



Professor: Dr. Melissa Miller-Waters **Email:** Please use the course email to contact me (it's called jmail). Email is the best way to contact me. I will check it frequently and respond as soon as I am able. 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. Please understand that if you use it during the semester, it may take me longer to respond because I give priority to the emails received in the Eagle Online course. You can also send me messages in Eagle Online; you may do that, too, but be aware that they sometimes get misplaced. If you have attempted to contact me and you haven't heard back from me in 24 hours, then contact me again. **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 CRN 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/de/de-student-handbook>

Course Description:

"A course devoted to improving the student's writing and critical thinking. Writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. Core Curriculum course." (*H.C.C. Catalog*)

Academic Discipline/CTE Program Learning Outcomes:

- 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
- Write in appropriate genres using varied rhetorical strategies

Course Student Learning Outcomes: English 1301 is part of the Core Curriculum and, as such, emphasizes all of the Core Competencies: reading, writing, speaking, listening, critical thinking, and computer literacy. To successfully complete 1301, you will:

- demonstrate knowledge of writing as process
- apply basic principles of critical thinking in analyzing reading selections, developing expository essays, and writing argumentative essays
- analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers
- write essays in appropriate academic writing style using varied rhetorical strategies
- synthesize concepts from and use references to assigned readings in their own academic writing

Prerequisites:

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

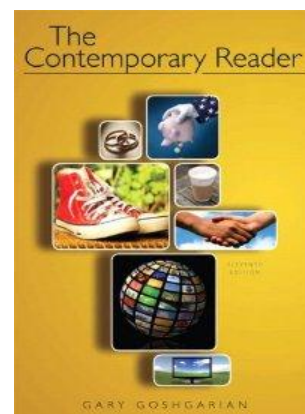
Required Materials:

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

*Your course fee paid for these two resources, which you will have access to for four years.

Please Note: You will have quizzes over the assigned readings, and you will write journals and academic essays responding to and quoting from the assigned readings. You cannot pass this course without *The Contemporary Reader*. There will be a copy of this book on reserve at the Spring Branch and Katy libraries.

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. Please make arrangements to have your book by the first day of scheduled classes (June 3rd).** You will need your book to begin work in the class. Not having the book will put you behind in the class work immediately, and some of the work cannot be made up. However, there are copies of the book available for use on reserve in the campus libraries. You should call ahead to check on times and availability. The book is definitely available at the Spring Branch campus library and the Katy campus library. I have made every effort to provide website links to online readings, but not all readings are available online.

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

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.



Course Requirements:

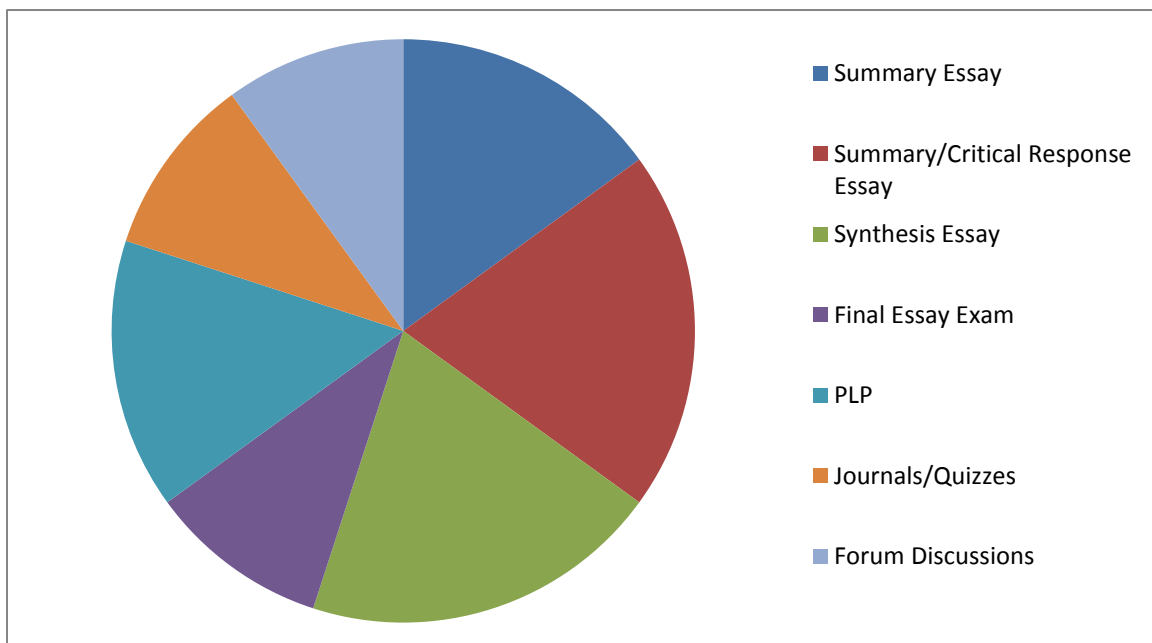
- Reading and critical thinking: translation—lots and lots of reading, thinking, and discussing. Your ability to participate thoughtfully in discussion forums will affect your performance in this course.
- Journals and quizzes. I will drop one journal/quiz grade, no questions asked.
- Personalized Learning Plan. 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*.
- 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. I will show you how to create an account there the first week of class.

- 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 our Learning Web site and our Eagle Online site for more information).
- 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 attendance 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.

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:

Summary Essay	15%
Summary/Critical Response Essay	20%
Synthesis Essay	20%
Final Essay Exam	10%
Personal Learning Plan—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. *One letter grade will be deducted for each day an out-of-class assignment is late.* No extra credit. You receive the grade you earn.

IMPORTANT DATES

June 2: Classes Begin

June 5: Official Date of Record

**June 23: Last Day for Administrative/
Student Withdrawals 4:30pm**

July 1: Instruction Ends

July 2-6: Final Examinations

July 4: Holiday

July 6: Semester Ends

July 11: Grades Available to Students



ATTENDANCE POLICY 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.**

DUE DATES AND MAKE UPS Late **essays** will receive a 10 point 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! **No make-ups on final exams! Please contact me if you miss a major assignment or the final exam.**

HCC Library: 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/>

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:

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 Northwest Writing Center. 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.