



Freshmen Composition I

English 1301

Professor K. Hackley

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Spring Branch Office Room AD6

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Learning Web: <http://learning.hccs.edu/faculty/karen.hackley>

Office Hours: TBA

Conferences available by appointment

Required Texts:

Open Education Resources (OER) will be used for the readings in this course. You will need access to printing out these readings and bringing them to class.

Bullock, Richard H. et al. The Little Eagle Handbook. W.W Norton, 2017.

Recommended Texts and Online Resources:

Guide to Grammar and Writing website:

<http://grammar.ccc.commnet.edu/grammar/>

Owl Purdue Online Writing Center: <https://owl.english.purdue.edu/>

Chomp Chomp: <http://www.chompchomp.com>

Credit Hours: 3

Contact Hours: 48

Sessions: Fall 2019, 16 weeks regular term

Course Description:

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. Prerequisite:

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360.

English Program Learning Outcomes

1. Write in appropriate genres using varied rhetorical strategies.
2. Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
3. Analyze various genres of writing for form, method, meaning, and interpretation.
4. Employ research in academic writing styles and use appropriate documentation style.
5. Communicate ideas effectively through discussion.

Student Learning Outcomes:

Demonstrate knowledge of writing as process.

Apply basic principles of critical thinking in analyzing reading selections, developing expository essays, and writing argumentative essays.

Analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers.

Write essays in appropriate academic writing style using varied rhetorical strategies.

Synthesize concepts from and use references to assigned readings in their own academic writing.

Core Objectives:

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop

the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Suggested Course Materials: Notebook, loose-leaf paper, folder for handouts and journals, access to a dictionary, USB drive. Please have your own stapler and/ paper clips. Be sure to have consistent access to Canvas.

Minimum Writing Requirement: 5,000 words during the course of the semester. This includes all major essays, 8-10 short writings, and the midterm or final in class essay.

Attendance: Texas State Law designates 87.5% minimum attendance for college courses. This requirement allows a 12.5% absence maximum which computes as 6 hours. MW or TR classes have 4 absences. A student who exceeds the maximum absences is dropped from the course.

Tardiness: A student who is tardy (up to 15 minutes) may sign the roll at the end of class. If you are later than 15 minutes, you will be counted absent. A tardy student who fails to sign the roll or notify the professor of their attendance will be counted absent. Excessive tardiness are an interruption of instruction. Official tardy count is recorded as follows: Three tardies (or early leaves) count as one class absence.

Grading Scale:

A 90-100% =exceptional work; superior in both style and content

B 80-89% =above average work; superior in content

C 70-79% =average work, good enough but not extraordinary

D 60-69% =below average work; mean mechanics, style, content

F 50-59% =failing work; deficient in mechanics, style and content

W (Withdrawn) may be given if a student misses more than 12.5% of instruction (6 class hours) before the drop deadline.

FX will be awarded for those who discontinue coming to class after the drop deadline.

I= Incomplete

Student Assignments:

1. Critique Essay	10%
2. Critical Thinking Short Writings	20%
3. Cause and Effect Research Essay	20%
4. Literary Analysis Essay	20%
5. Midterm (MLA, Writing Process, and Grammar)	10%
6. Class work, Participation/ Discussions, In Class Writing Assignments, Oral Presentations	20%

W (Withdrawn) is given to a student who exceeds the 12.5% maximum absence or to a student who withdraws from the course before the last drop date. F may be given in cases of poor performance, scholastic dishonesty, or other severe academic violations. An F or W grade requires that the student repeat the course.

Paper Format: All papers are to be double-spaced. The mandatory heading, which follows MLA, must be in the upper left-hand corner of first sheet, the title centered, the paragraphs indented as follows:

Student's name
English 1301, Assignment Name
Instructor's Name
Date

Title of Essay

Indent the first paragraph and every paragraph thereafter. Staple the paper in the left hand corner only if turning in by hand, however most essays will be submitted on Canvas to Turnitin.com. There is no need for covers of any kind.

Discrimination

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or oiie@hccs.edu. Additional information may be obtained online. Visit <http://www.hccs.edu/district/departments/institutionalequity/>

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or renee.mack@hccs.edu

Scholastic Dishonesty: The Houston Community College System Student Handbook 1999/2000 defines the following criteria: “Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.” Please refer to the Handbook for the specifics of cheating on a test. “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. Possible punishments for academic dishonesty may include a grade of 0 to F for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.”

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Student Conduct: The guidelines for student conduct are specifically defined in The Student Handbook 2002/2003. [As] “mature, responsible adults ...they will voluntarily observe these rules as a matter of training and habit. Students [will] not interfere with or disrupt the orderly educational processes of the College System.” It is expected that students will demonstrate both courtesy and cooperation in the classroom. A student who either cannot or will not extend both courtesy and cooperation may not continue the course.

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 survey as part of the Houston Community College Student System online near the end of the term.

HCCS Policy: Ringing cellular phones, texting, using computers (unless for note taking during class) interrupts instruction. Students must remember to TURN OFF phones and refrain from texting and surfing the Internet when they are in class. You have registered for the class, that means that you must be here physically and intellectually every class meeting. A student who does not cooperate may be dismissed from class. It is also disruptive to leave the classroom after receiving a call. Unless it is an emergency, answer or return calls AFTER class is dismissed.

Ability Services:

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below.

Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

The ADA counselor at Spring Branch is Lisa Parkinson (713-718-5422), and the ADA counselor at the Katy campus is Dr. LaRonda Ashford (713-718-5409). To visit the ADA Web site, go to <http://www.hccs.edu/district/students/disability-services>.

Ability Service Contact Information

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Central College

713.718.6164

Coleman College

713-718-7376

Northeast College

713-718-8322

Northwest College

713-718-5422

713-718-5408

Southeast College

713-718-7144

Southwest College

713-718-5910

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604

Interpreting and CART services

713-718-6333

Campus Carry Statement

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>

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Essential Needs Statement

Any student who may be facing challenges in affording or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is encouraged to contact the Dean of Students Services for support. Additionally, please notify your professor (me) if you are comfortable in doing so. This will enable me to provide you with guidance on resources that I am aware of relating to essential needs.

Libraries: HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at <https://library.hccs.edu>. Additionally, many of the required texts are on reserve at

the library. Find out library locations and hours here:
http://library.hccs.edu/about_us/locations_hours

Online Tutoring: The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time. Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to <https://hccs.upswing.io/>. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

Open Computer Labs: Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation. Tutoring Centers: The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners. Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: http://ctle3.hccs.edu/alltutoring/for_times_and_locations. For more information about tutoring at HCC, please go to hccs.edu/district/students/tutoring.

Important HCCS and Course Policies: Please see <http://www.hccs.edu/resources-for/current-students/student-handbook/> for any changes to HCC policies that might happen during the semester.

Final Grade of FX: Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse 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.

International Students: Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email int_student_svcs@hccs.edu, if you have any questions about your visa status and other transfer issues.

Repeating Courses: Students who repeat a course for three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

Withdrawal Policy: Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is November 2. Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy

Assignment Rules

Short Writings: Frequently journals are assigned over our readings. The journal questions are always given by me and are often connected to the readings in class or the writing assignment that we are building. Some journals I will take up immediately and others you will keep until I ask for them. Write all journals on loose-leaf paper. The content of the journals is my primary emphasis. Though the journals should be organized, well thought out, and neat, the focus will not be on grammar and/or mechanics.

Essays: All Essays must have a rough draft, a final copy that is typed, double spaced and it should have a coversheet. Handwritten Essays will not be accepted. You must submit your essays through our Canvas course to Turnitin.com before the deadline because Canvas closes after the due date. If your essay is late, you may turn it in on or before the next class meeting with a 10 point penalty. If you used Upswing or a Writing Center tutor, you may attach their comments as well for extra credit.

Late Essays: Essays should be turned in before or on the deadline. I will accept late Essays with a written excuse (doctor's note, court date) up to the next class meeting. If your essay is late, you may turn it in on or before the next class meeting with a 10-point penalty. After one class day,

Late Work: With an excused absence, work may be turned in upon your return or as scheduled by the instructor. Otherwise, late work will not be accepted.

The Calendar for our course is posted on Canvas. Any changes or variations will appear there.