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 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 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.)

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:

• 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).

The Weight of Water (Anita Shreve) is the general topic for the research essay this semester. Order now — get expedited shipping. I recommend that you order a used paperback from www.amazon.com or www.barnesandnoble.com or other online source that has expedited shipping. (The college bookstore does not carry this book.)

• Amazon.com: https://www.amazon.com/Weight-Water-Anita-Shreve/dp/0316780375
• Barnes & Noble: https://www.barnesandnoble.com/p/weight-of-water-anita-shreve/1100270032/2684361580302?st=PLA&sid=BNB_DRS_Core+Catch-All,+Low_00000000&2sid=Google &sourceId=PLGoP79700&gclid=EAIaIQobChMIkMrJ3v6U2AIVGbXACh3hTAVCEAQYAYAbEglJfD_BwE

• Computer, reliable Internet access, flash drive, college-level dictionary.
• 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.

HCC Eagle Online Canvas: http://eagleonline.hccs.edu

Technical Help: 713-718-2000 (options 4, 2, and 1)

Course Requirements:

Student Assignments and Grade Evaluation:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tr>
<td>Reader/Peer Responses</td>
<td>15%</td>
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<tr>
<td>quizzes, Other Assignments</td>
<td>15%</td>
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<tr>
<td>Essay #1 (Literary Analysis)</td>
<td>15%</td>
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<tr>
<td>Essay #2 (Annotated Bibliography)</td>
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<tr>
<td>Essay #3 (Research Essay)</td>
<td>25%</td>
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<tr>
<td>Essay #4 (Literary Analysis)</td>
<td>15%</td>
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<tr>
<td>Semester Total</td>
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Grading:

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 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.

Important Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 16</td>
<td>First Day of Class</td>
</tr>
<tr>
<td>Jan 29</td>
<td>Census Date: Official Date of Record (4:30 pm)</td>
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<tr>
<td>Mar 12-18</td>
<td>Spring Break</td>
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<tr>
<td>Apr 3</td>
<td>Last Day to Withdraw (4:30 pm)</td>
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<tr>
<td>May 5</td>
<td>Essay #4 due – no late papers and no other work accepted on or after this date.</td>
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<tr>
<td>May 25</td>
<td>Grades Available Online: <a href="http://getgrades.com">http://getgrades.com</a> or <a href="http://www.hccs.edu">www.hccs.edu</a> or 800-877-341-4500.</td>
</tr>
</tbody>
</table>

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

CLASS POLICIES:

If for any reason, you are unable to log into class the first day, please let me know on or before the first day of class, Tuesday, January 16.

1. On the first day of class (Tuesday, Jan 16):
   - Read the syllabus thoroughly. Be sure you understand all course policies and procedures. 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. These two files make up the course syllabus:
Course Policies and Procedures

Weekly Course Calendar.

- Order novel The Weight of Water by Anita Shreve – get expedited shipping (one or two-day shipping) and begin reading as soon as it arrives.
- Introduce yourself to the class and upload a photo to your Profile page. Exceptions to doing so the first day of class are students who add the class during the first two days of the semester; they should log on and post their introductions immediately after enrolling in the class.

2. Write the Diagnostic Essay and upload it to the Assignments tool in Canvas no later than Friday, Jan 19, 11:55 pm. This assignment is not graded. It does not count as "Essay 1," the first graded essay. It is required. I'll view the submission of this essay as evidence that you are able to log in to Canvas and are beginning the course. For guidelines, please see the assignment handout in Week #1.

3. Please log into Canvas daily to check email and do the required assignments for the week. 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.

4. Please 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.

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

6. If you enter class after the official first day of class, your absences are recorded from the first day of class, Tuesday, January 16, 2018.

   NOTE: If you stop "attending" – participating/contributing/writing – remember, you will get a grade. I will withdraw students who have never logged into this 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.

7. Essay #3 (research essay) and Essay #4 (last essay) are required. Failure to submit either assignment will result in an "F" for the semester grade. Late papers will not be accepted, and not other work will be accepted on or after the due date. The last essay is never accepted late unless you are in the hospital, provide written documentation, and have completed all other course work.

8. 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. The last assignment (Essay #4) must be the only remaining paper – no exceptions.

9. Late Work Policy: With the exception of Essay #4 and peer reviews, work 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. Please note that the Late Paper Policy does not extend to peer reviews or Essay #4; they must be posted on time.
10. **Make-ups and Extra Credit:** There are no make-ups, extra credit, re-writes, or dropped grades. The pace is rigorous – please invest your time in the assigned work.

11. **Back up your work and have a plan:** I recommend that you keep copies of all your work, as well as a running record of your grades – do not delete messages. *And you 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.*

**PLEASE 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 – please 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.

12. 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 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). *Without the Originality Report, the grade on the assignment is a zero.*

13. 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 miss the lecture notes and study guides posted – they’re there to help you.

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

15. 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.

**Methods of Instruction:**
The major ways we will communicate this semester are discussions, email, group work, and written and oral assignments.

- **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.

- **Peer Reviews**
  After you post your reader response each week, go back and read what others have written. You
should then review the two reader responses assigned randomly to you by Canvas – please wait until Monday or later, 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.

• **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 in Canvas. 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.

   Papers that do not use correct MLA document format will be penalized 10 points. Please demonstrate that you understand MLA format for writing papers and quoting sources. More information is available in each assignment handout.

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 and make any corrections if you like. When you are satisfied with your paper, you should upload the essay to the ASSIGNMENTS tool in Canvas. Papers not submitted to Turnitin receive automatic grades of zero.
   - Please save each assignment with a clear Word file name that includes your full name and assignment. For example: **RR** = Reader Responses; **Essay** = Essay Exam; **Tutor** = Online or On Campus Tutoring. For example, when student Steve Cruz submits his second reader response, he should name the file: **2 RR Steve Cruz**. His first essay should be named **1 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 two 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 on subsequent assignments will be penalized double. 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).

5. Tips for Success in the Class:
   • **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 both in class and in an online environment;
   • 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:**

The [Student Handbook](http://hccs.edu/student-rights) contains policies and procedures unique to students at HCC. It is the student's responsibility to be familiar with the handbook's contents, as it contains valuable information, answers, and resources, such as policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, technical support, and academic calendars. Refer to the Handbook by visiting this link: [http://hccs.edu/student-rights](http://hccs.edu/student-rights).

**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](http://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.

**Tutoring Centers:**

HCC Writing 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:**
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

- **Southeast College**
  713-718-7144

- **Southwest College**
  713-718-5910

- **Adaptive Equipment/Assistive Technology**
  713-718-6629
  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](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](http://library.hccs.edu/about_us/intersession_hours).

**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.
Important HCCS and Course Policies:

**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.

**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 (January 29, Monday, 4:30), you will be automatically withdrawn from the class. **Students who are dropped for non-attendance cannot be reinstated.**

- **Attendance is more than logging into class.** Students are expected to
  1. Submit reader responses and essays to Turnitin before submitting them to Canvas.
  2. Post one reader response weekly by the due date.
  3. Post two peer reviews weekly by the due date.
  4. Upload each essay as an attachment, along with the Originality Report, to the Assignments tool when due.
  5. Respond promptly to all email communication from the instructor.

- **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.**

- **After ONE WEEK of inactivity or not responding to communication from the instructor, a grade of "FX" will be recorded for the semester grade.**

- **If a student attends class after the official first day of class, then his or her absences are recorded from the first day of class, Tuesday, January 16, 2018.**

**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. **Online 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.

**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 April 3 (Tuesday, 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 will receive an "FX" for the semester grade.

**How to Drop:**
- If a student decides to withdraw from a class upon careful review of other options, **the student can drop online prior to the deadline** through their HCC Student Center. HCC and/or professors may withdraw students for excessive absences without notification (see "Class Attendance" below).
• NOTE: If you stop "attending" – participating/contributing/writing – remember, you will get a grade. I will withdraw students who have never logged into this 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. Students should check HCC's "Academic Calendar by Term" for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713-718-8500 to determine mini-term class withdrawal deadlines. Again, the official withdrawal date for this class is April 3, (Tuesday, 4:30 pm).

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.

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.

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.

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 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.

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 test, paper, words, ideas, or lines of thought 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.

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

2. 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.

3. 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.

4. 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, ideas, or lines of thought 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.

Virtual Classroom Conduct:
All students in HCC Eagle Online Canvas courses are required to follow all HCC Polices & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms, or even removal from the class. Go to this link for information on these topics: http://de.hccs.edu/media/houston-community-college/distance-education/student-services/studenthandbook/PoliciesandProcedures.pdf.

Use of Cameras or Recording Devices:
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 Disability Support Service Office at SW: 713-718-7909 for information regarding reasonable accommodations.

Inclement Weather:
During inclement weather conditions (such as a hurricane), the College contacts local television stations to inform them of campus closings. These stations broadcast school closings on a regular basis. Students should monitor these stations if they have any concerns about a campus closing due to weather conditions.

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 for directions.

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, 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

Campus Carry of Handguns:
"At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/district/departments/police/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.