

English 1301 Course Syllabus – CRN 31801– Z-Degree

Term: **Fall 2017 online**

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English 1301 Course Description

English 1301 is a course devoted to improving the student's writing and critical reading. The course involves writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. English 1301 is a core curriculum course.

[Course Weekly Guide Link](#)

TEXTBOOKS – There is no textbook required in this course. Students are, instead, required to access all assigned readings online. (Students are welcome to utilize any version of the literary readings listed in the class – many are available in various formats. Page numbers of any print copies obtained may differ.)

Other Suggested Materials

Paper and pens; folder or binder to keep anything you choose to print out; flash drive and/or cloud storage.

Grade Percentages

Assignment Group	Grade Percentage
Content Quizzes (highest 8 out of 10 or more)	10%
Short Essays (highest 2 out of 4)	15%
Discussion Postings (highest 10 out of 12)	15%
Group Research Essay	20%
Individual Reflection Project	20%
Final Exam	20%

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.

Important Dates

Date	Information
8/28	Classes begin (updated to 9/11 due to Hurricane Harvey)
9/12	Official Day of Record (updated to 9/26 due to Hurricane Harvey)
11/3	Last day to drop
TBA	Final Exam Available

ENGL 1301 (DE) Special Notice regarding course updates due to Hurricane Harvey – Fall 2017

The program assures that all SLOs will be met, that activities missed due to lost time will be made up, that selected activities are updated in the revised course syllabus, and that the supplemental activities will be included in the assessment of the SLOs during the course.

This course will be modified in the following way(s) to account for time lost due to **Hurricane Harvey**:

- Elimination of non-essential instruction to focus on the common requirements, namely elimination of the Email Etiquette Discussion and some Icebreaker/Introductory Discussion. (2 contact hours)
- Substitution of two expanded Discussion assignments which serve as a compression of four smaller, previously scheduled Discussion assignments. (2.5 contact hours)
- Substitution of four expanded Short Essay assignments which serve as a compression of five smaller, previously scheduled Short Essay assignments. (1.5 contact hours)

These assignments have been updated on the course calendar, as appropriate.

Web-Enhanced and Distance Education (DE) Courses

This is a web-enhanced course which means that students will use online readings and resources to complete the assignments. Students will be required to access all assigned readings/assignments online.

The HCC Online Student Handbook contains policies and procedures unique to the online 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 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.

Attendance Policy

Regular attendance is required at Houston Community College. HCCS class policy states that a student who is absent more than 12.5% (6 hours) of class has not been present for enough of the instruction to receive course credit and has earned a "W" as a final grade. If you feel that absences will be a problem for you, then you should not enroll in this course at this time. Students who intend to withdraw from a course must do so by the official last day to drop. **It is the student's responsibility to withdraw.** If you do not withdraw yourself, you may end up with an "F" in the class; if you stop submitting assignments you may end up with an "FX" in the class. Attendance will be taken based on assignment submissions, and this policy will be enforced. Your online attendance counts as well, and if you miss 6 hours worth of online assignments, then you may be administratively dropped.

Special Conditions

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Ability Services Office at the respective college at the beginning of each semester. More information can be found here: <http://central.hccs.edu/about-us/ability-services/>

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 Counselor 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/>

Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. For further information: <https://learning.hccs.edu/faculty/mandy.palmer/ada-accommodation-information>

Due Dates and Make Ups

Late Group Essay and Individual Project submissions will receive a 10 point deduction for each day the assignment is late. Late submissions will not be accepted after one week. No make-ups or extensions will be given on daily class work such as discussion postings, short essays and quizzes! No make-ups on final exams!

Academic Integrity

Plagiarism results in a grade of zero on that assignment. Plagiarism includes, but is not limited to, using words and/or ideas from other sources without giving proper credit. Consult your online student handbook on scholastic dishonesty. The second offense will result in a Failing grade for the course. Students are responsible for reading and adhering to the policies regarding academic dishonesty as stipulated below.

Academic dishonesty in any form constitutes a very serious academic offense involving ethical and legal issues about improper use of materials. Plagiarism is nothing less than outright theft and **any form of academic dishonesty is irrespective of the intent of the student.**

Once again, plagiarism, cheating, or academic dishonesty in any form will not be tolerated and will result in a student receiving a zero for the assignment, quiz, or exam and possibly being dropped from or receiving a failing grade for the class. Department policy mandates that subsequent violations of the Academic Honesty Policy by a student **will result** in the student receiving an F for the course at the end of the semester.

Students should be aware that the professor will be using plagiarism detection software and Internet sources to check student work for potential plagiarism. **No opportunities for rewriting/resubmitting the plagiarized project will be given.** This policy will be strictly enforced.

If a student wishes to dispute the charge of academic dishonesty, he or she must first discuss it with the professor. If a resolution is not reached, the student may appeal to the department chair.

Diagnostic Essay

All English 1302 students write a diagnostic essay in order to confirm their placement in English 1302. This essay counts as part of your Short Essay grade.

Free English Tutoring

The College offers you numerous opportunities for free English tutoring at our on-campus tutoring centers or our online tutoring support services. Signs will be posted once the HCC tutoring hours have been established. Information about face-to-face and online tutoring is available at <http://www.hccs.edu/district/students/tutoring/>

Open Computer Lab

Students have free access to the Internet and word processing in the open computer labs available at southwest campuses. Check on the door of the open computer lab for hours of operation.

Library Learning Resource Center

HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including a computerized catalog system as well as numerous data bases that contain full-text articles. Stop by your campus library to find out hours of operation.

Student Organizations

Get involved! Organizations of interest to students can be found here: <http://www.hccs.edu/district/students/get-involved-on-campus/>

Inclement Weather

During inclement weather conditions, monitor major local channels for updates on school closings. As possible, the school will update the [HCC website](#) with any closures. You can also check for any HCC campus closings or alerts at: <https://twitter.com/HCCDistrict>

Title IX

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: Institutional.Equity@hccs.edu

Campus Carry Law

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/>

Course Description, Purpose, and Objectives:

MISSION STATEMENT OF THE ENGLISH DEPARTMENT

The purpose of the English Department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students' reading, writing, and analytical skills.

COURSE PURPOSE

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.

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: Students enrolled in this core curriculum course will complete assignments 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.

Grading:

A (90-100%) Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, 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 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

Use of Cameras and 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. These devices are also not allowed to be used in campus restrooms. 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 reasonable accommodations.

Other Course Policies

1. Please keep up with your coursework. Your attendance, active participation, and preparation are significant to your grade. Remember, when you miss online assignments, those minutes add up and count toward your allowable 6 hours of class time. I do keep track of this on my roll sheet.
2. I am not responsible for missed material. It is the student's responsibility to obtain missed information. Do not expect the professor to be able to "sum up" the class in a few minutes time.
3. The out-of-class essays must be typed using MLA Format. Please use Microsoft Word. The in-class essays will be written on the computer in the computer lab.
4. Please remember that we will sometimes discuss current, sensitive, and controversial issues. Be courteous to your classmates in your speech and tone—but do not be afraid to share your ideas. Good learning attitude, cooperative demeanor, and courteous behavior all go a long way with me!