ENGL 1301
Fall 2015
Instructor: Ms. Payne
Phone: (281) 587-2897 (Please do not call after 10 p.m.)
Email: Melinda.Payne@hccs.edu

Course Description
A course devoted to improving students’ writing and critical reading. The major focus is writing essays for a variety of purposes from personal to academic, including an introduction to argumentation, research, and MLA documentation.

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.

Required Textbooks
The Arlington Reader, Fourth edition
The Little, Brown Handbook, Eighth or Ninth edition
Any standard college dictionary

Student Learning Outcomes

1. Demonstrate knowledge of individual and collaborative writing processes.

2. Apply basic principles of critical thinking in analyzing reading selection, developing expository essays, and writing argumentative essays.

3. Analyze elements such as purpose, audience, tone, style, and strategy in essays and/or literature by professional writers.

4. Write essays in appropriate academic writing style using varied rhetorical strategies.

5. Synthesize concepts from and use references to assigned readings in their own academic writing.
ADA Statement
Any student with a documented disability (e.g. physical, medical, learning, psychiatric, developmental, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services (DSS/ADA) Counselor at the beginning of each semester. Faculty members are authorized to provide only the accommodations requested by the DSS Office. The phone number for the Northeast College DSS/ADA is (713) 718-8420.

English Tutoring Available In-Person and Online
On-site/In-Person Tutoring: Free tutoring is available at the Northline and Pinemont Campuses, as well as many other HCC campuses. Tutors may be available during the day, evenings, and weekends, depending on the location. Please check the tutoring schedules located in Room 149 at Pinemont and in The Learning Resource Center on the Fourth Floor at Northline.

Online Tutoring: There is also an online tutoring service available at www.askonline.net. Students can now access tutoring help 24/7 for writing assigned in any class, not just in English classes. Drafts seen by tutors are clearly marked; if submitted with papers, these marked drafts prove that tutors have looked at the paper. Looking at these tutor-reviewed drafts also allows teachers to see exactly what kind of help students are getting. CHAT and DISCUSS transcripts can also be printed as proof of use.

Course Withdrawals
The deadline for student and administrative withdrawals is Friday, October 30, 2015, at 4:30 P.M. If you drop the course, you must complete the necessary forms with the registration personnel prior to this date. If you do not complete the withdrawal form and do not complete the required work in this course, you will receive an F for your final course grade. HCC instructors are no longer allowed to give a grade of W at the end of the semester. The only way your grade will appear as a W is if the withdrawal form is submitted prior to the deadline of October 30, 2015. If you stop attending class and do not complete the required course work, you will receive a grade of FX, which is equivalent to an F in the computation of your GPA.

Course Policies and Procedures
1. Please come to class prepared. Complete the assignments and bring both of the textbooks to class.

2. Students are allowed four absences without penalty. More than four absences will reduce your course grade by one letter grade. More than six absences will reduce your course grade by two letter grades. There is no distinction between excused or
unexcused absences as there is in high school; however, sometimes special arrangements can be made when extenuating circumstances occur.

3. If you must be absent, please call another student in the class to inquire about any assignments that you may have missed. It is your responsibility to stay informed about what is going on in class. I encourage you to exchange phone numbers and email addresses with at least four other students in our class. If you are unable to contact any of your classmates, please feel free to contact me about any assignments that you may have missed.

4. Formal papers and informal writing assignments are due on the dates announced in class. I will deduct one-half letter grade for each class day that the assignment is late, except in cases of emergency. If an emergency makes it impossible for you to turn in the paper on time, please contact me as soon as possible to make other arrangements. Do not leave any assignments with the receptionist at the front desk, and do not attempt to leave assignments in my campus mailbox.

5. All papers written outside of class must be typed according to MLA format, unless otherwise directed. For an example of MLA format, please see page 447 in The Little, Brown Compact Handbook. All formal papers written in class must be written on wide ruled, non-spiral paper, which I will provide. Always use dark blue or black ink. Never write in pencil.

6. All formal assignments must be completed and turned in for students to pass the course. All formal essays must contain a minimum of 750 words.

7. Cell phones and other distractions: Please turn off all cell phones, pagers, computers, and other noisemakers BEFORE you come to class.

8. Late arrivals and early departures: It is important that students arrive on time or a few minutes early to class. Please discuss any extenuating circumstances with me. Please do not leave class early except in cases of illness or other emergency; these actions are rude and disruptive to the class. Phones, vending machines, water fountains, and restrooms are available for your convenience before and after class and during any scheduled breaks.

9. Feel free to ask questions: Please do not hesitate to ask questions about anything pertaining to ENGL 1301, 1302, 2311, or 2342. I will be happy to talk with you in person or by telephone. You can reach me at the number listed on the previous page.

10. Courtesy and respect: Please treat all students and the instructor with courtesy and respect. Foul language is prohibited (unless it is part of a literary text).
11. **Plagiarism (academic dishonesty):** Copying from the internet or unfairly using any other type of source will result in an F for individual assignments and possibly an F for the entire course. Academic dishonesty may also result in expulsion from Houston Community College.

**Grade Determination**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>4—6 Formal Essays</td>
<td>60%</td>
</tr>
<tr>
<td>Grammar exam</td>
<td>10%</td>
</tr>
<tr>
<td>Informal assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
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</tbody>
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You will receive a letter grade for each formal essay, the grammar exam, and the final exam. Letter grades will be converted to number grades when I calculate your final course grade. For example, an A=95, A-=92, B+=88, and so on.

**Tentative Schedule of Reading and Formal Writing Assignments**

The following schedule is a general guide to reading assignments in *The Arlington Reader* and *The Little, Brown Handbook*. It also includes a list of formal writing assignments, which are highlighted in bold printing. This schedule is subject to change; therefore, always be alert to specific assignments and directions given in class. I may assign additional reading and informal writing each week.

**Week One**

- **MT:** Introduction to the course
- **WR:** AR, pp. 84-86

**Week Two**

- **MT:** AR, pp.204--211 and pp. 66-69
- **WR:** LB, Chapters 35 and 36

**Week Three**

- **MT:** AR, pp. 425--430, LB, Chapter 1
- **WR:** AR, pp. 128--134, LB, Chapter 37

**Week Four**

- **MT:** AR, pp. 135--139
- **WR:** Essay #1 (personal narrative)

**Week Five**

- **MT:** AR, pp.141--147, LB, Chapters 4--5
Week Six  
MT: AR, pp. 166-176, LB, Chapter 6  
WR: Essay #2 (narrative/referential)

Week Seven  
MT: AR, pp. 177--187, LB, Chapter 7  
WR: AR, pp. 188-194

Week Eight  
MT: AR, pp. 264--270  
WR: AR, pp. 273--290

Week Nine  
MT: Essay #3 (analysis and argument)  
WR: AR, pp. 291-296

Week Ten  
MT: AR, pp. 270--272, LB, Chapter 15  
WR: AR, pp. 307--314, LB, Chapter 16

Week Eleven  
MT: LB, Chapter 18, AR, pp. 320-24  
WR: Essay #4 (analysis and argument)

Week Twelve  
MT: AR, pp. 331--340, LB, Chapter 19  
WR: AR, pp. 360--371, LB, Chapter 20

Week Thirteen  
MT: AR, 372--382  
WR: Essay #5 (analysis and argument)

Week Fourteen  
MT: AR, 384—390, 396--399  
WR: Grammar Exam

Week Fifteen  
MT: AR, pp. 431--444  
WR: Prepare for Final Exam (Essay #6)

Week Sixteen  
Final Exams