HCC | HOUSTON COMMUNITY COLLEGE

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 | CRNS 16463 and 16743
Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)
ONLINE – Canvas/Eagle Onnline
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Meghan Roddy, J.D.	Office Phone:	Use Email
Office:	By Appointment at WHI	Office Hours:	By Appointment
HCC Email:	Meghan.roddy@hccs.edu		

Instructor's Preferred Method of Contact
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. The best way to communicate with me is through the Canvas Messaging System.

You may also email me, but response time is faster through Canvas. I usually respond to all communications sent within two business days, many times on the same day. Emails sent after 5 p.m. are treated as though received the next morning for the purposes of calculating time. I typically, though, check my email often and respond frequently -- and if you catch me online -- usually right away! I rarely check my messages on the weekends, so be sure to ask your questions by Thursday to ensure a timely response.

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.

This is a course in writing! Specifically, in learning to effectively write the college research paper. We will also be reading literature and studying the critical approaches to literature.

Personal Welcome

This class is fun to teach. We do lots of digital publishing, and we get to play with making stuff – yes, making stuff, in an English Class. You will work collaboratively on projects as well as complete individual assignments. It will likely be very different than any English class you have had before. I hope you enjoy it.

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 1032 will use Eagle Online Canvas and / or the Learning Web to supplement in-class assignments, exams, and activities.

- You must have convenient daily access to a reliable **computer** with strong internet connection for this class. Do not attempt this class if you do not have this computer access. You may use any computer with Internet access. Current virus protection is required.
  This class is not recommended for computer novices.

- Of course, as a student you may use a computer in the open **computer lab** of any campus when a computer is available. You may also use a public computer at a library or an Internet café. You may use a computer belonging to a friend or an employer (check with IT personnel about firewalls).

  WARNING: Technical problems do happen. However, technical problems with your computer hardware, software, login capabilities or internet connection do not remove your obligation to meet deadlines. Therefore, never wait until just before a deadline to prepare and submit assignments.

- **College issued email account** – All communications to you about this course will be sent through the school account which is automatically placed in Canvas. You must use this student email account to contact me. I will not open emails from unidentified senders (i.e. glitzglam23@hotmail). Messages should have the following requirements:

  o They must come from your HCCS account.
  o You must have a signature that includes your first and last name
  o Subject line should contain the name & section of the course you are enrolled in
  o Emails should contain my responses in them.

- It is recommended that you use FIREFOX or CHROME as your browser.

HCC Online Information and
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.

Instructional Materials

Course Requirements

- You do not need a **textbook** for this course. All of our resources will be online in Canvas.

- You will need a children's book. Any children's book will do except for those written by Dr. Seuss and/or Shel Silverstein.

- A positive and open **attitude** to challenging your writing habits.

- **College Library card/ID**

Other Instructional Resources

- Purdue Online Writing Lab This is an excellent writing resource for ANY college student, regardless of your major.

- **Proficient grammar:** Writing is about effectively communicating. The burden of effective communication is on the writer, not the reader. Effective communication occurs when language is used in a clear manner. This means: grammar. This is not a course in basic grammar. It is expected that you come into this course able to write complete sentences using correct grammar and mechanics. Persistent deficiencies in basic grammar and/or mechanics will have a major impact on your final course grade Most grammatical issues can be fixed by simply printing your work and then reading it out loud!

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. The course is administered through Canvas. 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

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

ASSIGNMENTS: You will have a series of discussion board posts, short (one/two paragraph) writing assignments,   four written essays and/or projects (some research based), and a final exam (not proctored -- administered through Canvas).

***NOTE: All assignments are due by 7 a.m. ***

- **Start Here/Syllabus Quiz:** you will need to complete the Start Here Module in Canvas and take the quiz at the end. When you have passed this quiz with a 30/30 and completed the Start Here Module assignments for full credit, the rest of the class will open for you. You are welcome to move through the class at your own pace; however, this is not a self-paced class. You must complete work by the deadline.

- **Discussion boards** are assigned. You will be expected to write a topic sentence (also known as a thesis) and then explain your position. Posts should contain two paragraphs, about 150-200 words each and should use the readings (when applicable) to support your position. You must respond to at least two other student's post. Responses should be more than just "I agree." Responses that simply reiterate or restate the initial poster's thoughts will not receive credit. Responses also require proper formatting. Therefore, students are expected to:

    o   Use proper capitalization and use of other composition mechanics.
    o   Not type in all caps.

- o Include an appropriate subject field for all postings and emails.
- o Avoid colored text and backgrounds.
- o Check for grammar and spelling in all communication.
- o Spelling and grammar mistakes will cause you to lose points on assignments, including discussion posts.

- **Contact with other students:** The discussion board is designed to promote discussion between you and your peers. In addition to the HCCS Code of Conduct, all students will also show consideration for classmates and treat all individuals with respect. This includes respecting your classmates by posting and responding in a timely manner.

- You will use a variety of mediums to submit your work: word, power points, videos, mp4s, electronic presentations, Adobe Spark, One Button studio and more.

- **Research and Writing:** In this class, some of the assignments are research based. More information will be provided in Canvas. All written work is submitted through Canvas' Turn It In program. These will vary in length and will be research based using library sources. In total, students will write approximately 5000 words in this course.

NOTE: You are not allowed to use open web sources in this class for ANY assignment. All of your sources must be appropriate academic sources –
from the library and its databases.'

You are also not allowed to use direct quotes in this class. You will be paraphrasing all the information you gather for your research-based assignments. Do not worry! We will work on how to do this properly.

Exams

The Final exam: The final is not proctored and is administered through Canvas. It is cumulative based on some readings, but mostly on the process of writing we study throughout the semester. Once you begin the test, you will have limited time to complete it; there is no reset. Do not begin the exam until you are prepared to finish it in one sitting. No resets are granted for any reason, including but not limited to computer failure, Canvas issues, power surge, dog jumping on the keyboard, etc. No resets!!

Grading Formula

Breakdown of Grades:

Four Essays:	400 Points
All other assignments/discussion boards, etc:	550 Points
Final Exam:	100 Points

The course has 1050 possible points, but the grade is calculated on a scale of 1000. This means that there are already 50 extra credit points built into the syllabus.

I rarely grant **incompletes**, only in extremely distressful situations. Accidents requiring long term hospitalization or rehabilitation or reporting for duty in the active service are two examples. However, to qualify to ask for an incomplete, you must have completed at least 60 percent of the course with a passing grade, per college policy.

Grading: Students are graded on the following components: This is a "rubric." Ultimately, however, you are graded on the overall content and presentation of the work.

- Following the directions. This sounds simple, but in reality, more points are lost because students did not complete the assignment as assigned. Don't let this be you. Always go back to the Assignment Sheet and make sure you have met all the elements of the work.
- Format: Use MLA style. A sample work can be found on the Purdue OWL website. Format matters even in online courses.
- Structure: Is the writing organized properly? Does it have a topic sentence (for shorter works such as discussion posts or reading assignments) or a thesis (for longer written works). Do the sentences that follow support and relate back to the thesis and topic sentences.
- Clarity: Does it make sense? Can a reader follow along and read your work without getting frustrated by errors or poorly worded sentences?
- Overall Effectiveness: This is about whether or not what you meant to say is really what the reader gets from your words. Remember, the burden is on you, the writer, to tell the reader what you mean. The reader does not have to work to figure it out.

Grade Scale:
- A (900 to 1000 points): 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 (800-899 points): Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.
- C (700-799 points): Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.
- D (600-699 points): 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 (<599 points): 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

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

Course Calendar

This is a tentative calendar

If there is a discrepancy between a date in the syllabus and a date in Canvas, the Canvas date will govern.

Module	Dates	Topic / Assignments Due
SH	1/21	Start Here Module; introduction to literature
1	1/27	Intro to Literary Criticism; historical/authorial criticism
2	2/3	Formalism/Reader Response
3	2/10	Poetry
4	2/17	Poetry Reading Project
5	2/24	Poetry Reading Project; Digital Artifact

Module	Dates	Topic / Assignments Due
6	3/2	Multi-Genre Project on Children's Book
7	3/9	Research Paper on Children's Book
8	3/23	**Researching – There will be a coordinated instruction at night during either the week of 11.18 or the week of this is mandatory. Details will be in canvas.**
9	3/30	Evaluating Sources; Researching
10	4/6	Researching to Writing
11	4/13	Writing; Drafting; Revising
12	4/20	Revision; Plastic Planet Integrated Learning Project
13	4/27	Plastic Planet Integrated Learning Project
14	5/4	Plastic Planet Integrated Learning Project
Final	5/11	Final Exam on Canvas

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

PLAGIARISM POLICIES:
Plagiarism occurs in the following ways:
- Copy and Paste without citation
- Paraphrasing without citation
- Improper paraphrasing WITH or WITHOUT citation – when paraphrasing, the entire sentence must be in your own words.
- Incorrect citation format – accidental or intentional
- Use of a previously submitted work, even if it is your OWN work

Note: If part of your written work is plagiarized, the entire paper is plagiarized, no matter how small the plagiarism is. These policies apply to all written work submitted in this course.

Plagiarism Policy: If evidence of academic dishonesty is found for any (including discussion boards or homework assignments) assignment, a 0 (0 points) for the assignment will be recorded and the college may be notified of the incident and the grade. If a second incident of academic dishonesty occurs, an F for the course grade will be recorded and the college may be notified of the incident and the grade.

Academic Honesty: Unless students are instructed to work together, it is understood that all papers, tests, and assignments are their own individual honest work. Plagiarism and other forms of cheating will earn students a 0 on the assignment and/or for the course.

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/

Attendance Procedure

- **Absences:** Students must participate in class if they want to be successful. You are allowed six absences. On the sixth absence, you will receive an FX for the course. An absence includes physical absence as well as an incomplete assignment or coming to class unprepared, including not bring required materials or printouts or assignments to class. You may not be a "warm body" or "Canvas lurker" and pass this class. If you exceed the allowable number of absences, you may be administratively withdrawn from the class. Depending on whether this occurs before or after the "W" date will determine whether you receive a "W" or an "FX." Absences are not classified as "excused" or "unexcused." They are simply counted.

Student Conduct

- **Pacing:** This class is not self-paced. You may work ahead; however grading priority is given to the assignments currently due. Once an assignment is submitted, it is final. First submissions are the ones that are graded. Do not submit an assignment until you are ready for me to grade it. Please note: assignments more than 24 hours late are not accepted, so be sure to pay attention to the deadlines. Those submitted in the first 24 hours are subject to a loss of points.

- **Inclement Weather:** If the college is closed, some leeway may be granted on due dates -- however, due to the online component of this course, this rarely happens and usually requires multiple consecutive days of closure.

- **Internet classes** demand that you are self-motivated and self-disciplined. You are responsible to keep up with the schedule, due dates, assignments, and exams. Computer hardware or software problems do not remove your responsibility to meet due dates and the activity requirement. You may use ANY computer with Internet access to remain active in the class and/or to submit your work.

- **Work submission policies:** All assignments are due at 7 a.m. on their due date. Work submitted after 7:00 a.m. is considered late and will be graded with the highest percentage possible as a 90 rather than a 100. Work submitted more than 24 hours late will not be graded at all. Just because Canvas will accept the work late does not mean that you will receive credit.

    o **Extra time:** If you know you will need extra time, I will entertain any justification for late work so long as such justification is presented to me at least 48 hours prior to the due date. Even then, any allowances are at my discretion and may not be granted. Students will not receive more than one extension a semester, and students who do not request it in advance will not receive it at all
    o All work must be submitted through Canvas assignment submissions. No emailed or messaged submissions will be graded.
    o All work is considered final upon submission. First submissions are the ones graded -- just as if you handed the assignment in during a class meeting.
    o You must submit your work in doc or pdf format. If I cannot open your document, you will receive a zero. Do NOT use Apple's Pages.

Instructor's Course-Specific Information (Change TITLE as Needed)

Grading Procedures/Turn around Time

I generally grade each morning. This means that once you submit your work, even if it is early, it is final. It may be graded early. After I grade the assignments due that week, I post a weekly "Round Up" in the announcements which goes over some generic issues about the assignments and provides feedback to the class as a whole.

For individual feedback, you will need to reopen your submission and click on "see feedback." Failure to do this after each assignment will result in you missing out on ways to make your work even better.

Missed Assignments

Work submitted after 7:00 a.m. is considered late and will be graded with the highest percentage possible as a 90 rather than a 100. Work submitted more than 24 hours late will not be graded at all. If you know you will need extra time, I will entertain any justification for late work so long as such justification is presented to me at least 48 hours prior to the due date. Even then, any allowances are at my discretion and may not be granted. Students will not receive more than one extension a semester, and students who do not request it in advance will not receive it at all

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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