Division of English and Communication
English Department
https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/

ENGL 1302: Freshman Composition II | Lecture | 15931
Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)
| Online |
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Professor Matthew Landers, M.A.   Office Phone: N/A
Office: Stafford Learning HUB   Office Hours: by appt. only
HCC Email: matthew.landers@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
Please contact me with questions or concerns via the Eagle Online/Canvas Inbox or through email at matthew.landers@hccs.edu. I will respond to emails within 24 hours Monday through Friday and on weekends.

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

Welcome! I look forward to working with you in this class!

Prerequisites and/or Co-Requisites

Successful completion of ENGL 1301 or satisfactory score on the CLEP exam. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

Learning Management System

This section of ENGL 1302 will use Eagle Online Canvas. How to log in to Eagle Online/Canvas: Your Eagle Online username/password is the same as your Eagle ID, which is the User ID or W number that you were issued upon admission and the password you created for your HCC Email (issued upon enrollment through the Student System). Your Eagle ID is also used for logging into campus computers, UpSwing tutoring, printing on campus, etc. 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.

HCC Online Information and Policies
http://www.hccs.edu/online/

Scoring Rubrics, Sample Assignments, Other Resources
Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course: https://eagleonline.hccs.edu/courses/114506.

Instructional Materials

Course Reader Information

Making Literature Matter 7th Edition (ISBN: 9781319054724)
Eagle Online/Canvas https://eagleonline.hccs.edu/
Online Writing Lab (OWL) https://owl.english.purdue.edu/owl/

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 1302

English 1302 is an intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is 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.

Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1302 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 1302

Upon successful completion of ENGL 1302, the student will be able to:
- 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.)

Student Success in ENGL

As with any three-hour course, expect to spend **at least six hours per week** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, 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.

Instructor and Student Responsibilities

<u>As your Instructor, I will</u>**:**
- Provide the grading scale and 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

<u>As a student, you will</u>**:**
- 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 <u>HCCS Student Handbook</u>

Assignments

Written Assignments and Essays

Students will write a minimum of 5,000 words over the course of the semester.

All English 1302 students write a diagnostic essay during the first week to confirm their placement into English 1302. The essay will not count as a grade in the course. One goal of the Houston Community College English Department is to place you in an appropriate English class where you will learn and succeed.

For all assignments: No late work accepted! No excuses! You will complete your own, original, brand-new work! Submit your work to Eagle Online/Canvas! This includes completing all assignments and quizzes. Due dates are posted on your course calendar and/or assignment page. You will always receive a hand-out that states the topic of any writing assignment and any grammatical/formatting requirements. Make sure you follow all directions listed. Points will be deducted for not following guidelines. If there is a medical emergency or extenuating circumstances preventing submission of the assignment before the deadline, please inform me immediately and I will take it into consideration.

No make-ups on quizzes! No excuses! If there is a medical emergency or extenuating circumstances preventing you from taking or completing the quiz before the deadline, please inform me immediately and I will take it into consideration.

Grading Formula

Grading Percentage Breakdown:

Quizzes 10%
Online Discussion 15%
Poetry Literary Analysis 15%
Short Fiction Literary Analysis 20%
Drama Literary Analysis 25%
Final Essay 15%

Instructor Grading Criteria for Graded Writing Assignments/Essays:
Content
Organization
Sentences
Word Use and Tone
Punctuation and Mechanics

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

Course Calendar

*Please read the separate Course Calendar document for information on required assignments, due dates, etc.

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/
Students are responsible for complying with the concepts of scholastic honesty. If you have any questions concerning this issue or any major assignment for this course, please contact me.

Attendance Procedure

Regular attendance is required at Houston Community College. For HCC Online courses, students will be expected to log-in and actively participate in the class. Actively participating includes posting to the discussion boards, completing quizzes, and completing any assignments. If a student does not log-in and actively participate for two weeks, the student may be dropped from the class.

HCC class attendance policy states that a student who is absent more than 12.5% (6 hours/four class sessions) of class may be administratively dropped.

Students who have excessive absences (missed more than 6 hours) by the 12th class day will be withdrawn (W).

I cannot assign you a grade of W at the end of the semester. The W will be assigned by our computer based on your absences if you decide to withdraw (before the withdrawal date).

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in the Fall of 2007, the Texas Legislature passed a law limiting first time entering students to no more than **six** total course withdrawals **throughout** their academic career in obtaining a certificate or baccalaureate degree. There may be future penalties imposed.

If you do not withdraw before the deadline, you will receive the grade that you are making as the final grade rather than a "W." This grade (due to missing classes and missing work) will probably be an "F." Please check the HCC website to find your withdrawal date.

You should visit with your instructor, an HCC counselor, or HCC Online Student Services to learn what, if any, HCC interventions might be offered to assist you to stay in class and improve your performance. Such interventions could include tutoring, child care, financial aid, and job placement.

If you feel that you cannot complete this course, please take the time to discuss with me why you feel it is necessary to do so. I may be able to provide you with suggestions to enable you to complete the course. Your success is important. If you wish to withdraw, fill out the withdrawal form online and submit it.

Student Conduct

As with on-campus classes, all students who log into Eagle Online courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and all relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course related email, discussion groups, and chat rooms, or even removal from the class.

Instructor's Course-Specific Information

*Please refer to this syllabus and its policies, Course Calendar document, any course handouts, assignments instructions, etc.

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[3]

The EGLS[3] ([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[3] surveys are only available for the Fall and Spring semesters. EGLS[3]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/

Ability Services
https://www.hccs.edu/support-services/ability-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
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