



# Composition I-18841

## ENGL-1301

RT 2021 Section 1526 3 Credits 08/23/2021 to 12/12/2021 Modified 11/15/2021

### Course Meetings

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#### Course Modality

Starting 23 August-- Online in Canvas Classroom from 8:00 AM-9:20 AM

Starting 5 October 2021--In-Person at Alief Hayes Campus

#### Meeting Days

Mondays and Wednesdays

#### Meeting Times

8:00 AM-9:30 AM

#### Meeting Location

Starting 23 August-- Online in Canvas Classroom from 8:00AM- 9:20 AM

Starting 5 October 2021--In-Person at Alief Hayes Campus in Room C405

### Welcome and Instructor Information

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#### Instructor: Linda Ann Ivory Johnson-Burgess

Email: [linda.johnsonburgess@hccs.edu](mailto:linda.johnsonburgess@hccs.edu)

Office: Room C308

#### 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.

#### My Personal Welcome

Hello and welcome to the class!! I am delighted and honored to be working with all of you and I wish you much success as you progress through the semester. Our motto, for this semester, is NO STRESS!! As always, I am available to answer any questions that you may have. Let us have fun and learn something new!!

#### Preferred Method of Contact

The best way to contact me is via the Canvas inbox. You can access it by following

these easy steps:

- 1.) In your Humanities course window, click on the "People" tab.
- 2.) Scroll down until you see my name, Linda Johnson-Burgess.
- 3.) Click on my name.
- 4.) Click "Send Message."
- 5.) Type your message and click "Send/Submit."
- 6.) I will get it immediately. I will try to respond to all messages as soon as I receive them.

Please allow 24 hours for me to respond to your emails.

\*\*\*Students can also email me at [linda.johnsonburgess@hccs.edu](mailto:linda.johnsonburgess@hccs.edu).

## Office Hours

Alief Hayes Campus, Room C308

On Campus and Online:

MW 11:00 AM -12:25 PM

TR 2:00 PM- 4:00 PM and by appointment

**NOTE:** If you need to meet with me at a later time, then please send me a message in Canvas. We can meet in our virtual classroom in Canvas.

## Course Overview

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### Course Description

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.

### Requisites

Appropriate score on TSI/ACT/SAT/STAAR, INRW 0420, Grade C or better in ELA College Prep course from participating ISDs. Successful completion of INRW 0300 corequisite course. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### English Website

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

## Core Curriculum Objectives (CCOs)

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English courses satisfy three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that courses 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.
  - Composition I, Composition II, Creative Writing, Introduction to Technical Writing, and Technical & Business Writing only
- **Social Responsibility:** Students will demonstrate intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

- Literature courses only

## Student Learning Outcomes and Objectives

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### Program Student Learning Outcomes (PSLOs)

Can be found at:

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

### Course Student Learning Outcomes (CSLOs)

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.

### Word Count Requirement

Students will write a minimum of 5,000 words over the course of the semester.

## Departmental Practices and Procedures

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### 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

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.

## Instructional Materials and Resources

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### Instructional Materials

- Any grammar handbook from Half Price Books (eg. The Little Brown Handbook or The Harbrace Essentials Handbook)
- Collegiate Dictionary and Thesaurus (Apps can be downloaded from the App Store or PlayStore)

## ✓ Course Requirements

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### Assignments, Exams, and Activities

| Type                              | Weight | Topic | Notes   |
|-----------------------------------|--------|-------|---|
| Essays                            | 30%    |       | These essays will also be based on reading selections, classroom lectures and video images from Google and YouTube/TedTalks.  |
| Quizzes/Homework                  | 15 %   |       | Homework and quizzes will be given to ensure each student masters the course content.   |
| Business/Professional Assignments | 25%    |       | Each student will be required to complete a Résumé and Cover Letter. In order that students hone their professional writing abilities, they must also complete a Memorandum.                                      |
| Final Exam                        | 10%    |       |   |
| Class Participation               | 5%     |       | Describe the assignment here.   |
| Threaded Discussions              | 15%    |       | Throughout the semester, students will be required to post comments to the Threaded Discussions at least three (3) times a week. They can answer questions that are posted by the professor and their classmates. |

### Grading Formula

| Grade | Range  | Notes   |
|-------|--------|---|
| 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 marginal communication with a specific audience. |
| 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.                                 |

## \* Instructor's Practices and Procedures

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### 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.

**NOTE:** I rarely give grades of Incomplete, so please use your time wisely. Get those assignments submitted and ask questions, if you have them.

### Missed Assignments/Make-Up Policy

If a student has an excused absence, then I will allow him/her to make-up missed assignments. Please be advised that medical emergencies, family dilemmas, such as funerals, and court appointments count as excused absences. Students are expected to

bring appropriate documentation to their next class meeting. I will need to see it before I give them permission to submit make-up work.

## Academic Integrity

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**

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

According to official HCCS policy, you may miss four class sessions before being dropped from the course. Keep in mind that whatever the reason for your absence, you'll still miss important class work. If you know you must be absent or if you have an emergency, please discuss these situations with me. Missing a substantial number of classes, whatever the reason, will result in administrative withdrawal. (This applies to all students, including international students.)

## Devices

**Cell Phone and Gadget Policy:** You are more than welcome to bring your cell phones to class, as we will use them for research purposes. However, all ringers **MUST** be silenced. Please feel free to bring iPads, tablets and laptops, but understand that you **CANNOT** be on Facebook, Twitter, Candy Crush or Instagram.

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<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.

## Faculty Statement about Student Success

I recommend that students read the required course materials, ask questions and be fully engaged in the course. Do not be afraid to visit me during office hours. Remember that I am here to help you. If you follow my recommendations, then you shall be successful :).

## 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            |
| 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 \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](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) (<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 \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](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<sup>3</sup> 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 \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](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)  
([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/>)

## 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.

## 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

## Additional Information

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### 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.

Dr. Mary Lawson, [mary.lawson@hccs.edu](mailto:mary.lawson@hccs.edu), 713.718.2365