook*, and students are expected to use these policies as guidelines for their behavior.
2. 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.
  - a. The student has a right to return to the next class/activity.
  - b. If the problem persists, the instructor should consult with the appropriate Dean concerning disciplinary action.
  - c. If a student refuses a well-founded request to leave the classroom voluntarily, Security can be summoned to remove the student so that the scheduled activity may resume without further disruption.
  - d. In cases of serious problems, the faculty member should report the incident to his or her instructional supervisor.
3. **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.**

Please keep in mind that if a student accesses a device and/or talks out of turn during a graded in-class assignment, the result would be an automatic zero. Please also note that students may not leave the classroom and return to complete a graded in-class assignment. If you need to leave during a graded assignment, please quietly submit your incomplete work before you depart.

## **Course-Specific Policies**

### **Submission of Out-of-Class Assignments**

Failure to attend one class does not excuse a student from preparing for the next class. The assignments are designated by the due dates on the Course Calendar. You need to be in class on time and submit your work on the due dates. PLEASE DO NOT EMAIL PAPERS to me.

### **Late Work/Make-Up Work**

Upon the first day of class, you will know the due date for every assignment in this course because they are designated on the Course Calendar on this syllabus. All out-of-class writing assignments are due at the beginning of class on the assigned due dates. I reserve the right not to accept late work.

For your out-of-class writing assignments, you MUST submit a typed and stapled hard copy to me in class on the due date or submit the work not more than one week after the due date for a penalty of ten points for each class day that it is late. If you fail to submit a typed hard copy to me within this time frame, formatted according to MLA guidelines, you would receive a zero on the assignment, which could result in failure of 1301 when I average your grade.

If you miss a graded in-class writing assignment, you have one week to submit a doctor's note, military or court summons, or obituary in order to be eligible to write a make-up essay; otherwise, the grade would be a zero. Please present this documentation in class, not through email.

- Please recognize that if you score a zero on a major writing assignment, your final course average would probably be a D or F because each assignment is worth 20%.
- Please try to submit your writing assignments on time because, in many cases, the late penalty reduces the grade to below passing.
- Due to time constraints, assignments that are submitted late will be graded but will not be marked, and the final examination essay may not be made up later.
- Please be aware that incomplete work and/or work that is not properly prepared will not be accepted for a grade and, thus, will earn a zero.

Also, 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. The best way to succeed in a college-credit English course is to study your textbooks and class notes, practice your writing daily, consult with HCCS English tutors on a regular weekly basis, revise and workshop your drafts with your peers both in class and beyond the classroom environment, and arrange to meet with me during my office hours if you need further assistance.

### **Official Withdrawal from Class**

The deadline for student and administrative withdrawals for the 16 week regular term is **Friday, April 6** at 4:30 PM. If you drop the course, you must withdraw online or complete



the necessary forms with the Registration personnel prior to this date. If you do not complete the withdrawal form and do not complete the required work in this class, you will receive an "F" for the course. HCCS instructors are no longer allowed to give students a grade of "W" at the end of the semester. The only way your grade will appear as a "W" on your course record is if you officially withdraw from the course before the deadline of **April 6, 2020** at 4:30 p.m. If you disappear and do not complete the required course work, you will receive a grade of "FX," which is the same thing as an "F" for the computation of your GPA and could negatively affect your financial aid in the future.

### **Participation**

Your level of participation in class discussions and peer review workshops and evidence of your preparation for these activities are very important to your final grade and to enhancing your critical thinking, reading, and writing skills.

### **Electronic Devices**

***NO Recording or Taking Pictures:*** "Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations." – from the Office of the Chancellor

Please turn off your cell phones upon entering the classroom. Please turn off your I-Pads or laptop computers, unless you are using such devices in connection with the class and with my permission. **DO NOT leave the classroom to take phone calls, unless it is of an extreme emergency. And positively DO NOT check your Instagram, FB, Twitter, Snapchat or any other social media notifications during class.**

### **Email**

I can be reached through my main HCCS email account at [glenna.bell@hccs.edu](mailto:glenna.bell@hccs.edu) but I ask that you **NOT send course assignments to my email address. Your student email is your HCCS email. Please become accustomed to using your HCC email system, which is how professors often contact you with important announcements regarding assignments and more.**

### **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> 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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) 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<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

### **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](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Office of Institutional Equity**

<http://www.hccs.edu/departments/institutional-equity/>

### **Ability Services**

<https://www.hccs.edu/support-services/ability-services/>

### **Title IX**

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

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

### **Department Chair Contact Information**

Dr. Alan Ainsworth, [alan.ainsworth@hccs.edu](mailto:alan.ainsworth@hccs.edu), 713.718.7591