

**Division of English and Communication**

**English Department**

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

# ENGL 1301: Freshman Composition I | Lecture | CRN

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

In-Person

3 Credit Hours | 48 hours per semester

## Instructor Contact Information

**Instructor:** Linda Johnson-Burgess, Ph.D.

**HCC Email:** linda.johnsonburgess@hccs.edu

**Office Hours:** Mondays and Wednesdays 11:00 A.M.-1:00 P.M.

Tuesdays and Thursdays 11:00 A.M.-12:30 P.M.

Fridays—by appointment

**Office Location:** Alief Hayes Campus, Room C308

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

### Instructor’s Preferred Method of Contact

Instructor: Linda Johnson-Burgess, Ph.D.

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

## What’s Exciting About This Course

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

## Personal Welcome

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. As always, I am available to answer any questions that you may have.

## Prerequisites and/or Co-Requisites

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/district/students/student-handbook/)

## Learning Management System

This section of ENGL 1301 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) to supplement in-class assignments, exams, and activities. <<INSERT HERE: Include more specific information about how you expect students to use Eagle Online Canvas or the Learning Web here.>> HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use [FIREFOX](https://www.mozilla.org/en-US/firefox/new/) or [CHROME](https://www.google.com/chrome/browser/desktop/index.html) as your browser.

### Scoring Rubrics, Sample Assignments, Other Resources

Look on your Canvas course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

**Instructional Materials**

## Course Reader Information

### Textbooks:

### 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)

## Other Instructional 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](http://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 [http://library.hccs.edu](http://library.hccs.edu/" \t "_blank).

### Supplemental Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

**Course Overview for ENGL 1301**

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

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

ENGL 1301 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course address the following core objectives:

* ***Critical Thinking***: Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
* ***Communication***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
* ***Personal Responsibility***: Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
* ***Teamwork***: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

## Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

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

## Course Student Learning Outcomes (CSLOs) for ENGL 1301

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

* Demonstrate knowledge of individual and collaborative writing processes.
* Develop ideas with appropriate support and attribution.
* Write in a style appropriate to audience and purpose
* Read, reflect, and respond critically to a variety of texts.
* Use Edited American English in academic essays.

**Student Success in ENGL**

As with any three-hour course, expect to spend ***at least*** ***six hours per week*** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be calculated
* Facilitate an effective learning environment through class activities, discussions, and lectures
* Provide a description of any assignments
* Inform students of policies
* Provide the course outline and class calendar that will include a description of assignments
* Arrange to meet with individual students as required

As a student, it is your responsibility to**:**

* Attend class and participate in class discussions and activities
* Read and comprehend the texts
* Complete the required assignments
* Ask for help when there is a question or problem
* Keep copies of all documents, including this syllabus, handouts, and all assignments
* Be aware of and comply with academic honesty policies, including plagiarism, in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/)

**Assignments**

## Written Assignments and Essays

**Assignments and Point Values**

Essay: 30%: 3 short essays (Narrative, Analytical and Argumentative)

Class Participation: 5% (includes oral and written responses to various literary texts)

Business/Professional Writing Assignments: 20 % (Resume, Cover Letter and Letter of Purpose)

Oral Presentations: 10%

Quizzes and Homework Assignments 25%

Threaded Discussions 10%

**The Short Essays (30%.):** These essays will also be based on reading selections, classroom lectures and video images from Google and YouTube.

**Class Participation (5%): Reading responses/class discussions (**Students will be submitting a brief reading response for each assigned reading selection or video. We will also discuss the readings in class. **Always research**information about the authors of literary texts that we read this semester. In class, we will discuss whether or not the authors’ lives have any impact on their writings. Also, please keep all **graded assignments**in your folder.

**Business/Professional Writing Assignments (20%):**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.

**Oral Presentation (10%):**Students will give group presentations over various topics that span literature and grammar**.**Each student must demonstrate a working knowledge of his/her content. A visual aid must accompany all presentation.

**Quizzes and Homework Assignments (20%):**Homework and quizzes will be given to ensure each student masters the course content.

**Threaded Discussions (10%)**: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

**Grading Rubric and Justification**

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

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

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

D (60-69%) Below average work that fails to respond adequately to the writing topic, contains a number of serious errors, and provides only 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

### 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/)

**Course Calendar**

| **Date** | **Details** |
| --- | --- |
| Fri Sep 7, 2018 | |  |  |  | | --- | --- | --- | | Assignment | [Parts of Speech Quiz](https://eagleonline.hccs.edu/courses/67559/assignments/816066) | due by 11:59pm | |
| Sat Sep 8, 2018 | |  |  |  | | --- | --- | --- | | Assignment | [Sentence Trees](https://eagleonline.hccs.edu/courses/67559/assignments/816062) | due by 11:59pm | |
| Wed Sep 26, 2018 | |  |  |  | | --- | --- | --- | | Assignment | [Peer Editing](https://eagleonline.hccs.edu/courses/67559/assignments/848352) | due by 11:59pm | |
| Thu Sep 27, 2018 | |  |  |  | | --- | --- | --- | | Assignment | [Analytical Essay](https://eagleonline.hccs.edu/courses/67559/assignments/785751) | due by 11:59pm | |
| Wed Oct 24, 2018 | |  |  |  | | --- | --- | --- | | Assignment | [Cover Letter](https://eagleonline.hccs.edu/courses/67559/assignments/785753) | due by 11:59pm | | Assignment | [Resume](https://eagleonline.hccs.edu/courses/67559/assignments/785760) | due by 11:59pm | |
| Mon Nov 26, 2018 | |  |  |  | | --- | --- | --- | | Assignment | [Argumentative Essay](https://eagleonline.hccs.edu/courses/67559/assignments/785761) | due by 11:59pm | |
| Mon Dec 3, 2018 | |  |  |  | | --- | --- | --- | | Assignment | [Narrative Essay](https://eagleonline.hccs.edu/courses/67559/assignments/785758) | due by 11:59pm | | Assignment | [Oral Presentations](https://eagleonline.hccs.edu/courses/67559/assignments/892329) | due by 11:59pm | |
|  | |  |  |  | | --- | --- | --- | | Assignment | [Adjectives and Adverbs Worksheets](https://eagleonline.hccs.edu/courses/67559/assignments/785750) |  | | Assignment | [Evaluation Essay](https://eagleonline.hccs.edu/courses/67559/assignments/785754) |  | | Assignment | [Fragments, Run-Ons and Comma Splices Worksheet](https://eagleonline.hccs.edu/courses/67559/assignments/785755) |  | | Assignment | [Letter of Purpose](https://eagleonline.hccs.edu/courses/67559/assignments/785756) |  | | Assignment | [Memorandum](https://eagleonline.hccs.edu/courses/67559/assignments/785757) |  | |

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Policies

## Academic Integrity

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

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

## Attendance Procedure

**Attendance:** According to official HCCS policy, you may miss four class sessions **(6 hours)** 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.)

## Student Conduct

**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.

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* 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

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://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. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://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

<http://www.hccs.edu/departments/institutional-equity/>

## disAbility Services

<http://www.hccs.edu/support-services/disability-services/>

## Title IX

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

## Office of the Dean of Students

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## Department Chair Contact Information

Dr. Alan Ainsworth, [alan.ainsworth@hccs.edu](mailto:alan.ainsworth@hccs.edu), 713.718.7591