



**Division of English and Communication  
English Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

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**ENGL 1301: Freshman Composition I | Lecture | CRN 27907**

Fall 2020 | (9.21.2019 - 12.13.2020)

Online/In-Person (TBD) | Westside HS

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor: Professor Bei  
Office: CE - SJAC 215  
HCC Email: [onnyx.bei@hccs.edu](mailto:onnyx.bei@hccs.edu)

Office Phone: 713-718-0000  
Office Hours: By appointment

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns or just to discuss course topics.

**Instructor's Preferred Method of Contact**

Please contact me with questions or concerns via email at [onnyx.bei@hccs.edu](mailto:onnyx.bei@hccs.edu). I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**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.

## Prerequisites and/or Co-Requisites

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Learning Management System

This section of ENGL 1301 will use the [Learning Web](#) to supplement in-class assignments, exams, and activities. Graded assignments must be turned in on [turnitin.com](http://turnitin.com) before the due date/time. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

## Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website in the [Learning Web](#) for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

## Instructional Materials

### Course Reader Information

Course Materials:

- Bullock, Richard and Francine Weinberg. The Little Seagull Handbook. (978-0393602647)
- Lined Paper and blue or black pens
- College-level dictionary and thesaurus

### Other Instructional Resources

#### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

#### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplemental Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview for ENGL 1301

ENGL 1301 is an 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.

### Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1301 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 1301

Upon successful completion of ENGL 1301, the student will be able to:

- 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.

## Student Success in ENGL

As with any three-hour course, expect to spend **at least six hours per week** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful

completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## **Instructor and Student Responsibilities**

### 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**

Students will write a minimum of 5,000 words over the course of the semester. Several different types of writing assignments comprise the bulk of your work for this course. These submissions will be graded for appropriateness, unity and focus, development, organization, sentence structure, word usage, and mechanics, as well as (for research-based writing) proper citation and documentation of sources in current MLA format.

#### MLA Format:

MLA is the required format we are using in English 1301. Your essays must be typed in 12 pt. font, double-spaced with no extra space between paragraphs; paragraphs should be indented 5 spaces. Your first page must include a proper heading, page headers, with page headers on subsequent pages. You must include parenthetical citations for quotes, paraphrases, and ideas that are not your own. Failure to acknowledge sources, ideas that are not your own will result a "0" –F. Failure to put quotation marks around the author's words will result in a "0" –F. Failure to put in parenthetical citations for ideas not your own, for paraphrases will result in a "0" –F. Failure to include a Work Cited page will result in a "0" –F.

## Grading Formula

### Assessments (grade values of assignments):

Unless the professor makes changes and announces otherwise, the overall breakdown of graded assignments and their corresponding values will be calculated as follows:

20% Narrative Essay

20% Rhetorical Analysis

20% Persuasive Essay

20% Intro to Research (Essay)

10% Instructor's choice: reading responses, collaborative assignments, presentations and quizzes

10% Final Analysis

### Grading:

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

### Plagiarism:

A plagiarized assignment will receive a zero as a grade. The second occurrence of plagiarism may cause the student to fail the course.

### Late Paper Policy:

Papers are due on the designated date on [turnitin.com](https://turnitin.com). If you will be absent on the day an essay is due, arrange to turn it in **before** the deadline. **Late papers will not be accepted!** It is recommended to submit assignments 24hrs before submissions close in case issues (personal or technical) are encountered. This will allow time to get the work turned before submissions close. **DO NOT WAIT UNTIL THE FINAL HOUR TO SUBMIT WORK!**

### In-class Essay & Exam Policy:

Students will be allowed to take a make-up in-class essay or exam if they have medical emergencies. Students will be responsible for contacting the instructor and providing documentation of the emergency situation to receive consideration. Do not bother discussing without documentation. Students are strongly encouraged to avoid taking this measure.

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

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Policies

### Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

**Use of Cameras and Recording Devices:** Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. These devices are also not allowed to be used in campus restrooms. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

### Other Course Policies:

1. Turn off and put away all cell phones and other electronic devices before class starts.
2. No food or gum is allowed in class.
3. Do not bring anyone to class. Only registered students are allowed in the class.
4. If I am more than 15 minutes late or absent, follow your course calendar and complete any assignments for the next session.
5. The time to discuss an essay grade is after it is returned, not at the end of the semester.

### Attendance Procedure

**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. You may be withdrawn if you exceed the amount of absences allowed by HCC. 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 or immediately following your emergency and make plans to meet with me during 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 by the last date to withdraw for the semester. 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.

## Student Conduct

Follow classroom rules and expectations established in the HCC code of conduct. You may be removed from the class due to failure to comply.

<https://www.hccs.edu/programs/catalog/student-code-of-conduct/>

## 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<sup>3</sup>

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

### **Disability Services**

<http://www.hccs.edu/support-services/disability-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**

Dr. Alan Ainsworth, [alan.ainsworth@hccs.edu](mailto:alan.ainsworth@hccs.edu), 713.718.7591