



**Division of English and Communications
English Department**

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

ENGL 1302: Freshman Composition II | Lecture | 17184, 17185

Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)

Online Anytime

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Dr. Glenna Bell, Ph.D.

Office Phone: 713-718-8000

Office: Virtual via Canvas

Office Hours: M–Th, 1–2 p.m. by appt.

HCC Email: glenna.bell@hccs.edu

Instructor's Preferred Method of Contact

My preferred method of contact is my Canvas Inbox. I will respond to email within 24 hours on Mondays through Fridays. I will reply to weekend messages on Mondays.

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 1301, 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.

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 [Eagle Online Canvas](#). Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the course on Canvas, it is recommended that you use [FIREFOX](#) or [CHROME](#).

This semester, there are three modalities for English courses: *online Anytime* (WW), *online on A Schedule* (WS), and *flexCampus* (FC).

WW - The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course, utilizing Canvas Eagle Online. Attendance will be taken through completion of online assignments.

HCC Online Information and Policies

<http://www.hccs.edu/online/>

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:

<https://learning.hccs.edu/faculty/glenna.bell>

Instructional Materials

Course Reader Information

The Bedford Handbook, 11th edition

Read, Reason, Write, 12th edition

Supplementary readings from the HCC library databases will also be assigned in Canvas.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in online and in-person environments. 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 reading and studying the material. I will provide assignments to help you use those six hours wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, completing assignments in Canvas, and participating in class discussions. There is no short cut for success in this course.

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 assignments and discussions
- Provide a description of assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to correspond with individual students if/when necessary

As a student, it is your responsibility to:

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

Assignments

Students will write a minimum of 5,000 words over the course of the semester. The graded work includes a series of writing assignments and interactive written discussions with an emphasis on critical thinking and developing ideas with appropriate support and attribution through the revision process. PLEASE NOTE: You must score a 70 or better on the final examination essay in order to pass English 1302, so please invest a great deal of effort into the revision of each assignment this semester in order to gradually strengthen your writing skills over time.

Grading Formula

10 Written Discussion Posts (10%)
5 Major Writing Assignments (90%)

GRADING STANDARDS:

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

NOTE: 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	1/19-22	Course Overview; Annotation; Summary; Plagiarism; Consult Canvas Modules for Weekly Discussions and <i>RRW</i> Readings.
2	1/25-29	Achieving Clarity; Submit Writing Assignment #1 (Summary)
3	2/1-5	William Deresiewicz Reading; Introduction to Writing Assignment #2 (Persuasive Analytical)
4	2/8-12	Achieving Coherence; Drafting Process for Writing Assignment #2
5	2/16-19	Revision Process/Submit Writing Assignment #2; Introduction to Writing Assignment #3 (Persuasive Analytical)
6	2/22-26	Research Process for Writing Assignment #3
7	3/1-5	Drafting Process for Writing Assignment #3
8	3/8-12	Revision Process/Submit Writing Assignment #3; Introduction to Writing Assignment #4 (Rebuttal Argument)
9	3/22-26	Research Process for Writing Assignment #4
10	3/29-4/1	Drafting Process for Writing Assignment #4
11	4/5-9	Revision Process/Submit Writing Assignment #4; Drafting Process for the Concluding Paragraph (Call to Action)
12	4/12-16	Drafting Process for the MLA Works Cited Page
13	4/19-23	Revision Process for the Concluding Paragraph and MLA Works Cited Page
14	4/26-30	Understanding Literature
15	5/3-7	Understanding Literature, Continued; Final Exam Preparation
16	5/11	Submit the Final Exam before 12:30 p.m. on 5/11. (no late submissions due to end-of-semester time constraints)

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 would 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 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, he or she would 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, 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 administration, which would be a documented record of academic dishonesty.

Attendance Procedure

Since this class is an Online Anytime 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:

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.

Instructor's Course-Specific Information

Submission of Writing Assignments

You will need to upload your major Writing Assignments as a Word Docx file in Canvas. Please DO NOT email any writing assignments to me. I will accept only assignments that are submitted in Canvas. Instructors are unable to upload students' assignments to Canvas, so if you email an assignment to me, I cannot upload the document. The only exception to my policy of no assignments being sent to me via email is the unlikely event that Canvas crashes at the time an assignment is due. In that very unlikely event, I will notify you of how to submit your assignment. All of your written assignments should be submitted in Canvas no later than the designated date/time. When you upload your assignments in Canvas, make sure that you receive immediate 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 check to see that you are submitting the correct file. 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.

Refer to the Weekly Calendar of Assignments in Canvas and you will see the due date/time for every assignment. With this much detail so early in the semester, there is no reason for any late submissions or assignments not submitted. Although I do have the right to change the Calendar of Assignments, I very likely will follow the Weekly Calendar as it is presented in Canvas on the first day of the semester.

Consequences of Late Work

On the first day of class, you will know the due dates for the assignments in this course because they are designated on your Weekly Calendar in Canvas.

There will be no late submission opportunities for Discussion assignments because, in Canvas, once the Discussions are closed it is impossible to participate. In most cases you will

need to devote several hours to preparing your Discussion responses before you post them and in order to earn credit for these Discussion assignments you will also need to reserve enough time to respond to classmates' posts before the Discussions close. Please do not attempt to do the Discussions at the last minute. If you miss a Discussion, your grade would be a zero.

Major Writing Assignments will be due at 12:30 in the afternoon on designated dates. You may submit your work 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, which would likely result in failure of 1302 when I calculate your final course average.

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

No Extra Credit Work

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 Canvas modules, practice your writing daily, and invest a great deal of time into revising your drafts, for "practice makes perfect."

Official Withdrawal from the Course

The deadline for student and administrative withdrawals for the 16 week regular term is Tuesday, April 6, 2021, 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 would 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 4:30 PM on Tuesday, April 6.

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
- Ability 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

EGLS³

The EGLS³ ([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. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS³ 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, 713.718.7591