

**The Houston Community College System**

**English 1301**

**Composition I**

**Course Syllabus**

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Course Description: This course is devoted to improving the student's writing and critical reading. At the end of the semester, students should be able to write essays for a variety of purposes, including personal and academic. English 1301 will introduce students to argumentation, critical analysis, research methods and documenting/citing secondary sources correctly.

Core Curriculum Competencies: English 1301 fulfills the six basic competencies of the Core Curriculum: reading, writing, speaking, listening, critical thinking, and computer literacy.

Course Prerequisite: A satisfactory assessment score, completion of ENGL 0310, or (for non-native speakers) ENGL 0349. 3 credit (3 lecture)

Course Purpose: English 1301 is designed to help students write multi-paragraph expository, analytical, and argumentative essays that have the following qualities:

clarity in purpose and expression,

appropriate and sensible organization,

completeness in development,

sound content, including applications of concepts and references to assigned readings,

unity and coherence,

appropriate strategies of development,

sensitivity to audience,

effective choice of words and sentence patterns,

grammatical and mechanical correctness, and  
appropriate MLA citation format.

### **Textbooks/Course Materials**

All reading selections and video links can be accessed through Google and YouTube. Hence, there is no need to purchase the textbook.

Collegiate Dictionary and Thesaurus (apps can be downloaded from the App Store or PlayStore)

Any grammar handbook from Half Price Books or online (eg. The Little Brown Handbook or The Harbrace Essentials Handbook)

### **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 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

## **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.

NOTE\* This class will not be conducted through email or on the phone. You must attend class to know what is necessary to understand the assignments. In an effort to conserve paper, I will email most handouts to students. Written work must be submitted to me during our regular class meeting unless I tell you otherwise.

## **Important HCCS Policies:**

If you stop attending the class and don't withdraw, then you will receive an F in the class.

The Title IX statement has been change to the following (changes in red) to address student pregnancy concerns:

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 Houston, TX 77266-7517  
or Institutional.Equity@hccs.edu

Additional Information on Student Policies can be found at the Web site:  
<http://www.hccs.edu/district/students/student-handbook/>.

**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.)

**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.

**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.