



# Welcome to English Composition I

Engl 1301 – Fall 2018, CRN 13298  
Mon. and Wed. 2:00 pm – 3:20 pm, room 218  
16 Weeks: 8/27/2018 – 12/16/2018  
Core Curriculum

**Instructor:** Professor Michael Suarez

## Contact Information:

- [michael.suarez@hccs.edu](mailto:michael.suarez@hccs.edu)
- Email for this specific class: [comp1.katy@gmail.com](mailto:comp1.katy@gmail.com)
- elearning site: <http://learning.hccs.edu/faculty/michael.suarez>
- Office Hours: before and after class
- Office Hours Location: room 218

Please contact me concerning any problems that you are experiencing in this course and remember that you do not need to wait until you have received a poor grade before asking for my assistance. I am available. Also, be sure to take advantage of the tutors (see additional support below), who are available during much of the day, several days a week.

## Additional Support:

- Katy Campus Tutoring and Writing Center
  - On-Campus tutors in the Katy Campus Writing Center, Room 321, which is located across from the third floor Library. Look for posted hours or call 713-718-5841.
- On-line tutors: <http://hccs.upswing.io>

## Course Materials:

- *The Bedford Reader*, Thirteenth Edition, Bedford/St. Martin's.
- Suggested Text: College Level Dictionary and/or Thesaurus
- a notebook (or other means of note-taking) and something to write with
- access to a computer (as well as a printer, ink, and paper) and the internet

Please be advised that attendance in my class is essentially mandatory, in that you will not be able to makeup anything if you are absent, unless it is under extreme circumstances, which I will decide. Also, pay attention, take notes if necessary, and be respectful of everyone.

## Course Description:

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. Prerequisite: A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360.

## 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.

## Student Learning Outcomes:

Upon successful completion of this course, students will:

- 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.

## 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.

## **Instructional Methods:**

To fulfill my personal goal of making you the best writer and critical thinker I can in 16 weeks, you will experience a variety of instructional methods. I will give you very specific guidance as to how to write analyses and arguments. In addition to analysis and argument, to become more fluid and confident writers, you will also experiment in different styles of writing from personal narratives to descriptive papers and beyond. Be ready to write, that's for sure.

## **Minimum Writing Requirement:**

Minimum of 5000 words during the semester.

## **Student Assignments:**

This class aims to build within each student a strong foundation for his or her writing. Given the nature of the course, students should strive to not miss any classes. Each assignment builds upon the next so that by the end of the semester, the attentive student will know how to effectively compose various essays, given a particular situation. Each student will also learn how to properly cite sources and apply MLA style. (Note that each assignment will have its own set of criteria to be met. Pay attention.)

Assignments include (but are not necessarily limited to):

*Midterm Exam*, a critical analysis where a student chooses from several prompts. Two drafts will be written, a first draft in-class and a final draft out-of-class. The grade will be the average of the two.

*4 Mini-Papers*, out-of-class essays in which the student utilizes a specific type of writing. A portfolio will be kept for each essay, which will contain various drafts, peer reviews, and the final draft. (Turn in all relevant work per assigned paper.)

*Final*, an in-class argumentative essay.

*Class Participation (Discussions, In-class work, out-of-class work, and an Oral Presentation)*, everyday work in class includes daily quizzes on readings, peer reviews, and the occasional writing exercise. Out-of-class work will include short written responses and more. You will also give a 5+ minute oral presentation in which you will try to persuade the class of something. Also, discussions over the day's readings/viewings is required.)

## **Student Assessments**

- 4 Mini-Papers 40%
- Mid-term: Critical Analysis Essay 20%
- Final: Argumentative Essay 10%
- Oral Presentation and Class Discussions 10%
- In-class work (10%) and Out-of-class work (10%)

## Where to Find Copies of Specific Assignments and Written Support for this Class:

On the elearning site noted above, this syllabus and calendar, assignments, and other materials concerning this class and English are available to read, download view, and/or print.

## Instructor Grading Criteria:

- Out-of-class papers, as well as the Midterm and Final (and any in-class or out-of-class writing)
  - These papers will be graded by English Discipline standards, which include grammar, sentence structure, punctuation, word usage, tone, and mechanics. The grading profile is weighted by the following percentages:
    - Content 27%
    - Organization 23%
    - Sentences 20%
    - Word Use and Tone 17%
    - Punctuation and Mechanics 13%

## Savings Assignments:

Save your work on a **FLASH DRIVE**. If a C drive crashed with no backup, students will be faced with rewriting assignments. You are responsible for saving your own work. Please do not delete such items until the semester has ended and you have received your grade for the class to ensure that you can re-submit work if needed.

## Peer Email Addresses and Phone Numbers:

Students should get email addresses and cell phone numbers from at least **two classmates** in case they are absent from class. I make announcements in each class that should be added to your syllabus, so if you are absent, you will miss them if you don't check with a classmate. I can't possibly include every single thing we do in class on the syllabus.

## Instructor Requirements:

- **Submission of materials.** As in any activity, writing follows certain rules so that audience and participants know what to do and what to expect.
  - **In-class essays:** Unless told otherwise, students will write on one side of a page and skip every other line to allow room for instructor comments.
  - **Out of class** papers are to be turned in at the beginning of the class period on which they are due. After that, a paper is no longer accepted, for any reason. Make-up of in-class exams follows the same criteria, unless otherwise excused by me. **Also, I grade only physical copies, so although you will email me your essay (see below), I expect a copy turned in to me in class.**
  - Out-of-class essays must follow basic MLA rules (Modern Language Association: the writing body that is the equivalent of the NBA) and be typed, double spaced, and printed on 8 1/2 x 11" white paper with 1" margins and use a 12 pt. plain font. For my class, unless told otherwise, please do not submit title sheets, cover

booklets, or bindings. Secure the required materials with a staple or paper clip. Points will be deducted from papers, which do not meet requirements. **Students are also required to submit their out-of-class essays via this class's Gmail on or before the day said essays are due. Do this before the start of class on that day. (Send emails with your name in the subject line. If you have any questions concerning this, ask. If you fail to submit properly, I will ask you to resubmit.) Failure to do this will result in a loss of points.**

- **Electronics in the classroom:** As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom unless you receive permission from the instructor. Simply put: be an adult.

## Syllabus:

It is up to students to download the syllabus from the Learning Web. Because of limited copying budgets, instructors have been told to post their handouts on line to reduce copying costs.

## Extra Credit:

Any and all extra credit will be at the discretion of the professor.

## HCC Grading Scale:

A (90-100%) 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 (80-89%) Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.

C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

D (60-69%) 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 (0-59%) 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 Policy Statements:

- **Discipline:** As your instructor and as a student in this class, our shared responsibility is to develop and maintain a positive learning environment for everyone. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist me achieve this critical goal. (See Student Handbook)

- **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. For more on plagiarism, see "Plagiarism" in *The New McGraw-Hill Handbook, second edition*. (See Student Handbook)

- **Ability Services:** ADA- Services to Students with Disabilities

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.

*Ability Service Contact Information:*

- **Central College**  
713.718.6164
- **Coleman College**  
713-718-7376
- **Northeast College**  
713-718-8322
- **Northwest College**

- 713-718-5422  
713-718-5408
- **Southeast College**  
713-718-7144
  - **Southwest College**  
713-718-5910
  - **Adaptive Equipment/Assistive Technology**  
713-718-6629  
713-718-5604
  - **Interpreting and CART services**  
713-718-6333
- 
- **Title IX:** 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](http://www.edurisksolutions.org) Go to the button at the top right that says **Login** and click. Enter your student number.

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 & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

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/>

- **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.
- **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 know you must be absent or if you have an emergency, let me know **before class** and make plans to meet with me in office hours. If you have more than four (4) absences before the official date of record, you may be automatically withdrawn from the course.
- **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, but the last date to withdraw this semester is **Friday, November 2, 2018**. 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.
- **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](mailto:int_student_svcs@hccs.edu), if you have any questions about your visa status and other transfer issues.
- **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.
- **Last day for Administrative /Student Withdrawals:** Friday, November 2, 2018

### **Census Date**

Students who have no recorded attendance before the Census Date (the Official Day of Record) will be automatically dropped from the class by the Registrar. Students dropped for nonattendance will not be reinstated. The Census Date varies according the session. Please refer to the Academic Calendar for the exact date for each session.

## **EGLS<sub>3</sub> (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 department chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more information.

## **Campus Carry**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>

## **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.

## **The Egalitarian**

The Egalitarian is HCC's student newspaper, written and produced by students. The Egalitarian promotes the free exchange of ideas and information. The newspaper staff maintains a high standard of writing and journalistic excellence. Through The Egalitarian, interested students may have an opportunity to further expand their writing skills and see their work published. The Egalitarian is always in need of more writers. They publish stories on local and community

news, sports, art and entertainment, as well as commentary. The Egalitarian is open to all currently enrolled HCC students at all HCC campuses regardless of their major.

For more information visit [HCCegalitarian.com](http://HCCegalitarian.com)

Alyssa Foley, Editor in Chief, would like you to contact her if you are interested in writing for The Egalitarian. Her email is [afoley@hccegalitarian.com](mailto:afoley@hccegalitarian.com)

## 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> . Find out library locations and hours here: [http://library.hccs.edu/about\\_us/intersession\\_hours](http://library.hccs.edu/about_us/intersession_hours) .

## 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.

## Remind 101

Go to Learning Web and find the registration instructions for your class. This helpful tool allows us to communicate via text without having to share any information. **Strongly recommended.**

## Email

Your HCC email is an official mode of communication for this course. Although a Gmail account has been set up for this class, please use my HCC email for all communications. Understand that I will check this email frequently, but please be aware that email is not a substitute for in-class participation or face-to-face consultation. If you are having trouble in this course, make plans to meet with me before or after class.

## Tutoring

### *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.

*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](http://hccs.edu/findatutor) for times and locations. For more information about tutoring at HCC, please go to [hccs.edu/district/students/tutoring](http://hccs.edu/district/students/tutoring).

*Extra Credit:*

I offer 10 points on papers taken to the Writing Center or submitted for online tutoring. Pay attention to this opportunity when I present it in class and follow my specific instructions. Note that I reserve the right to take away this privilege if or when I see fit.

Also, see Learning Web for Do's and Don'ts concerning visiting the Writing Center.

## HCC Student Services Information:

Student Services provides master's and doctoral-level counseling for the Northwest College student body. Counselors are available at each campus to assist students in creating class schedules, evaluating college transcripts, and completing degree/certificate plans.

Student Services regular business hours are the same at both campuses. Phone numbers:

- \* 8 a.m. – 7 p.m. M – Th
- \* 8 a.m. – 1 p.m. F – Sat
- \* Katy Campus, 713-718-5751
- \* Spring Branch Campus, 713-718-5669

Additional Information:



<http://northwest.hccs.edu/northwest/campus-services>

### Early Alert:

HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

### Peer Review:

For each of the mini-papers assigned this semester, you will be required to participate in Peer Review. This is worth half of the grade for each essay, so never miss it for anything. It must be done in class only and you must follow specific directions each time you do it. If you are ever absent, see me or earn a zero.