# English 1302: Composition II

## Course Information

CRN: 36756 & 36763

Credit: 3 SCH

Contact Hours:

16 Wks. / Type of Instruction: Online

Online / Time: TBA

Semester / Year: Fall 2017

## Instructor Information

Name: Prof. L. Arzola

Phone: 713.252.4042

Email: laura.arzola@hccs.edu

Learning Web:

Office: W. Loop Campus C256.4, Cubicle #7

Office Hours: Tuesdays & Thursdays

9-9:20am, 11-11:45am

& online Tuesdays 6:30-8pm

**Hurricane Harvey Statement:** Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.

**HCCS Crucial Days** **for Fall:**

Aug. 28: Class begins

Sept. 4: Labor Day Holiday

Sept. 12: OE Date/ Sign in to class before this date.

Oct. \_\_\_ Midterm Exam

Nov. 3,Fri.,4:30pm: Friday, Last Day for Student Withdrawals

Nov. 23-26 Thanksgiving Holiday

Dec. 8-11: Final Exam online (Fri.-Mon.)

Dec. 12, Tues. Last Day to submit **revised** papers – 11:55pm

Dec. 17: Class Closes and can no longer be accessed

**Course Description:** Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course. Prerequisite: ENGL 1301 Composition I or its equivalent.

**Student Learning Outcomes:** Upon successful completion of this course, students will:

* Demonstrate knowledge of individual and collaborative research processes.
* Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
* Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
* Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
* Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

**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.

**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.

Students enrolled in this core curriculum course will complete assignments designed to cultivate the following core objectives:

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

The program assures that all SLOs will be met, that activities missed due to lost time will be made up, that selected activities are documented in the revised course syllabus, and that the supplemental activities will be included in the assessment of the SLOs during the course.

This course will be modified in the following way(s) to account for time lost due to Hurricane Harvey:

1. All course readings will remain the same as when the course takes a full 16 weeks.
2. The same writing assignments will be included in the course.
3. Part of coursework will involve a series of online conferences held with groups of students. These conferences enhance students’ understanding of the material they are working with and constitute an enhancement of material covered in the course.

**Course Materials:**

**Textbooks**: (Recommended but not required)

Barnet, Sylvan, Hugo Bedau, and John O’Hara. *Critical Thinking, Reading, and Writing (*$60.99) 9th ed. 2014 ISBN-10: 1-319-03545-0; ISBN-13: 978-1-319-03545-7 OR a recent edition of *Current Issues* or of *Critical Thinking* is acceptable.

You are required to use MLA format as found in Purdue OWL. There is a link to P-OWL on the class page. It is helpful to have **a recent handbook** to support your work in writing. Handbooks published by Wadsworth (my favorite), Little Brown, MacMillan, Penguin will all work.

You may order your books online at: [www.hccs.bkstore.com](http://www.hccs.bkstore.com/). Textbooks for all distance education courses are housed at the Central bookstore.  We do offer, free of charge, transfer requests for students who wish to pick up their distance education textbooks at one of our 7 other locations that may be closer to them.   Phone either Central, or the requested campus, and request that their books be transferred. Get your books as early as possible. Having a book in front of you makes all the difference. If you have to wait for your book, see if you can locate a copy at either an HCC or the public library. Also used book stores may have copies. The library may have ebook versions that can be used temporarily. There may be .pdf versions somewhere online.o need **a recent handbook** containing the latest MLA format to support your work in writing. *Wadsworth* (my favorite)*, Little Brown, MacMillan, Penguin* will all work.

**Course Requirements:**

**The Writing Assignments**

Read and follow directions for every assignment. If you do not understand the directions, contact me via email or in one of the chat sessions. You will be writing papers in a different way than you might have in the past. Allow yourself to try these various ways of producing a paper. You might find that writing is not as difficult as you thought.

Most of your assignments will be submitted as attachments. Save these documents with your surname on them: SmithCAFiction or SmithKathyCAFiction (not ~~KathySmithCAFiction)~~; This tells me that Smith has sent me the final draft of the Fiction essay. If your work is not submitted with proper labeling, I will return it to you for resubmission. Work to make sure this does not happen.

**50% The Research Paper -- @ 2000+ words (14% of Final Grade comes from Prewriting and Tutoring Evidence.)**

**🞹Conference reviewing the Rough Draft (=Outline, Text & Works Cited) with Instructor REQUIRED. 🞹No Conference = No Grade.🞹**

One half of the available class time will be spent working with this essay. Students will choose a topic, select a series of sources, take notes, create an outline, and finally write the paper. Preliminary assignments = 45% of the final grade for this project.

* 1. This is a Persuasive paper which takes a particular stand on a controversial topic related to . . . (**See Wk. 1 for your topics.).** Keep in mind that you are writing a PERSUASIVE paper, so your topic must be controversial and debatable, i.e., have two sides.
  2. Work to focus on the Logical aspects of this issue. Develop it with Facts, Evidence, Statistics, Graphics, and Authoritative Testimony; include a discussion of the practical aspects of this issue.

1. You will come up with
   1. a Yes/No question,
   2. a specific Audience whom you think will be interested in learning about your topic, and
   3. a Purpose (a reason for writing to this particular audience), and then you will research your topic.
2. Your studies should prove that one side of this Yes/No, controversial issue is stronger than the other.

**20% Critical Analysis of Fiction (out-of-class essay) 750+ words (10% of Final Grade comes from Prewriting and Tutoring Evidence.)** We will be analyzing one of the stories or poems posted for you on the class page. You will read the work you have selected then analyze and criticize it. Preliminary work for this paper is 1/3 of the final grade for CAFiction.

**20% Final Exam -- Critical Analysis of Fiction (online final essay exam)-750+ words**

This essay is written online. Students will write a commentary on (TBA). Information about the exam is available on the class page. This essay is written online. You have a 2-hour time limit. 🟎Submit a backup copy of the exam in the link provided just in case your exam does not go through. This is very important as the exam does not always save properly.

**10% 10 Journals (200+ words each)**: Journals involve pre-writing for each paper. Directions are found in the link for each journal.

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| **Wk.** | Fall 2017 Course Calendar ~ 1302  ***All readings come from Critical Thinking, Reading & Writing (CTRW).* All assignments due by Sunday midnight of that week unless otherwise indicated.** |
| **1**  Aug. 28- Sept. 3 | +Read and highlight Ch. 3 (74) [Super IMPORTANT information!] Work to understand what elements make an argument persuasive to its audience. Ch. 3 discusses effective elements, which form convincing arguments  +Interpreting quotations: Read the material on the class page, and take the quiz.  +Begin background reading for the Research Paper (RP). This paper is a major paper, 50% of your grade! it is due wk. 12, and we will be working on it for all these first twelve weeks.  +Discuss: What is a research paper? What is a persuasive research paper?  +Review the Guidelines for the Research Paper and discuss what it means for the work you are doing with your group.  +Start reading posted articles. Based on your areas of interest, form Groups of 3-5 members studying similar articles and working to find a narrowed topic.  +Research Paper Topic: For Wk. 12 create a Persuasive Research Paper on a controversial topic.   * Use books and database sources from the HCC Library. * You must present facts, evidence, statistics, authoritative testimony, etc., PROVING that what you say about one aspect of your argument is right. * The Completed Group RP is due wk. 12, and there are several preliminary assignments due along the way starting wk. 2. * Begin background reading for the Research Paper. Your group will end up with 3+ books and 5+ database articles in your completed Research Paper. * You may use the internet for sources only after you have gathered the REQUIRED books and database articles. Wikipedia is NOT ACCEPTABLE as a resource for this paper.   Skim , Ch. 1 (3-20), 2 (34-53) & 4 (141-170). |
| **2**  Sept. 4-10 | +Read & Highlight , Ch. 5, "Writing an Analysis of an Argument" (177). (Pay special attention to “For Environmental Balance” as a sample essay for analysis and “Tracking Kristof” by Betsy Swinton as an example of a Critical Analysis Essay)  + Due RP: Submit The Research Question (Yes/No), Audience (ONE specific age group and gender), Purpose.  + Skim , Ch. 6 (228), Developing an Argument of Your Own & Ch. 7 (262) Using Sources.  + Skim , Ch. 9 (349). Review Logical Fallacies for use in the RP. Read Shulman’s “Love is a Fallacy” (383).  + Due Journals #1 & #2 Due Sunday this week.Directions for each journal are found in the journal’s link. |
| **3**  Sept. 11-17 | + Due RP: Submit Annotated Bibliography/Works Cited with 5 sources correctly set up in MLA format (first draft of Works Cited for RP). For information on writing an Annotated Bibliography (Works Cited) see pp. 286-287 in CTRW.  +Library: Continue background reading for Research Paper (RP). Collect list of 5 high quality sources comprised of books and database articles only.  + Due Journal #3 |
| **4**  Sept. 18-24 | + RP: ✶IMPORTANT✶Study the “Guidelines for a Persuasive RP” handout. Study the sample RP in ch. 7, Lesley Timmerman, “An Argument for Corporate Responsibility” pp. 319-325. Focus on the Works Cited on p. 325. Study parenthetical references within the text. Ask questions.  + RP: Begin gathering 40+ notes for the Research Paper. Look at the example on the class page for the correct format. Be sure your revised and updated Works Cited is located at the bottom of the Notes. Insert a Page Break, so the WC will begin on its own page.  [Note: If you do not know how to insert a header on each page of your paper using the computer’s system, take the time to go to Help and learn how to do this properly. Points will be taken off your papers for “floating headers” that are not created properly. The same holds true for Page Breaks. Insert these properly. Ask for help if necessary.]  + Due Journal #4 |
| **5**  Sept.25- Oct. 1 | +RP: Skim Ch. 6 (228), “Developing an Argument of Your Own,” and review Ch. 7 (267), “Using Sources,” focusing on how to use MLA format in both parenthetical references and the Works Cited.  **>>Sign up NOW for your 1st Group RP Conference. See information on the class page.<<**  +Sign up for first Group RP Conference next week. Bring your questions about the paper or the process of writing it. Submit your Notes, which you have organized into the Sections of the RP with the attached Works Cited.  + Due Journals #5 |
| **6**  Oct. 2-8 | + RP Preliminary Conferences for all groups. This conference will help your group set up the RP properly. Very important . . .  + RP Study carefully: Ch. 7 “Using Sources,” 267  + Due RP: 30-40 Notes + Corrected, Updated Works Cited for RP,  + Due Journal #6  + 2nd RP Group Conference: Set up for online Conference with professor to go over the rough draft of the RP during Week 10. (For the Conference, email as ONE file your Outline, partial Rough Draft, Works Cited page, notes. Save as Group#-RPRough1.)  IMPORTANT: Group Members who do not attend this 2nd conference will not receive a grade for the RP. Make sure all group members can attend.  **🟂No conference = NO GRADE!🟂** |
| **7**  Oct. 9-15 | + Sign up NOW for RP Conference in wk. 10. This conference is a requirement for the RP. **🟂No conference = NO GRADE!🟂**  + Due RP: Due Preliminary Outline & Working Thesis. See Sample RP Outline in the sample RP on the class page. Be sure to follow the Guidelines sheet in creating your outline. This will help make it a Persuasive Paper. Your thesis is the statement you are proving in your paper. It could be the answer to your Yes/No Question, but it should no longer be a question. |
| 8  Oct. 16-22 | +RP Continue working on the rough draft.  **+** Due **RP Rough Draft: At least 1000 words with Works Cited, and Outline REQUIRED by Sunday this week.** |
| 9  Oct. 23-29 | Ongoing Work on RP. No Conferences this week.  + Due Evidence of work with Tutor. Submit rough draft of RP to Tutor and revise according to tutor’s comments.  + CA Fiction Read Ch. 11, *CI*, A Literary Critic’s View: Arguing about Literature 465-494.  + CA Fiction Select one of the poems posted on the class page. Select one of the poems listed on the handout found in wk. 9. |
| 10  Oct. 30-Nov. 5 | + Group Conferences with Instructor. Email your RP as a single file containing: Outline, Text showing your work with borrowings and updated Works Cited page, Sources.  + Due Completed Rough Draft of RP, **1500+** words of text. Do not include the Outline or Works Cited in the word count.  + Due RP Peer Review (Peers must be classmates. There must be evidence that each student in the class has reviewed at least one classmate’s paper using the Peer Review checklist.) Post your paper EARLY. You get credit only for your Peer Review of a classmate’s paper. |
| 11 Nov. 6-12 | + CA Fiction Keep reading and analyzing the ideas used in the poem. Work with the dictionary as well as in discussions with classmates and me to help you interpret both words and concepts found in this work.  + Begin creating Rough Draft of the Critical Analysis of Fiction working with one section or one concept found in your selected poem, using Bodynotes to help shape the paper.  🡺 Due Submit Research Paper by Sunday, Week 12 (Title page, Outline, Text, WC in ONE document. Also submit evidence of work with tutors as a second submission. Save as Group#-RPFinal. Example: Group3-RPFinal.) 🡸  (Use RP Template for Headers to help you assemble your paper into one document with correctly formatted headers and Page Breaks.) |
| 12  Nov.  13-19 | Due **RP due: No paper will be accepted w/o a previous conference with Instructor.**  🡺Research Paper to be submitted by Tues., this week.   * Title page, Outline, Text, WC in ONE document (Use RP Template for Headers for correct formatting.) * Tutor’s comments🡸   +Final Exam: Read Robert Frost’s “Mending Wall” for Final Exam. You will discuss one theme found in this poem |
| 13 Nov. 20-26 | + Due: CA Fiction Due Bodynotes. Start turning the Analysis into a finished paper.  +Due: Take draft of CAFiction to Tutor. Get evidence of this visit to turn in with your paper.  +Continue thinking about “Mending Wall” for Final online essay.  +Due: Journals #7 & #8 |
| 14 Nov. 27-Dec. 3 | 🡺 CA Fiction #4 Due By Thursday, this week, analysis of poem. 🡸  +Review for Final. See Study Guide on Class page.  +Due Journal #9 |
| 15 Dec. 4-10 | Final Exam Dec. 8-11, Fri. through Mon.  The final is a timed test. You are to write your entire final within the two-hour block of time given for the final. Do not try to write your essay ahead of time. The criteria for this test are based on the fact that it is written quickly and without resources such as tutors and extra time. |
| 16  Dec. 11-17 | * **Final Essay Exam** **🞛** Dec. 8-11 (Fri.-Mon): Final Exam online 🞛   Last day to submit any revised papers: Tuesday, this week.  Class is no longer accessible after Dec. 17. |

**Instructor Requirements:**

**Read and follow these directions. They pertain to every assignment you submit:**

**All papers are submitted online through our online class (hccs.instructure.com)**. Students MUST keep copies of all submitted work in case the instructor does not receive it. Store all papers until the end of the following long semester. Remember that computers break down. Keep backup copies of your work.// All papers must be submitted as .doc, .docx. You have access to MSWord through your HCC Email account. Be aware that it is possible to use computers on campus in labs and libraries, and most HCC college libraries have a limited no. of laptops to lend.

Submitting papers online means that page breaks and headers must be created using the computer not by spacing. As you begin the class, take the time to go to Help within your word processor. Check the process for creating these elements in a paper: Headers in the header screen, page breaks, Hanging Indents for the Works Cited in MLA format.

Do not use YOU or I in formal writing. Papers – other than journals -- using YOU or I or versions thereof will have significantly reduced grades. Write your papers in third person plural nouns. For example, instead of saying, “When you go to the store . . . ,” say “When **consumers** go to the store,” or “When **people** go to the store, they . . .” Instead of saying, “I think that the world is round,” say “The world is round.” We know the second statement is

your opinion because your name is on the assignment.

**Email: It is important for us to communicate clearly with each other. Set up your Profile in Canvas, so your emails will go to your preferred address. Then remember to check it periodically. For example, if I return a paper to you telling you that I cannot open it or telling you to revise it because you have not followed instructions, it is critical that you receive this message quickly, so you have the time to correct the problem and resubmit your paper. I will be sending messages to your email from time to time expecting that you are receiving them.**

**Tutors:** FREE Tutors are available online through Upswing or at HCC campuses. Contact your local English department for information on tutors. Upswing tutors are accessed through the Help link in the black column at the far left of the class page. Be sure to give tutors a copy of handouts with pertinent directions for the essay. For problems with content ask me. All your out of class papers must be submitted with proof of tutor review.

**Important Materials**: Quality Dictionary & Thesaurus. Recent grammar Handbook with MLA information. Notice and use the links provided at the top of our class page for the Works Cited, used for all your papers, and the library databases, which you will use for your research.

**Every class is significant in ENGL 1302. On site** students always produce better work when they have attended class and asked necessary questions. **Online** students will be meeting via online chats. These sessions will give you the help you need to pass this class. Make sure you participate. Should you need to miss, you are responsible for the missed material. You can access old chats by going into the pertinent chat link.

**Class Attendance Requirement**

All students are expected to attend classes regularly, thus DE students must login to their course(s) at least once per week.  DE students who do not login and **actively participate before the Official Day of Record** may be AUTOMATICALLY dropped for non-attendance (when the roster is marked accordingly by your professor). Completing the DE online orientation does not count towards attendance.

**Official Day of Record –** The day of record is different for each term. Your instructor will state the day of record in the course syllabus. The Day of Record is also posted on the official [HCC Calendar](http://www.hccs.edu/district/events-calendar/academic-calendar/) (select the appropriate term).

**Description of “active participation”:**In this class active participation means coming onto the class page and doing background reading in the first weeks. Once we start getting into assignments, you will have to submit assignments each week.

If you are having technical difficulties and cannot login, you must immediately contact your instructor and the Eagle Online Help desk, or you will be counted as absent.

I will be happy to work with you if you let me know AHEAD OF TIME. Students who go more than 14 days without logging in or otherwise contacting the professor may be dropped without further warning prior to the drop deadline.

**Communication** with your instructor is essential in all your courses. Please keep me informed of problems you are having either with the course itself or with keeping up with assignments. It is possible to give you extra help. **Questions** are invited in this course. If you have a question, ask it.

**Cell Phones:** In relation to on campus classes our Administration asks us to tell you: "Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs.  Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations."

**Plagiarism**: Plagiarism is simply dishonestly presenting someone else’s words as your own. You can always give credit to your sources, so you honestly give due credit to them for their work. Both quoted and paraphrased information must be referenced. Papers which show plagiarism will receive a grade of zero, and be aware that at times plagiarism can result in an F for the course. Familiarize yourself with plagiarism and what it means. Ask questions as necessary.

**Student Grievances:** Students who wish to complain about any aspect of their education should first speak with their instructor. If the situation remains unresolved, then the student has the right to file a student grievance with the dept. chair, Dr. Alan Ainsworth housed at the West Loop Campus.

Read your **Student Handbook** paying particular attention to the section on Student Policies. Within this section is a segment on Grievance Procedure as well as one on Academic Dishonesty. It is important that you familiarize yourself with both your rights and responsibilities as a student. Student Handbooks are available from the Office of the Registrar.

**Grading**:

A (90-100%) Excellent work that demonstrates a clear understanding of the assignment, 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 follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.

F (0-59%) Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience

**Student Support Services:**

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 are often busy, 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 near the end of the semester 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 **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.  You can also go to online tutoring via the Help icon at the bottom left of the class page in the black area.

Tutoring Centers: The HCC on campus 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:  hccs.edu/findatutor for times and locations. For more information about tutoring at HCC, please go to hccs.edu/district/students/tutoring.

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 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 <http://www.hccs.edu/district/students/disability-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.

Ability Service Contact Information:

**Central College** 713.718.6164

**Coleman College** 713-718-7376

**Northeast College** 713-718-8322

**Northwest College** 713-718-5422 or 713-718-5408

**Southeast College** 713-718-7144

**Southwest College** 713-718-5910

**Adaptive Equipment/Assistive Technology** 713-718-6629 or 713-718-5604

**Interpreting and CART Services** 713-718-6333

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/intersession_hours>

*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.

**Important HCCS and Course Policies:**

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.

Attendance for on campus classes: Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you know you must be absent or if you have an emergency, let me know **before** **class** and make plans to meet with me in office hours. If you have more than four (4) absences before the official date of record listed above, you may be automatically withdrawn from the course.

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 given above in the syllabus. 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.

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.

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.

Academic Honesty: A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student’s individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC’s policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. (See Student Handbook)

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 near the end of the term, 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. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for directions. **The EGLS3 Survey is REQUIRED for this class. You will need to show evidence that you have taken the short survey.**

Title IX Discrimination: Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination.  Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

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 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

 It is important that every student understand and conform to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to [www.edurisksolutions.org](http://www.edurisksolutions.org" \t "_blank) Go to the button at the top right that says **Login** and click. Enter your student number.

Open/Campus Carry of Handguns: **No Firearms Are Allowed on Campus**. If you see anyone carrying a firearm on campus call the HCC Police Department at **8-8888** immediately.

Texas House Bill 910 -- known as the “Open Carry” law -- provides holders of a handgun license may now carry their handgun visibly in a waist belt holster or a shoulder holster, but they may not openly carry guns on or in a college campus or building, and they may not openly carry guns on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college. Open Carry is effective as of January 1, 2016.

Campus carry and open carry are two (2) separate laws. Texas Senate Bill 11 -- known as the “Campus Carry” law -- will allow individuals who have a valid Texas handgun license to carry a concealed handgun in certain areas on college campuses. The Campus Carry law becomes effective at 4-year institutions on August 1, 2016 and at 2-year institutions on August 1, 2017.

All information regarding both Open Carry and Campus Carry will be posted at <http://www.hccs.edu/campuscarry>.

Campus Safety: If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.