Welcome to English 1302 Online! I'll be your instructor for the class and look forward to a great semester. We will not meet face to face but online instead, where we'll get to know one another through our writing. The DE Online Orientation is required for course completion, and if you have not yet completed it, please return to the Online Home Page and click on Technical Requirements to review the guidelines. Things will go smoothly if you install the Chrome or Firefox browser, run the latest Java script, allow pop-ups, and use the latest edition of the free Adobe Acrobat Reader. (Internet Explorer is not fully compatible, and you should not use it.)

Contact Information: Your performance in class is very important to me. If you have a question, you can always talk person-to-person with me before or after class, and you can also contact me through class email; I log on several times a day and am glad to help you. If you have a question or need clarification about a topic, please let me know. Drop me a note through class email in Canvas. In an emergency, I can be reached through HCC email: linda.rosenkranz@hccs.edu. You’re welcome to write with questions — just be sure to identify yourself in the Subject Line. I do not discuss classwork or send grades or course work through this address — only through our Canvas class.

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, syntheses, 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**

- Write in appropriate genres using varied rhetorical strategies.
- Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in arguments, persuasion, and various genres.
- Analyze various genres of writing for form, method, meaning, and interpretation.
- Employ research in academic writing styles and use appropriate documentation style.
- 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 a research project or case study 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; and
- **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Course Materials:**

**Required Materials:**

- Notebook and pen/pencil for taking notes in class, package of Scantrons, computer, reliable Internet access, flash drive, college-level dictionary, and thesaurus.

- **You do not have to purchase textbooks** for this class, but you do need to purchase the novel listed below (or check it out from the college or public library). While you don't have to purchase a textbook, you are expected to use the resources in Canvas; they will help you understand the skills and processes necessary to write effective papers, and you can show that you are college-ready.

- **Required – ORDER EARLY – get expedited shipping (1 – 2 day shipping).**

  *Like Water for Chocolate* (Laura Esquivel) is the general topic for the research essay. The two sites below appear to offer the best prices.
Barnes and Noble: *Like Water for Chocolate* (Laura Esquivel)
Publisher: Knoff Doubleday Publishing Group (10/28/1995)
New at $11.62; Used from $1.99

Amazon.com: *Like Water for Chocolate* (Laura Esquivel)
Publisher: Anchor, Reprint Ed. (Oct 1, 1995)
ISBN – 10: 0385420174

Other Course Materials (*Eagle Online Canvas*):

- HCC Eagle Online Canvas: The link is [http://eagleonline.hccs.edu](http://eagleonline.hccs.edu).
- Your log-in username/password User ID as your HCC Email. (Note: this username/password is also used to log-on to computers and printers at HCC campuses and get online tutoring assistance.)
- If you need help with your **password**, call the Customer Service Help Desk at **713-718-8800** (option 1).
- **Eagle Online Canvas Technical Support Help Desk**: [http://www.ccs.edu/online/technical-support/](http://www.ccs.edu/online/technical-support/) Many technical questions can be answered when you click on the Technical Support Help Desk link. I am glad to help you with course content, but the Help Desk can help you with technical questions better than I can: **713-718-5275** (option 3).
- **HCC Online Regular Support Hours**: M-F 8 am – 11 pm. Sat 9 am – 11: pm. Sun 1:00 pm – 9:00 pm.
- **Technical Requirements**: Things should go smoothly if you use the Chrome or Firefox browser, run the latest Java script, allow pop-ups, and run the latest version of Adobe Acrobat Reader. (Internet Explorer is not fully compatible, and you should not use it.)
- If (when) you have technical issues, **you should go to an HCC library, which has netbooks for checkout**. Also, the computer labs on HCC campuses are available at posted times. Not having Internet access and / or a computer is not an excuse for not completing and / or submitting work. Since we do not have a course textbook, **you do need access to the readings and resources** – either by printing them (best option) from your computer or saving them to your tablet / laptop. Not having access to the readings and other files posted in Canvas will render you incapable of contributing to class discussion and submitting your assignments. Please plan ahead – figure out now what you should do when this happens.

**Course Requirements:**

*Important Dates:*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Aug 27</td>
<td>First Day of Class</td>
<td></td>
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<tr>
<td>Sept 10</td>
<td>Census Date: Official Date of Record</td>
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<tr>
<td>Nov 2</td>
<td>Last Day to Withdraw (Friday, 4:30 pm)</td>
<td><em>It is the student's responsibility to withdraw.</em></td>
</tr>
<tr>
<td>Dec 8</td>
<td>SATURDAY, 11:55 pm. Essay #4. No late papers</td>
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Dec 16  Semester ends.
Dec 24  Grades Available Online: http://getgrades.com or www.hccs.edu or 800-877-341-4500.

**HCC Grade Breakdown:**
A (90-100) Excellent work that demonstrates a clear understanding of the assignment has few errors, 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 quality 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>100 – 90 4 points per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>89 – 80 3 points per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>79 – 70 2 points per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>69 – 60 1 point per semester hour</td>
</tr>
<tr>
<td>F</td>
<td>59 – 0 0 points per semester hour</td>
</tr>
<tr>
<td>FX</td>
<td>(Failure due to absences) 0 points per semester</td>
</tr>
<tr>
<td>W</td>
<td>(Withdrawn) 0 point per semester hour</td>
</tr>
<tr>
<td>IP</td>
<td>(In progress) 0 points per semester hour</td>
</tr>
<tr>
<td>I</td>
<td>(Incomplete) 0 points per semester hour</td>
</tr>
<tr>
<td>AUD</td>
<td>(Audit) 0 points per semester hour</td>
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</tbody>
</table>

**Student Assignments and Grade Evaluation:**
Reader Responses/Peer Reviews 40% (lowest grade dropped)
Essay #1: Literary Analysis 20%
Essay #2: Literary Analysis 20%
Essay #3: Literary Analysis 20%
Semester Total 100%

**Minimum Writing Requirement:** 5,000 words during the course of the semester

**Note:** For weekly course assignments, see Part II: Weekly Course Calendar in Canvas.

**Instructor Requirements:**

**Methods of Instruction:**
The major ways we will communicate this semester are online discussions, oral presentations, group work, reader responses/peer reviews, assignments, and email.

- **Email:**
  In the "Subject Line" of all emails and assignments, please type your first and last name, your CRN number, and what you are sending – the main topic for the email. Please treat all communication, as it should be written in the academic and business world – using correct grammar, punctuation, capitalization, and spelling.
Weekly Reader Responses:
Each Sunday night no later than 11:55 pm, you will turn in a reader response based on the week's readings. The Assignments tool is where you will post them, a virtual roundtable where we will gather to talk about issues raised in the week's assignment. In these reader responses, you are demonstrating that you have read the assigned readings and are familiar with the material that the course covers. Submitting reader responses is equivalent to class attendance/participation/discussion – it's getting to know one another throughout our writing. These responses are not long (300 – 350 words, and you are welcome to write more). You should compose the response in Microsoft Word and then copy it into the message box screen of the Assignments tool; do not send the response to me in email.

Weekly Peer Reviews:
After you post your reader response each week, go back and read what others have written. You then should review the two reader responses assigned randomly by Canvas – please wait until Monday or later in the week when folks have posted. Please do not evaluate their writing skills but do feel free to disagree, challenge, or agree with ideas or other points they make. Peer reviews are shorter and less formal than reader responses, about 200 – 250 words for each response, but they should be meaningful and substantive. Details are posted in each week's assignment handout. A missing peer review will cause a penalty of 10 points on the week's reader response grade. Final grades on reader responses will be determined at the end of the semester. Remember that there is no late paper policy for peer reviews; they are due as assigned.

Essay Exams:
The essay exams you’ll write during the semester should be serious, scholarly papers where your gut feelings and preferences play very little role. This is the time to show off your analytical skills, rather than strictly your emotions. After you write and proofread your essay, you should upload it as an attachment, along with the Originality Report, to the Assignments tool. Do not send it to me via email. After you upload your file, be sure to check the "Sent" box to ensure that your file was attached when you sent it. Please do not ask me if I received your paper. When you submit it through Canvas, you will have a record of that submission.

Preparing Assignments:
1. Written assignments should follow MLA document format and be written at the college level. Be sure to proofread, spell-check, and edit your work. Observe the length required for each assignment. Length is for your text, not the Works Cited. Essays will receive one grade, not split grades. Be sure to back up your files and print out copies of your papers before you submit them.

Failing to paginate, type a correct heading, indent paragraphs, or double-space an assignment will result in a 10-point penalty on the assignment. Please demonstrate that you understand MLA format for writing papers and quoting sources.

2. All work submitted must be in Microsoft Word (doc or docx).

3. MLA Format – Procedure for Submitting Assignments:
   • Double-space
   • Paginate (upper right corner in the header area)
   • Heading in the upper left margin
   • Times New Roman 12 font
   • When you finish writing your essay, you should send it to Turnitin, where an Originality Report will be generated. Look over the report, make any corrections if you like. When you are satisfied with your paper, you should upload the essay to the Assignments tool in Canvas.
• Please save each assignment with a clear Word file name that includes your full name and assignment. For example: **Essay** = Essay Exam; **Tutor** = UpSwing (HCC Online Tutoring). For example, when student Steve Cruz submits his second essay exam, he should name the file: **2 Essay Steve Cruz**. If he sends the tutor's notes for Essay #2, his file should read **2 Essay Tutor Steve Cruz**.

4. **Graded Assignments**: When your essays are graded and returned to you in the **Assignments tool** (within 2 weeks), you should download them to your own computer and read the notes I've typed inside your papers. Please work on the problem areas and feel free to email me with any questions about improving your writing. **The same errors repeated on subsequent assignments will be penalized double.** Please let me know if you have questions – I'm glad to help! With each assignment:
   • I'll make suggestions for improvement in content, organization, sentence structure, word choice, development, grammar, mechanics, and format.
   • You may be referred to tutoring or one of the online writing labs posted in Canvas.
   • If errors noted in previous assignments are repeated, the grade will be lowered one-half letter grade (5 points).

**CLASS POLICIES:**

1. On the first day of class (Monday, August 27):
   • *Read the syllabus thoroughly.* Be sure you understand all course policies and procedures, as your success in the class will depend a great deal on how thoroughly you understand the various workings of the class, such as assignments, due dates, and grades. The course syllabus is made of the following two files:
     o Part I: Course Policies and Procedures
     o Part II: Weekly Course Calendar.
   • Practice navigating Canvas at [https://eagleonline.hccs.edu](https://eagleonline.hccs.edu). Become familiar with email and uploading files.
   • **Order novel** (or check it out from a library) – *get expedited shipping* (one/two-day shipping) and begin reading as soon as it arrives.
   • **Introduce yourself** to the class and upload a **photo** to your Profile page.

2. *Please log into Canvas daily to check email and announcements.* Unless you've informed me of an emergency, failing to log in the first day, failing to log in daily after that, and failing to complete all the assignments will be regarded as not attending, and absences will be recorded. **If you want to succeed in this class, please do not stop attending and participating.**

3. **Do not ignore email from the instructor.** I allow adequate time for you to complete assignments, but you must log on regularly, read carefully, and follow up on work in Canvas.

4. **Canvas: Official Class Record:** Logging into the course without posting, emailing, uploading, or other communication is tracked by the Canvas system, the official record for the course.

5. If you enter class after the official first day of class, your absences are recorded from the first day of class, Monday, August 27, 2018.

6. If you stop "attending" — participating/contributing/writing — remember, you will get a grade. I will withdraw students who have **never** attended or logged into class, but I will **not** withdraw other students from the course. **The decision to withdraw is the responsibility of the students enrolled in this class.** If you decide to withdraw from this class, remember to do so officially by the official date. After **one week** of inactivity or not responding to communication from me, a grade of FX
will be recorded for the semester grade.

**Attendance is more than logging into class.** Students are expected to
  - Attend and participate in all classes.
  - Submit essays to Turnitin before submitting them to the *Assignments tool* in Canvas.
  - Upload each essay as an attachment, along with the Originality Report, to the *Assignments tool* in Canvas when due.
  - Respond promptly to all email communication from the instructor.

7. **There are no excused absences. You are either present or absent.**
   This includes illness, vacations, weddings, pregnancies, parties, work trips, out of the country trips, in-state traveling, all other traveling, and even funerals. When you travel or have to miss a class, remember there are Internet connections along the way. *If a class is missed, students are responsible for completing all in-class and online work on time by the due date.*

8. **Students Blocked from Class:** Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Eagle Online Canvas and/or to withdraw a student for excessive absences or failure to participate regularly. *DE students who do not log into this class before the Official Day of Record will be automatically dropped for non-attendance.* Completing the Online Orientation is required but does not count as attendance.

9. The research essay is a required assignment. Failure to submit it will result in an F for the semester grade.

10. **Incompletes:** Please do not ask for an Incomplete in the course unless you have a documented family or medical emergency for the last essay of the semester and have satisfactorily completed all other work in the semester. Essay #4 must be the only remaining paper – no exceptions.

11. **Late Work Policy:** Work (with the exception of peer reviews and Essay #4) submitted 1 - 7 calendar days late will be penalized 10 points. Assignments 8 – 14 days late will lose 20 points. *No late work is accepted after 14 days – no exceptions.*

12. **Make-ups and Extra Credit:** There are no make-ups, extra credit, re-writes, or dropped grades. The pace is rigorous – please plan ahead and invest your time in the assigned work.

13. **Back up your work and have a plan.** Keep copies of all your work, as well as a running record of your grades – and do not delete messages. *You will need a back-up plan; know ahead what to do when you have computer problems.* Keep in mind that HCC libraries and open labs provide computers (you will need your Student ID). In addition, all public libraries offer free computer access. While you may not like the choice (I never do), keep in mind they are temporary – *please plan ahead to prevent late papers.*

   **Note:** If for any reason your computer goes down or you lose Internet access, remember that the *work is still due at the assigned time* – figure out ahead of time what you should do when a tech disaster happens to you. You also might look ahead at finding a good friend whose computer you can borrow.

14. For this class, various software programs will be used, including Turnitin at [http://www.turnitin.com](http://www.turnitin.com). This tool is useful in helping to determine whether or not a writer is relying too heavily upon sources. You’ll have free access to your own account where you can easily check your essays. You can compare your assignment with millions of web sites and an enormous database of student papers. *All reader responses and essays must be submitted to Turnitin at the final draft stage* (that is, before the final paper is turned in to the *Assignments tool* in Canvas). *No*
Originality Report = zero on the paper.

15. Please read carefully. Do not skip over or through readings. Annotate what you read – make notes in the margins; underline; jot down unfamiliar words. Since there’s a great deal of reading, learn to read strategically. Don’t skip the lecture notes and study guides posted – they’re there to help you.

16. If you have questions, please ask. Don’t wait until Week 8 – I’m better able to help you early on.

17. If technical problems occur, say, Canvas or the HCC network goes down, obviously, we'll have trouble accessing the Internet and meeting deadlines. Therefore, I’ll adjust assignment deadlines.

18. Scholastic Dishonesty: According to the Student Handbook for the Houston Community College System (35), scholastic dishonesty includes cheating on a test, plagiarism, and collusion and is punishable by a grade of zero on the particular assignment, failure in the course, and recommendation for probation or dismissal from the College. A recommendation for suspension or expulsion will be referred to the Dean of students. For the purpose of this course, plagiarism includes using another person's work/words/ideas as your own and/or incorporating them into your own work without quotation marks or appropriate acknowledgment. Collusion includes any "unauthorized collaboration with your classmates or any other persons – present or past – in the completion of work that you claim as your own.

Academic dishonesty is fraud: knowingly presenting another's work/words/ideas as your own, and it means an F in the course.

- Most students should not need a lengthy explanation of the Academic Honesty policy, but because writing is a major means of communication in this course and plays such a significant role, I want to be very clear about the policy.

- I expect that everyone in this class will do his or her own work. While it is okay to collaborate with others to gain mastery of the material, it is NOT okay to be so dependent on another student or other resource that the work you hand in is not a product of your own effort and understanding.

- If two or more students submit work that is identical or nearly identical, in whole or in part, they are equally guilty of violating the academic policy.

- Failure to document quotations, paraphrases, and summaries will result in a grade of zero on the assignment. Academic dishonesty covers a lot of ground. Cheating, computer dishonesty, plagiarism, grade falsification, and collusion are all defined in the HCC Handbook. I do not expect any student to be dishonest, but it’s only fair for me to tell you right up front that I will respond to acts of academic dishonesty appropriately. Please do not put me in that position. Be advised that all papers will be submitted to anti-plagiarism services.

- Do not buy papers from the Internet and pass them off as your own.

- Do not use the words or ideas of someone else in your paper without using quotation marks and documentation.

- Do not summarize, paraphrase, or use someone else's ideas without documentation.

- Do not turn in a paper that was previously written for me or another instructor in another course.

- All work in the class must be original and correctly documented.

Penalties for Plagiarizing: In this class, academic dishonesty results in a zero on the assignment. The paper cannot be rewritten, and the grade stands. If a second offense occurs, an F will be recorded for the semester grade. I will report the infraction to the Dean and strongly advise that disciplinary
action be taken. If a student is found guilty of plagiarism and withdraws from the course before or after the official withdrawal date, an F will still be recorded for the semester grade. This policy will be strictly enforced.

19. **Technical Compliance:** Students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor and a stable Internet connection. Consideration will not be given for lost / missing / unacceptable work stemming from technical non-compliance and/or end-user technical issues.

20. **Tips for Success:**
   - **Attend and participate:** Log into class daily: checking email, downloading course handouts, uploading assignments, and responding to communication from the instructor;
   - **Read all instructions carefully,** asking questions when you don’t understand;
   - **Use course handouts** to master course material;
   - Complete and submit work on time;
   - Demonstrate a **willingness to edit and revise** assignments before submitting them;
   - Show **self-discipline, organizational skills, and motivation** to work in class and online;
   - Have the **ability to work independently** with the instructor and other students;
   - Demonstrate **maturity and willingness** to learn from graded assignments, corrections, and guidance; and
   - Be bold – learn from others – contribute.

**Student Support Services:**

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

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your instructor's receipt of an accommodation letter, and accommodations are not retroactive. Accommodations can be requested at any time during the semester; however if an accommodation letter is provided to the instructor after the first day of class, sufficient time (1 week) must be allotted for the instructor to implement the accommodations.

**Ability Service Contact Information:**

- **Central College**
  713.718.6164
- **Coleman College**
  713-718-7376
- **Northeast College**
  713-718-8322
- **Northwest College**
  713-718-5422
  713-718-5408
- **Southeast College**
Accommodations due to a Qualified Disability: 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 Coordinator 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

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..

Online Tutoring: The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to play ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

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

Open Computer Labs: Students have free access to the Internet and word processing in the open computer labs available on HCC campuses. Check on the door of the open computer lab for hours of operation, or go to the Homepage for an HCC college and click on the "Open Computer Labs" link.

Tutoring Centers: The HCCS 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 education, personal, and career goals by empowering them to become confident, independent, life long learners.

Tutoring for individual subjects 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.

**Important HCCS and Course Policies:**

Please see [http://www.hccs.edu/district/students/student-handbook](http://www.hccs.edu/district/students/student-handbook/) for any changes to HCC policies that might happen during the semester.

**Academic Honesty:** A student who is academically dishonest is, by definition, not showing that the coursework has been learned and that student is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. This, 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)

**Attendance:** 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 (September 10, Monday, 4:30 pm), you may be automatically withdrawn from the class. Students who are dropped for non-attendance cannot be reinstated.

**Campus Carry:** At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2019, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit HCC Campus Carry web page at [http://www.hccs/district/departments/policies/campus-carry/](http://www.hccs/district/departments/policies/campus-carry/).

**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.

**EGLS3 (Evaluation for Greater Learning Student Service 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.

**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 will receive a grade of FX compared to an earned grade of F, which is due to poor performance. Logging into an online course without active participation is seen as non-attending.
Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

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

**Repeating Courses:** Students who repeat a course 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.

**Sexual Misconduct:** 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. 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, statues, and regulations (such as Title VI, Title IX, an Section 504) and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity and Diversity, 3100 Main, Houston, TX 77266-7517, or institutional.equity@hccs.edu.

**Title IX Discrimination:** 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, statues, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to David Cross, Director of EEO/Compliance, Office of Institutional Equity & Diversity, 3100 Main, (713) 718-8271, Houston, TX 77266-7517 or Institutional.Equity@hccs.edu.

**Withdrawal Policy:** Before withdrawing from a course, it is important to communicate with your instructor 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 day to withdraw in November 2 (Friday, 4:30 pm). Please remember that it is the student's responsibility to withdraw from the course. If you stop attending class and do not withdraw by this date, you are subject to the FX grading policy.