Instructional Services · College Readiness · Intensive English

ESL Read/Write for ENGL 1301-18083 ESOL-0370

RT 2022   Section 2505   3 Credits   01/18/2022 to 05/15/2022   Modified 01/16/2022

🕐 Course Meetings

Course Modality

This course meets on campus. However, the use of Eagle Online Canvas is an important component of the course.

Meeting Days

M & W

Meeting Times

2:00-3:20

Meeting Location

Web Ex (first two weeks of semester)

Spring Branch Campus, Room 307

👤 Welcome and Instructor Information

Instructor: Dr Jill Lynch

Email: jill.lynch@hccs.edu
Phone: 713.718.8419

Why This Course is Important

This course supplements ENGL 1301. It is designed to help you become a stronger academic reader and writer.

My Personal Welcome

Welcome! I look forward to our time together this semester. I hope to share my passion for reading and writing with you. I also look forward to learning from you. I am here to support your learning. We will be doing activities that will reinforce and extend what we are working on in ENGL 1301.

Preferred Method of Contact

We will be meeting twice weekly, and I am available to stay after class to meet with you. We can also make arrangements to meet before class or another time during the week. If you would like to contact me outside of class hours, email is the best way to reach me because I am at different HCC locations during the week. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings. Do not hesitate to call my office number to leave a message. Voicemails left on my office phone will be forwarded to me via email.

Office Hours

By appointment (in person or on WebEx)

We can meet before or after class or on WebEx during the week for individual conferences. If you email me to request a time to meet, please include a few options for meeting during the week. In addition to meeting before or after class, we can meet in person at Alief-Hayes or West Loop. I am more than happy to meet with you to talk about the class and your learning.

💻 Course Overview

Course Description

A corequisite course in support of English 1301: 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.

Requisites

For non-native English speakers only: must qualify to take ESOL 0370. (Note: ESOL 0370 is a corequisite course with ENGL 1301. When you enroll in ESOL 0370, you will also be co-enrolled in ENGL 1301. You must take both courses together). Please carefully read and consider the repeater policy in the HCCS Student Handbook.

ESL/Intensive English Department

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

📊 Student Learning Outcomes and Objectives

Core Curriculum Objectives (CCOs) for all Courses

ESOL 0370 is a support course paired with ENGL 1301, which satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee and the ESOL Discipline Committee have specified that ENGL 1301 and ESOL 0370 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 ESOL 0370

Upon successful completion of ESOL 0370, 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

☰ Departmental Practices and Procedures

Department Specific 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](#)

Program-Specific Student Success Information

Student Success in ESOL 0370

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, 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

You do not need to purchase any additional materials for this course. We will be using the same materials available via the ENGL 1301 book/digital materials package.

✔ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Writing and Reading Practice Quizzes & Tutorials	35		Self-paced tutorials and practice quizzes. These quizzes will point you to the areas that you need to develop and where you can find information in our digital materials to help. This category includes the Inquizzitives access through the ENGL 1301 course site.
Discussion Board/Journaling	25		Journal activities to 1) develop your ability to respond to text and each other and 2) improve your English-language fluency as an academic writer.
In-class activities and Participation	30		We will work on activities in class that build on what we are working on in ENGL 1301--e.g., brainstorming, outlining, editing, peer review, and close reading of academic texts, etc. If you actively participate in class, you will receive full credit. You may lose points for excessive absences or limited participation on the in-class activities that are designed to support your success in ENGL 1301. You'll easily receive full points if you come to class having completed any homework and prepared to talk about the readings and work on your writing.
Final Exam	10		Final grammar, punctuation, and writing mechanics exam. This exam is the summative assessment of the practice quizzes you've been working on all semester.

✳ Instructor's Practices and Procedures

Grading Formula

Please refer to Canvas for detailed assignment and grading information.
HCC Grading Scale can be found on this site under Academic Information:

[http://www.hccs.edu/resources-for/current-students/student-handbook/ (http://www.hccs.edu/resources-for/current-students/student-handbook/)](http://www.hccs.edu/resources-for/current-students/student-handbook/)

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

You are expected to submit assignments on time. The course assignments have been developed to build on each other. For example, you'll be asked to submit an outline or a first draft before submitting the final draft, and reading and writing activities are assigned in advance of a writing assignment. Thus, it is very important that you keep up and make regular progress throughout the course. I

understand that something may come up, but I expect you to build time into your schedule to attend online class sessions and complete the course assignments on time. Not only is this my expectation, but it is also essential for you to be successful in this course. If you face a challenge or an emergency, please contact me and we will work together to find a solution.

Academic Integrity

Here's the 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/)

Attendance Procedures

You are expected to attend class sessions unless you are ill, need to quarantine, or have a family or a personal emergency. These are challenging times and I simply expect you to do your best.   Please make every effort to attend class because attendance and participation are key elements to success in both this course and ENGL 1301.

Please do not multi-task during class or when you are working on course assignments. If circumstances require us to conduct class online via WebEx, you need to be able to be in an area conducive to learning during class sessions. Do not try to listen to class while you are driving or working. Treat the online class sessions exactly the same as a course that meets on campus.

Student Conduct

Participate. Share your ideas. Ask questions. Encourage your classmates.

Be kind and respectful. Sharing one's ideas and writing can be intimidating.

Be patient. Technical difficulties or glitches are likely with Canvas.

If we meet online, please turn on the camera. You may use background blur or filters. You may temporarily turn the camera off if needed (e.g., someone comes to the door or for a bio break), but keep the camera on the majority of the time so we can see your wonderful face. Mute your microphone unless you are speaking.

Use "academic" English when writing--in chat, on discussion boards, or in emails rather than informal, "Texting" English.

Instructor's Course-Specific Information

Please see the above section.

Technology Recommendations

I urge you to sign on with a tablet, computer, or laptop during any online course meetings and when working on Canvas-based assignments..

Relying on your phone is NOT, DEFINITELY NOT, recommended for any online course meetings. We will be reading things online. We will be editing work online. We will be doing brainstorming activities online. We will be clicking on different pages to access needed materials. It is very difficult to do all of this on the phone. In addition, you need a way to talk and to turn your video camera on for discussions and any small-group presentations.

HCC Libraries : Students can sign out laptops. See this page for more information.

https://library.hccs.edu/laptops (https://library.hccs.edu/laptops)

Faculty Statement about Student Success

Read through the syllabus carefully and explore Canvas to make sure you are comfortable with the format and how I have organized the course. A detailed class schedule will be available via Canvas. Schedule specific days and times of the week to work on the assignments. The assignments require steady work throughout the course term.

I am here to guide and support you. Please support my efforts to support you by asking questions when you have them.

For any online class sessions, attending class via a computer is strongly recommended. It will be extremely challenging to participate in class on a phone.   Please do not multi-task during class. Treat our online sessions just as you would an in-class session.   Please turn on your camera, but mute your mic unless you are speaking. Online class meetings are more engaging and dynamic when cameras are on and we can see each other's faces. In addition, it's easier for me to "read the room" to see what you are struggling with or when you've got it and are ready to move on to something else.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas ([https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)](https://eagleonline.hccs.edu)) to supplement in-class assignments, exams, and activities.

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.

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 fully 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 in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. 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

Grade	Grade Interpretation	Grade Points
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

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

Link to HCC Academic Integrity Statement

https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/ (https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)

Campus Carry Link

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

https://www.hccs.edu/departments/police/campus-carry/ (https://www.hccs.edu/departments/police/campus-carry/)

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/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (https://www.hccs.edu/departments/institutional-equity/ (https://www.hccs.edu/departments/institutional-equity/))

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/support-services/ability-services/ (https://www.hccs.edu/support-services/ability-services/)

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)

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

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

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/resources-for/current-students/student-handbook/)

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.

EGLS3

The EGLS^3 (Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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/resources-for/current-students/egls3-evaluate-your-professors/ (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)

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/resources-for/current-students/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/resources-for/current-students/supplemental-instruction/ (https://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

Resources for Students:

https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/)

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://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

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

https://www.hccs.edu/resources-for/current-students/communicable-diseases/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/)

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

📅 Course Calendar

Please refer to a) ENGL 1301 course calendar and b) the calendar posted in Canvas.

This course will focus on the same topics and sorts of activities found on the ENGL 1301 course calendar.

Important Dates;

- Jan 18. Classes Start.
- Jan 31. Day of record.
- Feb 3. Last day to withdraw for a 75% refund.
- Feb 9. Last day to withdraw for a 25% refund.
- Feb 21. Presidents Day. No classes.
- Mar 14-21. Spring Break. Classes resume Mar 21.
- Apr 4. Last day to withdraw.
- Apr 15-16. Spring Holiday. Campuses closed.
- May 7. Last day of instruction (16-week semester)

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.

☰ 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.

Richard Rice, Chair

richard.rice@hccs.edu

713-718-7164