



**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 1301: Freshman Composition I | Online | 14064**

Summer 2021 | 8 Weeks (06.07.2020-08.01.2020)

Synchronous Online | MTuWeTh 8am-9:20am

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Jack Ucciardino	Office Phone:	NA
Office:	C256 West Loop/Southwest	Office Hours:	Friday 6-8pm (virtual) or by (virtual) appointment
HCC Email:	jack.ucciardino@hccs.edu		

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

**Instructor's Preferred Method of Contact**

Please contact me with questions or concerns via email at [jack.ucciardino@hccs.edu](mailto:jack.ucciardino@hccs.edu) or at Canvas Inbox. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**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**

Welcome to Comp I! With a focus on advertising rhetoric, you will develop further the research and rhetorical skills you need to create academic-worthy research papers and essays in the Humanities and other fields.

Writing IS an ongoing process of thinking, drafting, and revising. It NOT about doing an assignment the night before its due and handing it in, thinking that is enough. Equally as

important as getting a “finished” draft down on paper will be producing a draft that explores an idea, and then changing and refining that draft to better meet your writing goals and your audience’s expectations. Finally, we will work on preparing manuscripts that are professional. We will address issues of mechanics, grammar, and presentation in terms of the earned authority of a manuscript, depending on the time and needs of the class.

### **Prerequisites and/or Co-Requisites**

A satisfactory assessment score, completion of INRW 0420 (or for non-native speakers ESOL 0360.) Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### **Learning Management System**

This section of ENGL 1301 will use [Eagle Online Canvas](#) and/or the Learning Web for all assignments, exams, and activities. Example of statement: 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, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of ENGL 1301 is Online on a Schedule. We meet online at schedules class times from 8am-9:20am.

### **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. Link here:

<https://eagleonline.hccs.edu/courses/134916>

## **Instructional Materials**

### **Course Reader Information**

There will be no specific required textbook for this course, we will, however use varied open educational resources and other materials over the semester.

### **Other Instructional Resources**

#### **Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. 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 1301

ENGL 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

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

ENGL 1301 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 1301

Upon successful completion of ENGL 1301, the student will be able to:

- Demonstrate knowledge of individual and collaborative writing processes.

- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

## 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 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.

### 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, 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.

There will be three major essays over the course of the semester, as well as a mini-essay and discussion posts. Course work will be weighted roughly as follows:

Mini-essay-	10%
Online/Canvas Discussion Boards/ Class Participation -	15%
Major paper #1- Summary Response -	25%
Major paper #2 – Analysis of Two Visual Texts –	25%
Major paper #3 – Synthesis/Analysis Essay –	25%

When revisions are required or allowed for specified assignments, the revised grade will replace the original grade.

NOTE: It is not the instructor's job to continually remind you if you miss a deadline to submit your work. It is your job to get your work in on time. For every day late a paper will be docked five points (out of a possible 100) off the bat, and that is before the paper is graded as to its merits.

## In-Class Activities

Throughout the semester, students will have in-class workshops to assist them in developing their Outlines and drafts of the research paper.

## Grading Formula

Grading Rubric and Justification

A (90-100%) Excellent work that shows clear understanding of the writing topic, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.

B (80-89%) Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.

C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

D (60-69%) Below average work that fails to respond adequately to the writing topic, contains a number of serious errors, and provides only F (0-59%) Work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience.

Note: Please be advised that a grade of "0" will be recorded in the Canvas grade book until the student has submitted his/her assignment. If the student fails to submit his/her assignment, then the "0" shall be permanently recorded in the grade book.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

<b>Week</b>	<b>Dates</b>	<b>Topic / Assignments Due</b>
1		Introduction, Reviewing the Basics, Ethos, Pathos and Logos, Crafting an Essay; More Writing Visually, Mini-Essay #1 Assigned
2		Mini-Essay #1 Due, First Major Essay assigned and Summary/Response

Week	Dates	Topic / Assignments Due
3		Major Essay #1 Draft Due, Continuing Summar/Response, Visual Analysis of Two Sources: Major Essay #2 Assigned
4		Major Essay #1 final due, More Discussion about Visual Analysis, Major Essay #2 Assigned
5		Major Essay #2 Draft Due, Continue to Talk about Analysis
6		Major Essay #2 Final Due, Major Essay #3 Assigned, What is Ethics?
7		Major Essay #2 Draft Due, Discussion of Synthesis and Analysis
8		Major Essay #3 Final Due

### 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/>

**Scholastic Dishonesty/Plagiarism:** According to the Student Handbook for the Houston Community College System, scholastic dishonesty includes cheating on a test, plagiarism, and collusion. Since you'll be writing essays in this class, I'll be most concerned with plagiarism, which means using another person's words or ideas and assimilating them into your own written work without quotation marks (if exact words are used) or appropriate acknowledgment if borrowed material is summarized or paraphrased--and collusion--"unauthorized collaboration."

**Plagiarism will result in a grade of 0 for the assignment.** You will not be allowed to rewrite plagiarized papers.

#### Attendance Procedure

Even though this is a Flex class, attendance will be still be expected and taken as we have synchronous meetings via video during class time. Discussion board posts will also be taken into account for attendance.

Students are expected to attend class. Students with more than 6 hours of unexcused absence may be dropped for excessive absence at the instructor's discretion; while such withdrawal is not automatic, excessive absence will affect the final grade in any case (see attendance policy under "Professionalism"). Other than religious holidays, only University-sponsored activities count as excused absences. Religious holidays may be excused if the student submits a notice to the instructor stating his or her intention in advance of the absence. Because I know sudden events can happen in any given semester, if a family or

medical emergency (or any other kind of emergency) comes up, let the instructor know and provide documentation if you can.

### **Student Conduct**

Our shared responsibility is to develop and maintain a positive learning environment. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to help me achieve this critical goal. You will be engaging with your peers in discussion forums and other mediums. As such, you might encounter ideas different from yours. I expect you to be courteous and respectful to your peers at all times. Failure to do so will result in a referral to the appropriate Dean of Student Services and possible dismissal from the course.

Since this is an flex course, you will mostly be communicating with me via Canvas Inbox. Please include a relevant subject line for your message in all communications, along with an appropriate greeting and correct spelling. These are the basics of written communication but are often lost in online writing. I cannot respond to emails sent via outside email addresses.

### **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

### **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**

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