**HOUSTON COMMUNITY COLLEGE—CENTRAL**

**SPRING 2012**

**ENGLISH 0300 SYLLABUS**

**MONDAY & WEDNESDAY 12 NOON-2 P.M.**

Dr. Iris Rozencwajg CRN 76856

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Prerequisite: Must be placed into 0300 (or higher) in writing.

**Course Materials:**

*Paragraphs & Essays, 11th ed*. (required) (may rent from bookstore; photocopy Library copy)

A good print college-level dictionary (Oxford recommended)

A notebook devoted to ENGL 0300, with pockets for handouts and lined 8 ½ x 11” paper

CHECK *HCCS ONLINE STUDENT HANDBOOK* FOR POLICIES AND PROCEDURES.

**Course Description**

A refresher course devoted to improving Basic English skills for native speakers (NOTE: instead of ENGL 0300, non-native speakers must refer to ENGL 0320-0349 or ESOL 341-0356)

Emphasizes grammar, especially word use, as well as sentence structure and paragraph development through essay writing.

Students are expected to complete all reading and writing assignments, including advance reading due for the next class. Student essays will be 450 words (slightly less than two 12-point type-written double-spaced pages) minimum.

By the end of ENGL 0300, students should be able to

* write sentences that demonstrate proper use of grammar and mechanics;
* write in response to reading;
* develop a thesis statement and use supporting paragraphs to strengthen and support that thesis;
* and write a variety of kinds of paragraphs, including introductory, supporting, and concluding paragraphs.

**Attendance:** Students are expected to attend every class. You are responsible for all material covered during an absence. Please check with instructor for make-up assignments—not all assignments may be made up. Instructor may drop a student with more than 8 hours & 10 minutes of absence (includes tardiness and early departures) (the HCCS limit).

**COURSE REQUIREMENTS: English 0300**

5 essays, in/out of class 50%

Instructor’s choice: responses, discussion, other 10%

Midterm in-class essay 20%

Final in-class essay 20%

Students must keep all essays and drafts throughout the semester and be ready to produce them if asked for.

You must be able to write satisfactory in-class essays in order to pass this course, though that alone does not guarantee course completion.

**GRADING:** DETERMINED BY YOUR PERFORMANCE on required papers as well as on reading responses, grammar review, discussion in class (based not exclusively on personal opinion but on facts and opinions derived also from essays we will read in class).

We use **MLA style** for quoting or paraphrasing the words of other writers, and for citing sources. Find examples of these essential skills on the MLA website or on PURDUE OWL. See the **Grading Profile** for grading standards for English 0300.

**Scholastic Honesty**: Students are expected to act with honesty and integrity in the writing of papers and during in-class discussions. **Plagiarism**—unattributed use of another person’s words or ideas—earns a zero for the assignment, with no possible appeal.

**IMPORTANT NOTICES**

Students who must repeat a course face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering withdrawal, confer with your instructor/counselor as early as possible about your study habits, reading and writing, test-taking skills, attendance, class participation and opportunities for tutoring or other assistance that might be available.

If you intend to withdraw from this course, do so before **Thursday, March 29th, at 4:30 p.m.**, or I will be forced to give you an **IP** for this course if you are failing for the first time. Students who stop attending class and do not withdraw themselves prior to this deadline may either be dropped for excessive absences or be assigned the final grade of **FX**, compared to an earned grade of **IP** or **F** which is due to poor performance. Please note that HCC will not disburse 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.

Turn off all electronic equipment before entering class, and do not charge your battery in this classroom, or I may give you a zero for that class. Before you leave the room during an in-class assignment, place your phone on my desk or risk suspicion of soliciting outside help and receive a zero for that assignment.

**REASONABLE ACCOMMODATION:** Any student with a documented disability (e.g., physical learning, psychiatric, vision, hearing, other) who needs to arrange reasonable accommodation must contact the Disability Support Services Office in LHSB (Learning Hub) 106 on the first floor: Phone 713-718-6164.

**SUPPORT SERVICES:**

**Tutoring** is free and is required for this course. Check the door of FAC 321b for the spring schedule.

**The Library** is located on the third floor of the Learning Hub. Apply there for your FREE HCCS I.D.—required for use of Reserve books and also for the copy machine.

**Open Computer Labs** are available for word processing in the Computer Writing Lab in FAC 302 and in the Library.

**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 EGLS3 as part of the Houston Community College Student System available online: **hccs.edu/EGLS3**

Please note: the instructor reserves the right to change this syllabus during the semester.

**ENGLISH 0300 SPRING 2012 COURSE CALENDAR**

Please read the assignment before coming to class, twice if possible, to be ready for reading responses. Bring a dictionary to class. Page numbers in the following calendar refer to *Paragraphs and Essays 11th edition.* A copy is available on Reserve in the Library to photocopy pages if you have no book.

The mandatory heading for each paper, in upper left corner of the first page, is this:

 **Student’s first and last name**

 **ENGL 0300**

 **Rozencwajg**

 **Mo/day/year**

Please number your pages as you write them.

Assignments, reading and writing, are due at the beginning of class.

Revisions of essays #1, #2, #3 with original grades of 69 or lower must be handed in by **Wednesday, March 28th.**

**WEEK ONE January 18**

**Wednesday** Introductions to class and to each other - Textbook - Grading Profile.

The English sentence: subject, verb, object. [not a sentence] REQUIRED HEADING

Words make a sentence, even a random list of words. [a sentence] Diagnostic Essay (but not for a grade) [not a sentence]

**WEEK TWO January 23-25**

**Monday DUE:** “Total Institutions” 12 [that’s the page number]

NB: **ENGL 0300** *is not a total institution*

**Wednesday DUE:** “Effective E-mail Practices” 13-14 Practice sentences: subject/verb/object

Practice writing an email Verb Chart: 458-59

**WEEK THREE January 30-February 1**

**Monday DUE:** email, printed out, and brought to class (124 words or more)

“The Struggle to Be an All-American Girl” 23-26; practice responses

READ “The Writing Process” 32-38; pick a topic 35, then use the Big Six, Listing, Brainstorming and Clustering Assignment: due Wednesday **INTERNET IMAGE**

**Wednesday DUE: INTERNET IMAGE**—BRING TO CLASS, WITH TWO PARAGRAPHS, ONE A DESCRIPTION OF THE IMAGE, THE OTHER A RESPONSE TO THE IMAGE

\*\*\*\*\*\*\*Essay #1 assigned: three paragraphs—Introduction, Development, Conclusion

Due Wednesday, February 8th at start of class Brainstorming today!

**WEEK FOUR February 6-8**

**Monday DUE:** Draft of Essay #1: 3 paragraphs of at least five sentences each (Introduction, Development, Conclusion

**Wednesday DUE:** \*\*\*\*\*\*\***Essay #1**, typed, double-spaced, with correct heading

“Sweat Lodge” 88, analyzing strengths and weaknesses in another’s writing; practicing conjunctions 406 parts of speech 407-09 subjects and verbs 410-17

**WEEK FIVE February 13-15**

**Monday DUE:** “One More Time” 115; “The Story of a Well-Made Shield” 116; “No Tears for Frankie” 119

\*\*\*\*\*\*\*\*\*Essay #2 Assigned: Due Wednesday, February 29th

**Wednesday DUE:** “More” 121; “Yearning for Love” 124; “The Drag” 127; Kinds of Sentences 417-23 and Verb Chart: Perfect Tenses 458 and Punctuation 501-17

**WEEK SIX February 22**

**Wednesday DUE:**  Rough Draft for Essay #2; sentence practice

“An Incident Report” 129-30

**WEEK SEVEN February 27-29**

**Monday DUE:** irregular verbs 452-53; kinds of sentences 417-23

**Wednesday DUE: \*\*\*\*\*Essay #2, at start of class**

\*\*\*\*\*\*\*\*Essay #3 assigned, Due Wednesday, March 7th at start of class

**WEEK EIGHT March 5-7**

**Monday DUE:** Draft of Essay #3, typed; sentence practice

**Wednesday DUE:**  \*\*\*\*\***Essay #3, typed, at start of class**

**\*\*\*\*\*\*\*\*ESSAY #4, in-class midterm** (bring paper and blue or black pens to class)

**SPRING BREAK IS March 12-17: no classes!**

**WEEK NINE March 19-21**

**Monday DUE:** Correcting Fragments, Comma Splices & Run-ons 439-49

**Collaboration Project assigned (teams): Due on Monday, April 2nd** Divide tasks, imagine scenarios, kinds of people involved

**Wednesday DUE:** Using outside sources (bring book or article or poem to class)

**WEEK TEN March 26-28**

**Monday DUE:** “Judge Judy: Enough is Enough” 243-44; sentence practice

**Wednesday DUE:** “Men Are from Mars, Women Are from Venus” 173; “Americanization is Tough on ‘Macho’” 176 Reading Responses

**Today is the last day to hand in revisions of Essays #1, #2, #3.**

 Tomorrow, Thursday, March 29th, is the last day to withdraw without penalty.

**WEEK ELEVEN April 2-4**

**Monday DUE: Collaboration Project Presentation**

**Wednesday DUE:** “Family Heroes and Role Models” 232; Prepositions 404-05;

“Styles of Leadership” 261; “How Do I Love Thee?” 262 Exercise 6: Vocabulary Highlights

**WEEK TWELVE April 9-11**

**Monday DUE:** “Superman & Batman” 283; “Public and Private” 288 **Comparison/Contrast**

**Wednesday In-class Essay #5**

**WEEK THIRTEEN April 16-18**

**Monday DUE: Analogy** “Heavenly Father, Divine Goalie” 290; “Chick Flicks vs. Macho Movies” 290; “Neat People vs. Sloppy People” 295; Exercise 9: Vocabulary Highlights 297

**Wednesday** Building sentences, from random words, from any beginning

**WEEK FOURTEEN April 23-25**

**Monday Practice: Given Topic**

Thesis sentence from Given Topic,

Topic Sentences from Thesis Sentence

Supporting Sentences from each Topic Sentence

**Wednesday In-class Essay #6**

**WEEK FIFTEEN April 30-May 2**

**Monday TBA**

**Wednesday Exam Prep**

**WEEK SIXTEEN NO CLASSES! FINAL EXAM IS WEDNESDAY, MAY 9TH!**

Final exam (Essay #7) must be written in paper bluebooks/greenbooks (available in bookstore), in blue or black ink, otherwise Instructor will not read the final exam.