

**English 1301: Composition I—Spr 2016**  
**3 Credit Hours / 48 hours per semester**  
**16 Weeks: 1/19/2016—5/14/2016**  
**DE / Core Curriculum**  
**CRN 87693; 88211**

Dr. Melissa Miller-Waters  
Office: Spring Branch, AD 8  
Office Hours: Mondays 10-11am, 2-3pm  
Wednesdays, announced weekly  
By appointment

**Email:** Email is the best way to contact me. I will check it frequently and respond as soon as I am able. If you use the course email or the message feature in our Eagle Online site to contact me, then realize that any responses back will appear in your hccs email. You cannot change it to another email address. Before the course begins and after the course ends, if you need to contact me you can use my college email address: **m.millerwaters@hccs.edu**. **Phone:** If you need to speak with me via phone, please email me a phone number or leave me a message at 713-718-5524. Be sure to leave your name, your phone number, and the name of the course that you are taking.

Feel free to contact me about anything at all. Communication is vital, to success in and out of this class, so bring any concerns, questions, suggestions, or comments to me as soon as they arise—regardless of how small you might *think* they are. There are no “dumb” questions—ask away. If you have questions that others may have, please ask them in the “Virtual Office Hours” forum in our Eagle Online site. That way, your classmates will benefit from the answers.

### **DISTANCE EDUCATION**

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf>

### **Course Description:**

“Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.” (See the HCC Course Catalog and ACGM.)

### **English Program Student 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 argument, 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.

**Course Student Learning Outcomes:** To successfully complete 1301, you will:

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

**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 you will need to be successful in college, in a career, in your 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 projects and/or case studies 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

**Prerequisites:**

Placed in college-level reading and college-level writing.

**Required Materials:**

*\*English 1301 Study Guide* (in our McGraw-Hill Connect site)

*\*The McGraw-Hill Handbook* (in our McGraw-Hill Connect site)

A good, recent college dictionary

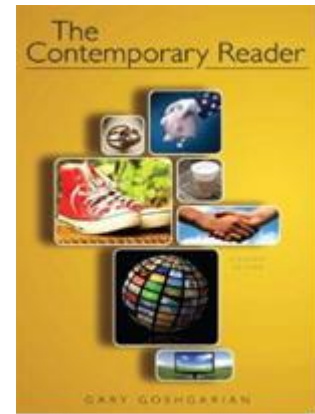
Access to George Orwell's novel, *1984* (I have provided a link to the novel in our Eagle Online site)

Flash Drive (save copies of all formal assignments submitted for your records on a flash drive and on your computer hard drive)

### Other Recommended Materials:

- Goshgarian's *The Contemporary Reader* (11th Edition)

**Please Note:** You will have journals and online discussions over the assigned readings, and you will write essays responding to and quoting from the assigned readings. You cannot pass this course without access to the readings, and owning *The Contemporary Reader* will help you successfully complete this course. It contains most of your readings and offers good advice about reading and writing in college. There will be a copy of this book on reserve at the Spring Branch.



**How to Get Your Books:** All DE course textbooks are housed at the Central College Bookstore. Students can order their books online by visiting the bookstore's website. Students can also visit the Central College bookstore to purchase books or visit any HCC Bookstore to order books to be sent to that bookstore location from the Central College Bookstore. It usually takes 24-48 hours for books to be shipped from Central to another HCC Bookstore. You can also frequently find these books at half price bookstores and online websites. **Be sure to order the correct edition, otherwise you will not have the correct information or the correct readings.** *The Contemporary Reader* is definitely available at the Spring Branch campus library and the Katy campus library (call to check on availability before you head to a library). *I have made every effort to provide website links to online readings*, but many students prefer to work with hard copy/printed readings. If you prefer this medium, remember that you can print out articles and readings as you go. I have also provided a link to the novel we will read, George Orwell's *1984*. If you prefer a book you can hold (a hard copy), you may purchase the novel from almost any bookstore; you may find it in half price bookstores or order it from various online sites.

### Academic Honesty:

All work you submit must be your own. If you consult any sources, whether oral or written, you must clearly distinguish between your words/ideas and theirs at all times. 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 on-line student handbook). For more on plagiarism, see "Plagiarism" in *The McGraw-Hill Handbook*, on the HCC Library site, on the Northwest Writing Center's site, or in the HCC Student Handbook.

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.

For the complete Student Code of Conduct and the procedures for those issues, visit <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/student-procedures/>



### **Course Requirements:**

- Reading and critical thinking: translation—lots and lots of reading, thinking, and discussing. Your ability to participate thoughtfully in online discussion forums will affect your performance in this course. Seriously, be ready to read; this course requires quite a bit of reading, so plan for it and prepare for it.
- Journals and quizzes. All journals will be in our Eagle Online site. Some quizzes will be in our Connect site.
- LearnSmart Achieve program. You will find this in our course's Connect site, which is sponsored by McGraw-Hill. There, you may also access our *English 1301 Study Guide* and your *McGraw-Hill Handbook*. ***Explanations, written instructions, and video explanations about our Connect site and how to register for our class's site are in the "Course Resources" section of Eagle Online. Spend lots of time digesting that information.***

- Three academic essays. In order to be accepted, each essay must be submitted to **Turnitin.com**. If you already have a turnitin.com account, I will provide the Class ID number and the enrollment password so that you may enroll in our course. If you have not used turnitin.com before, no worries. You'll find instructions about how to create an account and how to use the site in the "Course Resources" section of our Eagle Online site.
- For these out-of-class essays, you must show evidence of a verifiable writing process; therefore, working drafts and proof of feedback (i.e. online and/or writing center tutors) are required. Furthermore, you must format these essays according to MLA manuscript guidelines (see my Learning Web site and/or our Eagle Online site for more information).
- Late **essays** will receive a 10 point (one letter grade) deduction for each day the essay is late. Late essays will not be accepted after one week. Please email me to discuss the reasons for any late essays. Please keep a copy of your essays for your own file; should an essay be lost, it is your responsibility to give me another copy. *No make-ups on course work, like forum posts, journals, and quizzes!*
- One final exam essay due at the end of the course during the finals period.
- Students are expected to do their own work. If you represent work that is not your own as if it were, that constitutes plagiarism. (See above.)
- Professionalism. All class members are expected to treat each other in a courteous and professional manner. This class will mimic, in many ways, a "real-world" working environment, and students will be expected to participate professionally—be fully prepared to discuss assigned material, meet deadlines, collaborate, and work fairly. Professionalism includes all of these as well as regular virtual attendance (logging in and doing stuff) and willing participation.
- Successful 1301 students will communicate thoughtfully and clearly, read and listen actively and critically, develop flexible strategies to persuade, and analyze facets of issues and relate them to your life.
- Online Evaluations. Students will be expected to participate in the **EGLS3 -- Evaluation for Greater Learning Student Survey System**.

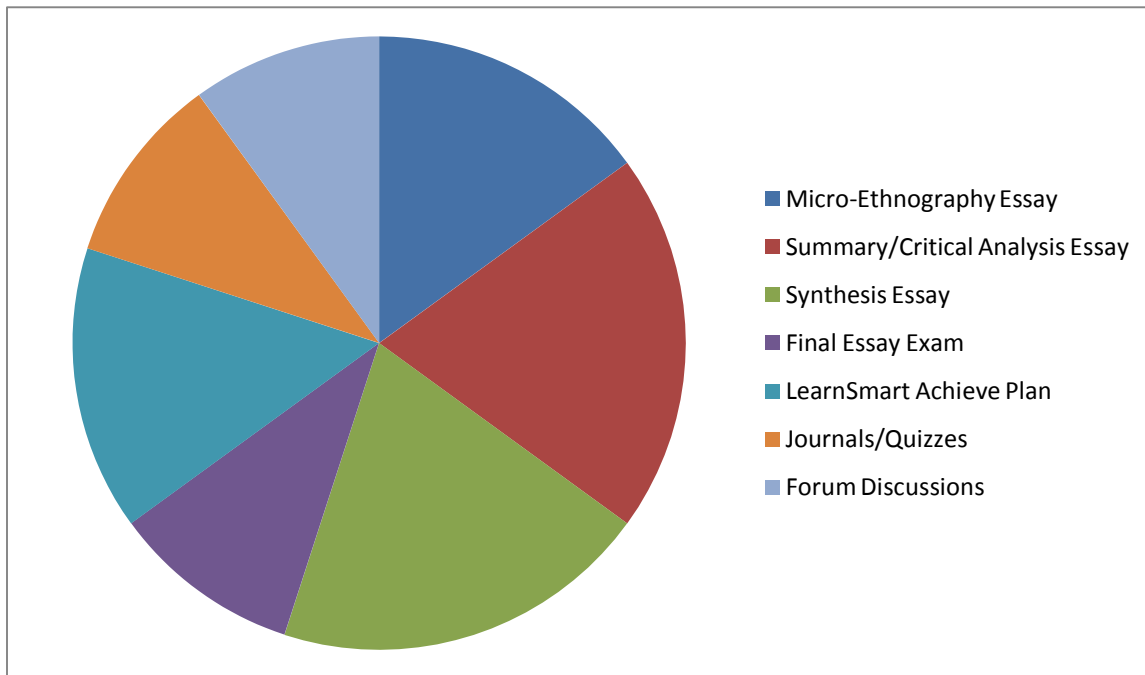
At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be 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 more information.

### **Grading:**

Students will complete a variety of assignments (both graded and non-graded) as well as academic essays. Each assignment will earn a letter grade, and course work will be weighted as follows:

Micro Ethnographic Essay	15%
Summary/Critical Response Essay	20%
Synthesis Essay	20%
Final Essay Exam	10%
LearnSmart Achieve program—Connect	15%
Journals and Quizzes	10%
Forum Discussions	10%

This is exactly how I will calculate your grade. At any point in the semester, you can figure out what your average is by using these percentages. Some students disregard the Forum Posts, or only complete a few of them. This choice can severely hurt your grade.



In accordance with HCC policy, final grades in this course will be whole letter grades based on the following scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 or below = F.

A (90-100)	Exceptionally fine work, superior mechanics, style and content
B (80-89)	Above average work, achieves in areas listed above
C (70-79)	Average quality work, satisfactorily meets all requirements
D (60-69)	Below average work, noticeably weak in areas listed above F
(0-59)	Failing work, clearly deficient in areas listed above

All of these assignments will be discussed at length in during the semester. Although I will provide guidelines online that delineate the requirements and grading criteria for these tasks, I expect students to keep up with assigned readings. Work that is off-topic or fails to follow instructions will not be accepted. No extra credit. You receive the grade you earn.

### Important Dates:

Jan 19: Classes Begin  
Feb 1: Official Date of Record  
**April 5: Last Day for Administrative/  
Student Withdrawals 4:30pm**  
May 8: Instruction Ends  
May 9--12: Final Examinations  
May 15: Semester Ends  
May 16: Grades Available to Students



**Attendance and Withdrawal Policies:**

Although this course is online, you still must “attend” regularly. You ought to sign on at least three times a week to complete course work. Regular attendance will be gauged by the prompt completion of work by due dates. Not completing assignments will be considered absence, and you may be withdrawn from the course if you do not sign in and make adequate progress in completing assignments. Your success in this course depends upon your steady completion of work as it is due. **Once due dates pass, you will not be permitted to submit missed work.**

Please ask me or your counselor about opportunities for tutoring or other assistance prior to considering course withdrawal, or if you are not receiving passing grades. **If you stop attending the class, you need to officially withdraw yourself prior to the withdrawal deadline** (April 5). If you do not do so and simply disappear from class, you will receive an “FX” in the course.

**INTERNATIONAL STUDENTS:** Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course (after you have submitted a withdrawal form officially), it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8521 or email [int\\_student\\_svcs@hccs.edu](mailto:int_student_svcs@hccs.edu), if you have any questions about your visa status and other transfer issues.

**Reasonable Accommodations:**

Any student with a documented disability (such as physical, learning, psychiatric, vision, hearing, and so on) who needs to arrange reasonable accommodations must contact the Disability Services Office for Northwest College at the beginning of the semester. Faculty members are authorized to provide only the accommodations requested by the Disability Support Service Office. Only those accommodations specified by the Center, in accordance with Texas law, may be provided. To visit the ADA Web site, go to <http://www.hccs.edu/district/students/disability-services/>

- Coleman: 713-718-7082
- Central: 713-718-6164
- Northeast: 713-718-8322
- Northwest Katy Campus: 713-718-5408
- Northwest Spring Branch: 713-718-5422
- Southeast: 713-718-8397
- Southwest: 713-718-7910

**TITLE IX:**

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 Student-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms 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.

Log in to [www.edurisksolutions.org](http://www.edurisksolutions.org). Sign in using your HCC student email account, then go to the button at the top right that says **Login** and enter your student number.

**OPEN COMPUTER LAB**

You have free access to the Internet and word processing in the open computer labs available at any HCCS campus. Be sure to call ahead for times and availability.



### **Tutoring and On-line Help:**

The Houston Community College Writing Centers provide a student-centered environment where professional tutors support student success for all HCC students. The primary goal of the Writing Centers is to offer free, convenient, and personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. Tutors will also assist students with their job application letters, resumes, and scholarship/transfer essays.

Each session lasts about thirty minutes. Students should bring their professor's assignment/writing prompt, any printed rough drafts, their textbooks, and (if necessary) a flash drive.

Consult Find-A-Tutor at <http://ctle3.hccs.edu/alltutoring/index.php?-link=stu> for Writing Center locations and times.

At HCC Writing Centers, each tutoring session becomes a learning experience. You are strongly encouraged to take advantage of the free tutoring available to you in the Writing Centers at HCC College campuses. Tutors can help you organize and develop ideas for your writing assignments and to work on problems in grammar and sentence structure. ***Tutors do not write, rewrite, edit, or correct papers for you, but they can help you to do the tasks better yourself.*** (However, neither the tutor nor any person—your mother, your high school teacher, your friend, and so on—other than your instructor is the final judge of your work.) You can visit any HCCS campus to use tutoring and writing lab services. Location, dates, and times will be posted online.

On-line tutoring is available through askonline.net and the HCC Writing Centers. These are especially useful resources for evening and weekend students. You must, however, plan in advance and submit your work well before its due date in order to receive timely advice.

**HCC Library:** The HCC Libraries offer assistance in finding and documenting resources. You may search for or submit questions at <http://hccs.libanswers.com>.

See pdf in Eagle Online if you need help finding your library barcode.

Click the link below for all information concerning the library:  
<http://library.hccs.edu/>



### **HCC Student Services Information:**

Student Services provides masters and doctoral-level counseling for the Northwest College student body. Counselors are available at each campus to assist students in creating class schedules, evaluating college transcripts, and completing degree/certificate plans. For information about their hours of operation and their services, visit their site: <http://learning.hccs.edu/programs/counseling>



Early Alert: HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance. This is not a punishment in any way; the counselors hope to assist you with things like time management, transportation, planning, or any other barrier that impacts your studies.