

**English 1301: Composition I—Fall 2012**  
**3 Credit Hours / 48 hours per semester**  
**16 Weeks: 8/27/2012—12/17/2012**  
**Lecture / Core Curriculum**

Dr. Melissa Miller-Waters  
CRN# 23836, 31042, and 32198  
Office: Spring Branch, AD 8  
Office Hours: Thursday 12:30-1 at Spring Branch in AD 8, Wednesday 10:30-11 in Atrium at Alief, and by appointment

e-mail: m.millerwaters@hccs.edu

Office Phone: 713-718-5524

**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* (10<sup>th</sup> Edition)  
A good, recent college dictionary

**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:**

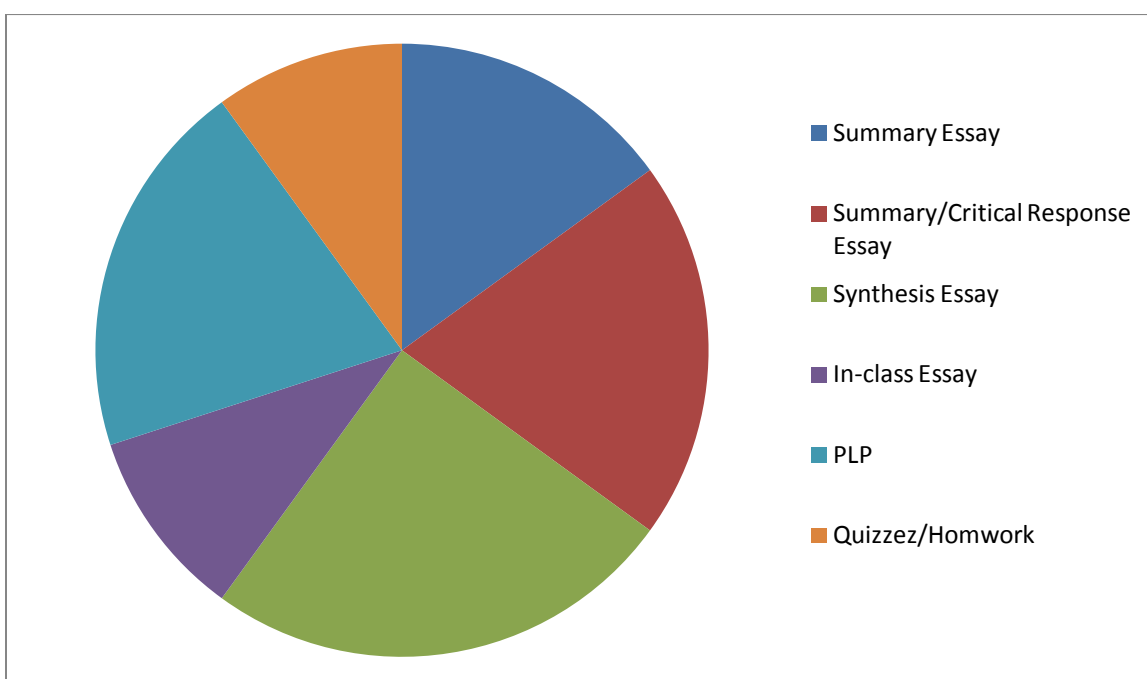
- Reading. This is a discussion-based course: translation—lots and lots of reading and talking. You are expected to come to class having carefully read in an analytical manner the assigned texts. Your ability to participate thoughtfully in large and small group discussions will affect your professionalism grade (see below).
- Reading logs and homework. Homework assignments will be given in class and online. I will drop one reading log/homework grade a semester, no questions asked. Students should be prepared for quizzes on the days readings are due. Quizzes will be short (10-20 minutes) and may either be short answer or brief in-class writings.
- Personalized Learning Plan. Students will set up the PLPs on the second day of class and will be expected to complete their PLP work by November 20, taking a post-diagnostic on soon after.
- Three out-of-class essays. In order to be accepted, each essay must be submitted to **Turnitin.com** as well as printed out and given to me in hard copy. We will discuss the procedures for submitting papers to **Turnitin.com** before the first major essay.
- 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 in-class essay at the end of the course. Please bring a blue book to class for the essay, which will be scheduled 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 on time, arrive prepared to discuss assigned material, meet deadlines, collaborate, and work fairly. Professionalism includes all of these as well as regular attendance and willing participation in all facets of classroom life.
- 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. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**Grading:**

Students will complete a variety of assignments, including both in-class writing (graded and non-graded) and out-of-class essays (graded and non-graded). 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	25%
In-class Exam	10%
Personal Learning Plan—Connect	20%
Reading Logs, Homework, and Quizzes	10%



All of these assignments will be discussed at length in class during the semester. Although I will provide handouts that delineate the requirements and grading criteria for these tasks, I expect students to keep up with assigned readings and to take notes while paying attention in class. Work that is off-topic or fails to follow instructions will not be accepted. *One letter grade will be deducted for each class period an out-of-class assignment is late.* Peer reviews and quizzes may not be made up. No extra credit, no curve. You receive the grade you earn.

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

**Instructional Methods:**

To fulfill my personal goal of assisting you to communicate more thoughtfully and effectively (and to prepare for future college courses), you will experience a variety of instructional methods. Although you will often be involved in collaborative activities—discussion, group work, peer reviews, and projects—I will give you very specific guidance as to how to write summaries, analyses, and syntheses. Furthermore, you will encounter several modes as you grapple with key course information and ideas, including face to face, online, film and audio.

**Electronic Devices:**

Official HCCS policy concerning camera phones, cameras, audio/tape recorders, video recorders and any other electronic device that is capable of recording the human voice or image declares that the “[u]se of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding [such] accommodations.” As a student active in our learning community, it is your responsibility to be respectful of our learning atmosphere. To show respect to your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom unless you receive explicit permission. If such a device sounds or is used during class, it will be considered a disruption of the educational process (such as other forms of inappropriate behavior) and will be treated as such. If a student expects an emergency call, he or she must speak to the instructor to receive an exception to this policy.

**Attendance and Withdrawal Policies:**

You are expected to attend class. In accordance with HCCS policy, students with more than 6 hours of absences (4 classes) may be dropped for excessive absence, and a daily record of attendance will be maintained throughout the semester. It is your responsibility to keep updated on course information if you miss class, so please make arrangements to contact other students should this become necessary. Search parties formed as necessary.

**NOTICE: The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you take the same course more than two times, you have to pay extra tuition.** (Students who enroll for most credit CEU classes for a third or more times will be charged an additional \$50.00 per semester credit hour and \$3.00 per contact hours.) **In 2007, the Texas Legislature passed a law limiting new students (those starting college in Fall 2007) to no more than six total course withdrawals throughout their academic career in obtaining a baccalaureate degree. There may be future penalties imposed.**

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. In consideration of the above law, I will not give “W” as a grade option unless you have submitted the withdrawal form yourself before the deadline for withdrawal. I will only give whatever grades you earn (A, B, C, D, or F). **If you stop attending the class, you need to officially withdraw yourself prior to the withdrawal deadline** (Nov 2). 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 713-718-8520 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. For Northwest College, the Accommodations Center is located at Town and Country in RC 12. Only those accommodations specified by the Center, in accordance with Texas law, may be provided. For questions, contact Donna Price at 713.718.5165 or the Disability Counselor at Northwest College, Mahnaz Kolaini, at 713.718.5422. To visit the ADA Web site, log on to [www.hccs.edu](http://www.hccs.edu), click Future Students, scroll down the page and click on the words Disability Information.

**Tutoring and On-line Help:**

You are strongly encouraged to take advantage of the free tutoring available to you in the Writing Center at Spring Branch. 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.) Spring Branch Writing Center hours are M-Th 8am-8pm, F 8am-noon, S 10am-2pm, and it is located in room 703. The Writing Center at the Katy campus, located in room 321A, is open Mon and Tues 8am-7pm, Wed and Thurs 8am-2pm, and Fri 8am-noon.

On-line tutoring is available through [askonline.net](http://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.

**HCC Library:** See pdf in Eagle Online if you need help finding your library barcode.

**Spring Branch:**

The HCC Libraries offer assistance in finding and documenting resources. If you would like help with research, you may contact the librarians, Melba Martin and Peggy Edwards, at [melba.martin@hccs.edu](mailto:melba.martin@hccs.edu) or at [peggy.edwards@hccs.edu](mailto:peggy.edwards@hccs.edu), respectively, or call the library at 713-718-5655. The library is in room RC1.

**Alief:**

The HCC Libraries offer assistance in finding and documenting resources. If you would like help with research, you may contact the librarian, Jo Blair, at [jo.blair@hccs.edu](mailto:jo.blair@hccs.edu), or call the library at 713-718-5447. The library is in the ERC.

**HCC Student Services Information:**

Student Services provides master's 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. Student Services regular business hours are the same at both campuses: M-Th 8am-7pm, F-Sat 8am-1pm. Phone numbers: Spring Branch Campus, 713-718-5669; Katy Campus, 713-718-5751.

Additional Information:

<http://northwest.hccs.edu/northwest/campus-services>

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.