



**Division of English and Communication  
English Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

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**ENGL 1301: Freshman Composition I | Lecture | 13465**

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

In-Person | MCTC 2010 | M-F 12:15-1:01

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Martha Nelson  
Office Phone: 281-237-6314  
Office: MCTC 2010

Office Hours: Tues. 2:45-3:15 or by  
appointment  
HCC Email: [martha.nelson@hccs.edu](mailto:martha.nelson@hccs.edu)

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns or just to discuss course topics.

**Instructor's Preferred Method of Contact**

- Remind: The easiest way to ask a quick question is through Remind. Also use Remind if you have something urgent over the weekend. To sign up for Remind, text @raconteur t0 81010
- Please contact me with questions or concerns via email at [martha.nelson@hccs.edu](mailto:martha.nelson@hccs.edu) or at Canvas Inbox. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**What's Exciting About This Course**

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

**Personal Welcome**

Understanding how others use language and the ability to use language skillfully ourselves is what often sets apart one professional from another. I am looking forward to being a guide and mentor in helping you learn to be strong communicators, readers, and writers, and know those skills will serve you well for the rest of your lives.

## Prerequisites and/or Co-Requisites

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Learning Management System

This section of ENGL 1301 will use [Eagle Online Canvas](#) to supplement in-class assignments, exams, and activities. I will place all class materials and assignments in Canvas. Most papers will be submitted to Canvas for grading and will go through turnitin.com as a plagiarism check. I will keep your grades in the Canvas gradebook. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

## Scoring Rubrics, Sample Assignments, Other Resources

I will include examples of assignments or model essays either in hard copy or in Canvas when possible and will explain the grading criteria and/or rubric for all major assignments. You will find the Canvas course here: <https://hccs.instructure.com/courses/96383>

## Instructional Materials

### Course Reader Information

Required text:

*Patterns for College Writing: A Rhetorical Reader and Guide*, Kirsznner and Mandell, 14<sup>th</sup> ed.  
ISBN-13: 978-1319056643; ISBN-10: 1319056644

Online Rentals: I encourage you to shop around. You can use an ebook version if you wish. You MUST get the 14<sup>th</sup> edition, however. The readings are not the same as earlier versions.

- Amazon: [https://smile.amazon.com/Patterns-College-Writing-Rhetorical-Reader/dp/1319056644/ref=sr\\_1\\_1?keywords=patterns+for+college+writing&qid=1566231163&s=gateway&sr=8-1](https://smile.amazon.com/Patterns-College-Writing-Rhetorical-Reader/dp/1319056644/ref=sr_1_1?keywords=patterns+for+college+writing&qid=1566231163&s=gateway&sr=8-1)
- Cheaptextbooks.com: <https://www.cheapesttextbooks.com/subjects/Patterns-for-College-Writing-A-Rhetorical-Reader-and-Guide-9781319056643.html>

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries

maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplemental Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview for ENGL 1301

ENGL 1301 is an 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. Core curriculum course.

### Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1301 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
- **Communication:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **Personal Responsibility:** Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

### Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

### Course Student Learning Outcomes (CSLOs) for ENGL 1301

Upon successful completion of ENGL 1301, the student will be able to:

- 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.

## Student Success in ENGL

As with any three-hour course, expect to spend **at least six hours per week** outside of class reading, studying the material, and completing writing assignments. I will provide assignments to help you use those six hours per week wisely. Successful completion of this course requires a combination of completing reading assignments, attending class, completing assignments in HCC Canvas, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide. Typically, Fridays will be work days, but I won't guarantee every Friday will be.

## **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be calculated.
- Facilitate an effective learning environment through class activities, discussions, and lectures.
- Provide a description of any assignments.
- Inform students of policies.
- Provide the course outline and class calendar that will include a description of assignments.
- Arrange to meet with individual students as required.

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities.
- Read and comprehend the texts.
- Complete the required assignments.
- Ask for help when there is a question or problem.
- Keep copies of all documents, including this syllabus, handouts, and all assignments.
- Be aware of and comply with academic honesty policies, including plagiarism, in the HCCS Student Handbook.

## **Assignments**

### **Written Assignments and Essays**

Becoming a stronger writer requires practice. Consequently, HCC requires students to write a minimum of 5,000 words over the course of the semester. You will write seven major essays in various modes of writing that will ensure you more than meet the 5,000-word requirement.

### **Final Portfolio and Self-Evaluation**

Many students and professionals maintain a portfolio of their work to show in the event of a job, internship, or other application. To reinforce the idea of collecting your best work, you will create a portfolio of your writing, including drafts, and create an online portfolio using the Bulb app. At the end of the semester, you'll evaluate your progress as a writer over the course of the semester. Together, the portfolio and self-evaluation will comprise 10% of your semester grade.

### **In-Class Activities**

- The Writing Process: Prewriting, drafting, conferencing, revising, editing, and proofing are ongoing activities, both in the classroom and as homework.
- Reading and Analyzing Essays: All units begin with looking at the writing of others, both student and professional, in the particular mode for that unit. Become a strong writer is as much learning how to read and evaluate the writing of others as it is learning to write yourself. By reading essays and articles, you become more familiar with how professional writers organize, incorporate rhetorical strategies, form sentences, and use other techniques to craft essays.
- Fridays: Fridays are set aside as work days to write drafts and conference with me.

## Grading Formula

I use weighted grading categories as follows:

- Major Grades (50%): You will have
- Minor (30%): Quizzes, reading checks, group projects, and other minor assignments
- Daily (10%): Homework or in class assignments
- Portfolio and Self-Evaluation (10%)

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic / Assignments Due
	8/14-8/16	<b>Introductory Essay:</b> This I Believe (500 words, 2 pages)
1.	8/19-8/23	<b>Reading Critically</b>
2.	8/26-8/30	<b>Narrative/Descriptive Essay:</b> Telling a story (750 words, 3 pages)
3.	9/3-9/6	
4.	9/9-9/13	<b>Exemplification Essay:</b> Pointing to examples (750 words, 2-3 pages)
5.	9/16-9/20	
6.	9/23-9/27	<b>Cause/Effect Essay:</b> Explaining why (750 words, 2-3 pages)
7.	9/30-10/4	
8.	10/7-10/11	<b>Comparison/Contrast Essay:</b> Setting topics side by side (750 words, 2-3 pages)
9.	10/14-10/18	
10.	10/21-10/25	<b>Classification and Division Essay:</b> Breaking the whole into parts (750 words, 2-3 pages)
11.	10/28-11/1	
12.	11/4-11/8	<b>Definition Essay:</b> What does it mean? (750 words, 2-3 pages)

Week	Dates	Topic / Assignments Due
13.	11/11-11/15	
14.	11/18-11/22	<b>Argumentation Essay:</b> Assertion with logic and proof (1000 words, 3-4 pages)
	11/25-11/29	<i>Thanksgiving Break</i>
15.	12/2-12/6	
16.	12/9-12/13	Final: Portfolio and Self Evaluation

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Policies

### Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

- Representing material from study aids, the Internet, or other sources as one's own work is considered a serious offence in the academic world. I expect advanced students to hold to the highest honorable behavior. When in doubt, cite the source.
- You are encouraged to study together and to discuss information and concepts covered in class with other students. However, NEVER copy or rephrase another's work. Should copying occur, both the student who copied work from another student and the student who gave material to be copied will automatically receive a zero for the assignment.
- Any evidence of sharing answers during an exam will result in a zero for that exam.
- All major and minor work written at home must be typed and submitted through Canvas and will automatically be submitted to Turnitin.com to check for plagiarism. If you present any information from other sources as your own work without attribution, you will receive at maximum of 50 for that assignment and possibly a zero depending on the severity of the plagiarism.
- Understand that in a university setting, academic honesty is of highest importance. Plagiarism can result in failure of a course and disciplinary action.

### Attendance Procedure

Attendance is of vital importance. HCCS attendance policy states that a student who is absent more than 12.5% of total class time (6 hours; please keep in mind that this is 6 hours, not 6 classes) may be administratively dropped from the course. Tardies count towards time missed.

### Student Conduct

1. Be on time for class and prepared to learn with all necessary supplies.

2. Consume all food and drink in the Commons or throw in the Commons trash can prior to coming to class. No food or drink other than water may be in the classroom.
3. Treat everyone with courtesy and respect. Listen when others are speaking, and do not interrupt.
4. Do not use inappropriate language or make disrespectful remarks.
5. Electronic devices, such as phones, ear buds, and headphones, must be turned off and stored in backpacks unless I direct you to use them for an instructional purpose. Three violations will result in a disciplinary notice to the assistant principal.
6. 10-10 Rule: Students will not be given passes to leave the classroom for the restroom, etc. during the first or last ten minutes of class.
7. Stay in your seat until the bell rings signaling the end of the class period.

Students represent a rich variety of backgrounds and perspectives. I am committed to providing an atmosphere for learning that respects diversity. While working together to build this community I ask all students to do the following:

- share your unique experiences, values, and beliefs
- be open to the views of others
- honor the uniqueness of your peers
- appreciate the opportunity that we have to learn from each other in this community
- value each other's opinions and communicate in a respectful manner
- keep confidential discussions that the community has of a personal nature
- use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the community

## **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Office of Institutional Equity**

<http://www.hccs.edu/departments/institutional-equity/>

### **disAbility Services**

<http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### **Department Chair Contact Information**

Dr. Alan Ainsworth, [alan.ainsworth@hccs.edu](mailto:alan.ainsworth@hccs.edu), 713.718.7591