**ENGL 0310 COURSE SYLLABUS GARZA**

**Instructor’s Name:** Julie Garza

**Office location/hours:**  By appointment only

**Course CRN/Days/Times: M/W Lecture & Lab - 2/13/2012 to 5/13/2102** 2:30pm-5:10pm

**E-mail:** julie.garza@hccs.edu. **Phone(s):** 713-718-6671 (ENGL Office)

**ENGLISH 0310: FUNDAMENTALS OF GRAMMAR AND COMPOSITION II**

**SYLLABUS SPRING 2012**

**COURSE DESCRIPTION:**

ENGL 0310 is designed to prepare students for ENGL 1301. It provides a basic review of the principles of grammar, usage, and mechanics and utilizes the writing process to teach students to write short essays (350-

500 words). **PREREQUISITES:** Successful completion of ENGL 0300 or appropriate score on placement test.

**COURSE OVERVIEW/STUDENT LEARNING OUTCOMES:**

**By the time you have completed English 0310, you should be able to:**

 \* Use a variety of sentence patterns in writing.

 \* Comprehend and respond to assigned readings.

\* Employ the writing process (planning, drafting, editing, revising, and developing thesis and topic

 sentences) in assigned writings.

 \* Write a variety of essays using appropriate rhetorical modes.

 \* Incorporate the ideas and words of other writers in your own essays using established strategies.

**DEVELOPMENTAL ENGLISH DEPARTMENT MISSION STATEMENT:**

The Developmental English Department provides opportunities for students to upgrade their basic language skills in order to maximize their chance of success in college level courses. In addition, the department promotes goal setting and values clarification and fosters self-esteem and positive attitudes to aid students in becoming contributing members of society and gaining personal satisfaction.

**TEXTBOOKS:**

***The New McGraw-Hill Handbook, 2nd edition*** (E. Maimon, J. Peritz, and K Yancey)

***75 Readings Plus,9th edition*** (Santi V. Buscemi, & C. Smith)

A 3-ring notebook with dividers or a spiral notebook with dividers - (Syllabus/Assignment Guidelines, Essay in Progress, Vocabulary/*75 Readings*, Writing Process/Grammar, Returned Papers, Miscellaneous)

Any Good Small College-level Dictionary

**COURSE REQUIREMENTS:**

 50%-60% Essays 1-5 (or 6) (at least 2 will be in-class writings)

 30% Instructor's Choice (homework, quizzes, attendance/participation)

 10%-20% Departmental Final Exam (in-class writing of an argument)

**\*\*In-class writing: All students must demonstrate competence in in-class writing to pass English 0310.**

**Essays:** In preparation for ENGL 1301, the majority of essays written for this class will argue a specific, direct point. The essays will be built from different types of paragraphs (introduction, body, transition, dialogue, conclusion), and always require a directly stated thesis. In your own essays and in other writers' essays, you will discuss elements of essays such as topic, purpose, audience, thesis, style, tone, strategy, etc. The essays you write in class should be **at least 350 words long** and those out of class should be **at least 450 words long.** Both will be graded using a departmental grading profile based on the assessment guidelines of appropriateness, unity and focus, development, organization, sentence structure, word usage, and mechanics.

**Instructor's Choice:** This part of your grade will be determined by a combination of class assignments: quizzes, reading responses, homework, vocabulary, and various short writing assignments throughout the semester.

**Exams:** All in-class essays are impromptu essays based on a prompt which you are given on the day of the in-class writing. **You must have a passing average of at least 70% on in-class essays in order to pass this course.**

**Lab Hour:** Beginning Fall 2009, a lab hour component has been added to all Developmental English classes.

One hour of the four hours per week will be reserved for lab hour activities. These will be listed on your syllabus each week and a weekly grade will be assessed for competent completion of these activities.

**SUPPORT SERVICES:**

**Tutoring:** Free tutoring is available in FAC 321B: Monday-Thursday \_\_\_\_\_\_\_\_\_\_\_: Friday \_\_\_\_\_\_\_\_\_\_\_\_

**(\*\*Students may be required by instructors to work with a tutor.)**

**Library:**  The library is located in the new Learning Hub/Science Building, Floors 3 & 4.

**Open Computer Lab:** Computers are available for student use at various locations around campus. Especially convenient for you are computer labs in FAC 302, the library, and JDB 203-204. Check for hours.

**STUDENTS WITH DISABILITIES/REASONABLE ACCOMMODATION:**

**Disability Support Services:** Students who require reasonable accommodations for disabilities are encouraged to contact the Disability Services Office in Room 106 of The Learning Hub Building or call 713-718-6164 to make necessary arrangements. Faculty are authorized to provide only those accommodations requested by the Disability Support Services Office.

**HCCS POLICIES:**

**COURSE REPEATERS: Students who repeat a course for the third time will not be reimbursed by**

**financial aid at HCC and other Texas public colleges and universities. Also, a grade of “IP” can not be given**

**if you fail to complete the course successfully. Before you withdraw from a course, confer with your instructor/counselor about the consequences of withdrawing and to discuss other options available to you.**

**COURSE WITHDRAWAL: If you wish to drop a course, you must do so by the drop deadline. After this date the course cannot be dropped, and professors can no longer give a grade of “W” at the end of the semester. Instead, the student must be given the grade earned, (“IP” or “F”) if he or she stopped coming to class.**

**ATTENDANCE:** Texas State law requires 87.5% minimum attendance for college courses. You may be dropped if you miss more than 12.5% of instruction (4 class hours in a 3-credit hour course).

**SCHOLASTIC DISHONESTY:** According to the *Student Handbook* for the HCCS (27-28), "scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

***Cheating*** on a test includes: Copying from another student's test paper; using during a test, materials

not authorized by the person giving the test; Collaborating with another student during a test without authority; Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test; Bribing another person to obtain a test that is to be administered.

***Plagiarism*** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

***Collusion*** means the unauthorized collaboration with another person in preparing written work offered for credit.

As stated in the HCCS *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”.

**My policy on plagiarism is: For a first offense, you will receive a grade of “0” for the assignment, with no opportunity to redo the assignment. For a second offense, you will receive an “F” for the course.**

**GRADING: A 90-100% (Excellent) B 80-89% (Above Average) C 70-79% (Average)**

**D 60-69% (Below Average) F 68 and below**

**IP** (In progress) is given to students who do not meet minimum standards but who conscientiously do the work of the course and complete the semester. The student must re-enroll in the course.

**FX (new for Fall 2011)** is given to a student who is taking the course for a second time and stops attending or misses 12.5% of instruction. A grade of FX can not be changed and will result in denial of future financial aid unless the student reimburses the government.

**W** (Withdrawn) is given to students who miss more than 12.5% of instruction or who withdraw themselves from the class before the drop deadline. It does not affect the grade point average (GPA), but it may affect the student receiving Financial Aid Benefits.

**F or D**  may only be given if a student is repeating the course or for violations of the scholastic dishonesty policy or in rare circumstances at the discretion of the instructor.

 **I** (Incomplete) is **not** a possible grade in developmental courses.

**EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM (new for FALL 2011)** At HCC, thoughtful student feedback is necessary to improve teaching and learning. At a designated time, you will be asked to answer a short online survey of questions related to instruction. The anonymous results will be made available to your professors and division chairs. Look for the survey as part of the HCC Student System online near the end of the term.

**HCCS Holidays/Crucial Days for Spring 2012:**

**January 17, 2012: Classes begin, Drop/Add/Swap fee begins**

**January 18, 2012: Registration Ends - Last day for change of schedule (drop/add/swap)**

**February 20, 2012: President’s Day Holiday**

**March 12-18, 2012: Spring Break**

**March 29, 2012: Last day for student/administrative withdrawals (drop course with grade of “W”)**

**April 6-8, 2012: Easter Holiday**

**May 6, 2012: Last day of Instruction**

**May 7-13, 2012: Final Exam Week (See *HCCS Schedule of Classes for Spring 2012* for exam schedule)**

**May 18, 2012: Grades available to students via** [**www.hccs.edu**](http://www.hccs.edu)

**IMPORTANT CLASSROOM POLICIES & PROCEDURES**

Besides the HCCS policies already mentioned, please be aware of the following

policies and procedures which will apply to this class. These will be discussed during the first week of class, however, you are responsible for knowing these, regardless of when you entered class.

**PLEASE TURN OFF AND PUT AWAY ALL CELL PHONES AND OTHER MECHANICAL DEVICES, INCLUDING LAPTOP COMPUTERS, UPON ENTERING CLASS. IF VISIBLE OR IF YOU BEEP, BUZZ, RING, OR BREAK INTO SONG DURING CLASS, YOU WILL GIVE ME YOUR CELL PHONE TO HOLD FOR UNTIL THE END OF CLASS. YOU MAY ALSO BE ASKED TO WRITE A FORMAL LETTER OF APOLOGY OF 350 WORDS TO YOUR FELLOW STUDENTS FOR INTERRUPTING THEIR EDUCATION.**

***Courtesy and Respect:*** The rules of decorum and behavior in a college classroom are similar to those of any public space or work place. You share the classroom space with a diverse group of individuals, of varying ages, ethnicities, and beliefs. Since this class involves discussion and interaction among students, it is essential that the common rules regarding **courtesy and respect for one another** be followed. Everyone is entitled to share his or her views on subjects discussed. An important part of the learning process is to listen and consider these views even when they are contrary to your own. It is important that **one person speaks at a time during class discussion** and that everyone has the chance to share his or her viewpoint. The classroom is a place of learning and expanding your awareness of self and others, so **considering the viewpoints of others is essential to your learning experience.**

All students have the right to benefit from instruction provided by the professor, **so when I speak, I have the floor.** Please refrain from conducting extraneous conversations when instruction is being provided as this interferes with your fellow students’ ability to hear what is being said and to benefit from instruction. If you are confused or do not understand what is being said, please ask for further clarification from me, or see me after class for further explanation.

As a college professor, I am a partner in your learning experience. Your success as a college student is a source of great pleasure for me, and I will assist you, to the best of my ability, to achieve your learning goals. However, the work required to reach those goals is your responsibility. Instructors do not “give” grades; students “earn” grades, according to the thought and effort they choose to devote to any given assignment. **As adults, each of you is responsible for your academic success and appropriate behavior** in a shared group space.

As a college professor, I am responsible for maintaining a cooperative, pleasant and emotionally positive classroom atmosphere in which ideas can be expressed freely by all. Please check your attitudes at the door. The public space of the classroom is **not** the place to air personal grievances, frustration, or anger. Inappropriate disruptions of the classroom process are unfair to other students and to me, and will not be tolerated. I am happy to discuss any conflicts or issues which arise for you personally, with me, other students, or the course in general, **in the privacy of my office.**

***Course Repeaters:* If you are on financial aid, your grant will not cover the cost of a course which you have taken more than twice. Before dropping any course, it is important to speak with an academic advisor to be sure you understand the consequences of such action. ALSO, if you are taking this course for the third time, a grade of IP is not possible at the end of the semester. Instead you will receive a letter grade of “F” if your final average is below 70%.**

***Attendance:*** Texas State lawand HCCS Policy state that a student who misses more than 12.5% (6 hours) of class instruction may be dropped from the course by the instructor. In a course which meets two (2) days per week for 1.5 lecture hours each day, 12.5% is equal to **four classes.**

Your presence in this class is very important as is your active participation in your own learning process. Classroom instruction, discussion, and practice is essential to the improvement of your writing skills. For this reason, I will adhere to HCCS Policy stated in your Student Handbook. Also, since there are no make-ups allowed for Instructor’s Choice grades, **if you are absent on a day when an Instructor’s Choice grade is due or given, you may not submit the assignment late and you will have to take a zero for the assignment(s).** One instructor’s choice grade for attendance will be given at the end of the semester.

***Attendance Procedure:*** An attendance sheet will be passed around at the beginning of each class session. Attendance is based on your signature on this sheet. If you do not sign it, you will be marked absent for that day. Once class has begun, you are considered tardy. The attendance sheet will be near the door, so be sure to sign in as you enter class. If you must leave or enter class more than 60 minutes late or early, you are considered absent. As a courtesy to your fellow students and me, please try to get to class on time. **The class process will not be interrupted to accommodate late arrivals or early departures.**

***Make-up Policy:* You are responsible for all materials and information covered in class when absent.** You are expected to be prepared for class, with the assignments listed on your syllabus for the day of your return. I suggest you exchange phone numbers with one or two reliable classmates and arrange for your “buddy” to take notes for you and pick up extra copies of any handouts on the days you are absent. You, of course, will do the same for them. If you miss an instructor’s choice assignment due to absence, you may not make it up. At the end of the semester, 3-5 of these grades will be dropped, so 3-5 missed assignments will not adversely affect your grade.

**Essays and instructor’s choice assignments** are due at the beginning of the class session on the due date listed on your syllabus. **Instructor’s Choice assignments will not be accepted late** **for any reason**. **Major essays** are subject to a late penalty of 10% of the grade for each class session missed. All major essays must be turned in order to pass the course. **In-class essays** (there will be at least three (3) of these), **must be made up within one week** if you are absent on that day. In the event that you know beforehand that you will be absent, **all assignments can be turned in early, prior to** the class session during which they are due.

***Keep up with your Syllabus.*** This document tells you exactly what is due and when. Revisions will be made to the syllabus if changes are needed due to unexpected happenings. **In the event of official school closings, come to the next class prepared with all assignments for days missed and those due on the date of your return.**

***Academic Honesty:*** Cheating, plagiarizing, or calling someone else’s work your own, is a crime in academic settings and unacceptable in this course. For the first offense, the assignment will be given a grade of “0” with no opportunity to redo the assignment. If it happens more than once, you will receive a grade of “F” for the course andreferred to The Dean of Students for disciplinary action.

***Keep track of your progress.*** As a college student, **you are responsible for your own academic progress.** As your instructor, I will provide you with feedback about your progress and make suggestions to help you improve upon your writing skills. It is up to you to respond to this information and do your part to improve these skills. **PLEASE SAVE ALL RETURNED PAPERS IN YOUR BINDER UNTIL THE END OF THE SEMESTER.** These are a great source of review to be studied to improve upon your writing skills, in preparation for in-class essay writing, and as proof of completed assignments if our records should disagree.

**Final Grade Criteria:** Your grade for this course will be determined by the following assignments:

**ENGL 0300: ENGL 0310:**

 **10% 5 Paragraphs (Average) 10% Essay #1**

 **10% Essay #1 10% Essay #2 (\*\*In-class writing) 10% Essay #2 (\*\*In-class writing) 10% Essay #3**

 **10% Essay #3 10% Essay #4**

 **10% Essay #4 (\*\*In-class writing) 10% Essay #5 (\*\*In-class writing)**

 **10% Collaborative Oral Presentation 10% Final Exam Essay (\*\*In-class)**

 **10% Final Exam Essay (\*\*In-class) 10% Rewrites/Revisions of Essays**

**\_\_\_\_\_\_\_30% Instructor’s Choice 30% Instructor’s Choice**

**(\*\*Instructor’s Choice includes in-class writing activities, reading, vocabulary, and grammar quizzes, homework, attendance/participation/class discussion.)**

 **\*\*Remember: You must have a passing average on in-class writing to pass the course.**