



English 1302: Composition II

Course Information

CRN: 13040

Credit: 3 SCH

Location: Online

Instructor Information

Name: Marcia Simmons

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Learning Web:

<https://learning.hccs.edu/faculty/marcia.simmons>

Office: By phone or video conference

Office Hours: Tue/Thu 10-12 am or as arranged

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, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course. Prerequisite: ENGL 1301 Composition I or its equivalent.

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 assignments designed to cultivate the following core objectives:

This is What You'll Learn		This is How You'll Learn It	This is How You'll Show You've Learned It
<u>Teamwork</u> : to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.	Demonstrate knowledge of individual and collaborative research processes	Weekly whole-class discussion, one assigned small group project/discussion	Discussions are graded; rubrics provided.
<u>Critical Thinking</u> : to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.	Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.	Modules 3, 4, 5, and 6, practice rhetorical analysis and discussion of credibility; Module 9, Discussion of credible sources	Rhetorical analysis paper; Midterm Exam, rhetorical analysis
<u>Communication Skills</u> : to include effective development, interpretation and expression of ideas through written, oral and visual communication.	Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.	Weekly practice writing assignments; Modules 8 & 9, practice writing argument	Policy Position Paper Assignment; Final Exam, argument
<u>Personal Responsibility</u> : to include the ability to connect choices, actions and consequences to ethical decision-making	Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)	Module 8, Using Quotes; Module 11, Research and Documentation	All papers include points on rubric for MLA
Teamwork Critical Thinking Communication Skills Personal Responsibility	Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.	Modules 11, 12, 13 & 14, Research	Policy Position Rough Draft Peer Edit; Researched Policy Position Paper

Course Materials:

Required—*Global Issues, Local Arguments*, Third Edition, June Johnson

Recommended—HCC 1302 Study Guide

Course Requirements:

Analysis Paper	20%
Midterm	20% (Remember the impact of D or F)
Position Paper	20%
Final Exam	20%
Practice Writing/Quizzes	10%
Discussions/Assignments/Class Participation	10%

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

Student Support Services:

Tutoring: 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.

Reasonable Accommodations: Any student with a documented disability (e.g., physical, learning, psychiatric, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty members are authorized to provide only the accommodations requested by the Ability Support Services Office.

For questions, contact Donna Price at 713.718.5165 or the Disability Counselor at your college. Get more detailed information on Disability Services at HCC here:

<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

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>. 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

Open Computer Labs: Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

Important HCCS and Course Policies:

Repeating Courses: Students who repeat a course for 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 (**June 13**), you may be automatically withdrawn from the course. For the purposes of your online course,

this translates to assignments. You must have recorded a grade on pre-determined assignments to indicate attendance, or you will be counted absent.

Withdrawal Policy: Before withdrawing from the course, it is important to communicate with your professor 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 date to withdraw this semester is **July 11**. Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.

International Students: Receiving a W in a course may affect the status of your student Visa. Once a W is 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.

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 may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

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.

Academic Honesty: 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.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in

preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. 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 Student Handbook)

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 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: 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 Students-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 by logging in from your HCC student email account, go to www.edurisksolutions.org Go to the button at the top right that says Login and click. Enter your student number.

Open/Campus Carry of Handguns: **No Firearms Are Allowed on Campus**. If you see anyone carrying a firearm on campus call the HCC Police Department at **8-8888** immediately.

Texas House Bill 910—known as the “Open Carry” law—provides holders of a handgun license may now carry their handgun visibly in a waist belt holster or a shoulder holster, but they may not openly carry on or in a college campus or building and they may not openly carry on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college. Open Carry is effective as of January 1, 2016.

Campus carry and open carry are two (2) separate laws. Texas Senate Bill 11—known as the “Campus Carry” law—will allow individuals who have a valid Texas handgun license to carry a concealed handgun in certain areas on college campuses. The Campus Carry law becomes effective at 4-year institutions on August 1, 2016 and at 2-year institutions on August 1, 2017.

All information regarding both Open Carry and Campus Carry will be posted at <http://www.hccs.edu/campuscarry>.

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.

Instructor Requirements:

Canvas: This course will be taught in Canvas. Recommended browsers for Canvas included **Chrome** 49 and 50, **Safari** 8 and 9, **Firefox** 44 and 45 (**Extended Releases** are not supported); **Flash** 20 and 21 (used for recording or viewing audio/video and uploading files), and **Respondus Lockdown Browser** (supporting the latest **system requirements**). Most students encounter problems with Internet Explorer or Edge.

For assistance with Canvas, you may go to the Canvas Student Guide at <https://guides.instructure.com/m/4212>, or click “Help” at the bottom right corner of any page.

Attendance: All work must be completed, and completed by deadlines. You cannot pass if you do not complete the work. **To be successful, log in to the class at least three times a week to work on assignments and check announcements. Students MUST complete assignments due by the Official Day of Record to be counted present in the course.**

Deadlines: You will note that there are 16 modules, including “Start Here” and “Final Exam.” For an 8-week course, that means you should complete two modules per week. Deadlines are set accordingly, and are set at 11:59 pm of the due date. Generally, deadlines are Thursday night and Sunday night, but pay strict attention to the calendar for announcements and changes to the schedule.

Communication: Office hours are listed above, and I am usually on my computer during those hours, and contact information has been provided. Students who need help should immediately contact the instructor through various methods of communication IN THE COURSE such as the Inbox as well as the email listed above.

Following instructions: Clear instructions are given in the “Start Here” module regarding orientations to familiarize you with the course, PDFs or written instructions are provided for written assignments, and extra help is provided through videos. Take advantage of these resources and follow instructions.

Discussions:

A rubric is posted with clear instructions for class discussions. You are required to post three times—one complete response to the question in paragraph form of about 100 words, and two responses to classmates. Avoid comments that simply says, “I agree” or “Great comment.” When requested, support your response with cited evidence.

Required Written Format: MLA formatting is expected in English classes. See the website for Purdue OWL, the Online Writing Lab at Purdue, or a grammar handbook. MLA requires 1" margins and 12 pt. Times New Roman font. No title pages.

Points will be deducted from papers that do not meet these and the following requirements. Use standard MLA heading for all papers and include a title as below:

Last name page number

Your name
Instructor name
Course number
Date

Title of Paper