



ENG 1302: College Composition II
CN (72474)
HCC Online Course (48 electronic instruction hours)

Professor Meghan H. Roddy
Spring 2018
Lecture 3 Hrs (Regular Term)

Meghan.rodny@hccs.edu (or through Canvas email platform)

Office Hours: I am based at the West Loop Campus and am available by appointment.

Welcome!

A little about the course:

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. Writing is about effectively communicating. The burden of effective communication is on the WRITER, not the reader. As a result, 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. However, **most grammatical issues can be fixed by simply printing your work and then reading it out loud!**

Important College Dates:

There are lots of important dates you should mark on your calendar, but these are two may have a financial and/or grade impact on you!

Day of Record/Census Date: July 13 (students without physical or electronic attendance are automatically dropped. This action cannot be undone).

Last Day to WITHDRAW: July 30

Please be sure to check the HCC calendar for other important dates.



Your professor: Meghan H. Roddy

This is me! A little about me: I grew up in New Orleans (Go Saints!) and have been writing professionally in some capacity since I was 19. I started writing obituaries and listening to the police scanner in the newsroom of the Times-Picayune. After

teaching high school, I entered a career in marketing and fund development, working full time while attending graduate school, where I earned my M.A. After a few years, I returned full time to Tulane Law School. I am a licensed attorney in Virginia, Louisiana and Texas. Teaching, however, is what I love.

Communication with me: My contact information is at the top of the syllabus. Don't hesitate to email me. I respond to all emails within two business days, usually on the same day they are sent. . 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 (hint: online hours!) -- usually right away! I usually do not check my email on the weekends, so be sure to read ahead and ask your questions by Thursday to ensure a timely response. The most effective way to reach me is through the Eagle Online/Canvas messaging platform.

What you need for this course (Course Materials):

- A positive and open attitude to challenging your writing habits.
- Schilb, John and John Clifford. *Arguing About Literature: A Guide and Reader*. Bedford, 2014 ISBN: 978-1-4576-6209-6
You may wish to order your textbook online from the HCC bookstore: hccs.bncollege.com

NOTE: Shipping delays, late enrollments, or financial aid delays do not change or delay assignment due dates. The readings for the first unit are common college readings and can be found in many college anthologies in the library or online. You are expected to submit work timely and get the readings from another outlet until your book arrives.

- [Purdue Online Writing Lab](#) This is an excellent writing resource for ANY college student, regardless of your major.
- You must have convenient daily access to a reliable computer with Internet connection, preferably high speed, 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 no removed 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). Emails have the following requirements:
 - They must come from your HCCS account.
 - You must have a signature that includes your first and last name
 - Subject line should contain the name and section of the course you are enrolled in
 - Emails should contain my responses in them.
- College Library card/ID

This course has a heavy content load, and assignments have been carefully planned in a learning sequence. Failing to complete work is counterproductive, and course policies are structured accordingly. The keys to success are in time management, student-instructor-classmate interaction, and assignment rubrics and text annotation.

Taking a College Course: (Instructor Requirements/Policies)

- The average **workload** for a college class is approximately 10-12 hours a week of work, plus approximately three hours of meeting time for a regular semester. This class completes 16 weeks of work in five. Be prepared for the pacing of this class. We move fast!
- **Start Here/Syllabus Quiz:** you will need to complete the Start Here Module in Canvas and take the quiz at the end in order for the rest of the class to 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.
- **Contact with other students:** The discussion board is designed to promote discussion between you and your peers. Responding to one another's postings will be required. In addition to the Netiquette (bellow) and the HCCS Code of Conduct, all students will also show consideration for the individuality of your classmates and treat one another with respect and manners. This includes respecting your classmates by posting and responding in a timely manner.

- **Netiquette:** The purpose of writing is effective communication. In other words, in order for the reader to understand exactly your point, you need to be as clear as possible. I recognize that texting and email are typically used in informal settings – however, this is NOT an informal setting. While your classmates may be your peers, they are also your academic colleagues. Therefore, students are expected to:
 - Capitalize beginnings of sentences and proper nouns.
 - Do not type in all caps.
 - Include an appropriate subject field for all postings and emails.
 - Avoid colored text and backgrounds.
 - Check for grammar and spelling in all communication. Use proper mechanics and grammar. Spelling and grammar mistakes will cause you to lose points on assignments, including discussion posts.

- **Pacing:** This class is not self-paced. Your assignments are available from the first week of class, and you may work ahead; however grading priority is given to the assignments currently due. Once an assignment is submitted, it is final, just as in a face-to-face class. Do not submit an assignment until you are ready for me to grade it. Please note: late assignments are not accepted, so be sure to pay attention to the deadlines.

- **Attendance:** Students must participate in order to earn credit for this course -- this includes responding to classmates' posts and engaging in online discussion. Students must check their email and Eagle Online/Canvas at least four to five times a week in order to be successful. Communication will be primarily through Canvas and the college email system. Do not use an outside email address for this course. 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.

- **Absences:** Students must participate in class if they want to be successful. You are allowed six absences. An absence is defined as an incomplete assignment. 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.

- **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:**

- No late work is accepted. All assignments are due at 7 a.m. on their due date. Just because Canvas will accept the work late does not mean that you will receive credit. Submissions after the deadline are considered late and will not receive credit.
- All work must be submitted through Canvas. No emailed submissions will be graded.
- 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.
- 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.

College is not a dead end job.

It is your ticket OUT of a dead end job.

If you take it seriously, I will take you seriously.

The Class (what you'll have to do!):

ASSIGNMENTS: You will have a series of discussion board posts, short (one/two paragraph) writing assignments based on the readings, three written essays, a final exam (not proctored -- administered through Canvas) and a research based essay. 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.

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

The course is divided into four units: Prose, Poetry, Drama and the Research Paper. The Prose, Poetry and Drama units are several weeks long each and has readings, homework, discussion boards and a paper in the style of the unit. The Research Paper Unit spans the entire semester and is broken down into its component parts, with parts due in each week of the semester.

Three reading unit essays: Prose, Poetry and Drama. All of the papers will be research based. More information will be provided in Canvas. All essays are 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 3500-4000 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.

The Research Paper: The research paper is broken down into its component parts. Each component part is graded. Failure to complete a component part at the beginning of the semester usually results in poor performance on subsequent component parts. Most students find that breaking down the paper into smaller parts allows them a much higher rate of success on the paper, and also teaches them more about how to complete a college-level paper properly. This paper is also submitted to Eagle Online's Turn It In. More instruction on the research paper is found in the "Topic Work" Assignment.

Research Paper break down:	430 points total
Topic:	25 Points
Annotated Bibliography	80 points
Sources	25 points
Outline/Thesis Statement	50 points
Researching	100 points
Rough Draft	50 points
Final Draft	100 points

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!!

Breakdown of Grades:

Three Essays on each reading unit:	300 Points
Research Paper and component parts:	430 Points
All other assignments/homework/classwork, etc.	270 Points
Final Exam:	50 Points

Remember, the course is only worth 1000 points. 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, in order 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

PLAGIARISM POLICIES:

Plagiarism occurs in the following ways:

- Copy and Paste without citation
- Paraphrasing without citation
- Improper paraphrasing WITH or WITHOUT citation – if you choose to paraphrase, 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

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 will 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 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. Late work is NOT accepted

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 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.

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.)

English Program Learning Outcomes

- Write in appropriate genres using varied rhetorical strategies.
- Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
- Analyze various genres of writing for form, method, meaning, and interpretation.
- Employ research in academic writing styles and use appropriate documentation style.
- Communicate ideas effectively through discussion.

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:

- **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.

What HCC offers (Student Services):

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/>

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations. Without a request from the Disability Services Office, I will not grant you any accommodations.

To access Student Services Policies on the website: <http://www.hccs.edu/district/students/student-handbook/>

Ability Service Contact Information:

Central College	713.718.6164	Coleman College	713-718-7376
Northeast College	713-718-8322	Southeast College	713-718-7144
Southwest College	713-718-5910		
Northwest College	713-718-5422	Interpreting & CART	713-718-6333
	713-718-5408		
Adaptive Equipment/Assistive Technology			713-718-6629 or 713-718-5604

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

Online Tutoring: The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to hccs.upswing.io. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

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.

Tutoring Centers: The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website hccs.edu/findatutor for times and locations. For more information about tutoring at HCC, please go to hccs.edu/district/students/tutoring.

Rules for You as a Student (COLLEGE POLICIES):

Please see <http://www.hccs.edu/district/students/student-handbook/> for any changes to HCC policies that might happen during the semester.

Student Conduct: College students respect each other and the instructor. Each college student is considered a responsible adult who maintains appropriate standards of conduct. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense.

Sexual Misconduct: 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: David Cross, Director EEO/Compliance, Office of Institutional Equity and Diversity, 3100 Main, Houston, TX 77266-7517, or institutional.equity@hccs.edu.

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.

Distance Education: Access HCC Online Policies on its Web site: <http://www.hccs.edu/online/>.

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. 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 HCC Online 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. Refer to the HCC Online Student Handbook by visiting this link: <http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

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)

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 exceed more than the allowed percent of the absences before the official date of record, you may be automatically withdrawn from the course.

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.

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.

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.

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.

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>.

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.

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. 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.

COPYRIGHT POLICY: Copyright and Fair Use Laws are designed to protect the individuals who created the work. Imagine if you drew a picture on your iPad, published it on your personal website and another person downloaded as their own and sold it for a million bucks. You’d want a cut of that money, right? Well, the Copyright Laws would help you possibly get your fair share.

Now, remember that everything we read, watch or listen to this semester is the work product of another, whether a published and paid author or a classmate or even your professor!! These works may be protected by Copyright laws. They are intended for use by students actively registered in this course and for the sole purpose of supporting the instructional activities of this course. They may not

be retained, saved, copied or given out in any other manner. They may not be shared with another person not registered in this course. YOU, the student, are responsible for your own actions regarding violations of Copyright Law. Violation of those laws could subject you to civil liabilities and criminal penalties, neither of which the university nor your professor will defend or protect you.

The materials in this course are provided in compliance with the provisions of the TEACH Act of 2002.