Northwest—Katy Campus

ENGL 1302: COMPOSITION AND RHETORIC II

Spring 2017
Jan 17-May 14
PAM GOLDEN, MA
Pamela.golden@hccs.edu or pgolden13@gmail.com

MW 8:00-9:30 Room 107
ENGL 1302 12595

MW 11:00-12:30 Room 107
ENGL 1302 12596

Since there is no differentiation between the two ENGL 1302 curriculums noted above, if circumstances arise that cause you to miss one class while your schedule allows you to attend the other, you may do so rather than accumulating an absence and falling behind. You need not contact me in advance to do so, but let me know when you are there so I can adjust the attendance roster.

Professor Golden

CREDIT HOURS
3-credit hours
3-hour lecture

OFFICE HOURS
By Request
(H) 281-676-8177

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.

STUDENT LEARNING OUTCOMES: Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Use edited American English in academic essays.

ENGLISH PROGRAM LEARNING OUTCOMES
1. Write in appropriate genres using varied rhetorical strategies.
2. Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
3. Analyze various genres of writing for form, method, meaning, and interpretation.
4. Employ research in academic writing styles and use appropriate documentation style.
5. 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 and visual communication.
- **Teamwork** — to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility** — to include the ability to connect choices, actions, and consequences to ethical decision-making.

**WITHDRAWAL POLICY**
- Withdrawal from the course after the official day of record and prior to W Day, (see current catalog for this date) will result in a final grade of W on your transcript.
- Instructor approval is necessary if you want to withdraw after official day.
- No credit will be awarded for a course earning a W.
- If you stop attending class, you must withdraw at the registration office prior to W Day.
- If you stop attending class and do not officially withdraw, you will receive an F for the course.

**SIX-DROP RULE**
- Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, states that an institution of higher education may not permit a student to drop (withdraw with a grade of W) from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their six drop limit.
- Each student should fully understand this drop limit before you drop any course.
- Please see a Counselor or Advisor in our Student Services area for additional information and assistance.

**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 counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

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**REQUIRED TEXT**


**SUGGESTED TEXT**


**REQUIRED COURSE MATERIALS**

- One (1) two-pocket folder (to turn in hard copy of essays)
- Internet and word-processing access (your own/library/lab)
- Little Seagull Reference Manual/Writing Reference Book
- Flash drive; Cloud; Dropbox (to back up drafts and sources)
- Activated HCC student email account
- Turnitin.com

**NOTE:** This course requires access to online readings and learning platforms, so you will need a computer and reliable internet access. If you do not have a computer and/or the internet, the library and the computer labs are available at posted times. Not having internet access and/or a computer is not an excuse for not completing and/or submitting work. In addition, you will need to access the readings—either by printing them (best option) from your computer or saving them to your tablet/laptop—during class. Not having access to the readings will render you incapable of contributing to class discussion. The online learning platforms you will need access to are my Learning Web, (provided by HCC—Katy Campus), Turnitin.com, and HCC’s, library databases.

**Minimum Writing Requirement:** 5,000+ words during the course of the semester.
PROFESSOR’S POLICIES
Policy on Essays and Essay Submission

- Complete all assignments. All major assignments (invention through the final drafts) must be completed to pass the course.
- Students are not authorized to discard professor’s prompt for another of their choosing.
- All essays will be submitted through Turnitin.com and a clean copy of each essay, stapled and placed in the student’s folder will be turned in as well. I DO NOT ACCEPT ASSIGNMENTS, OR ESSAYS SENT TO MY EMAIL SO DO NOT SEND YOUR ESSAY TO MY EMAIL AS I WILL DELETE IT AS SOON AS I SEE IT. PLEASE—DO NOT SEND YOUR ESSAY TO ME IN AN EMAIL ATTACHMENT—EVER, FOR ANY REASON.
- Attach confirmation of Turnitin.com submission with the final. Students who miss the deadline will have 25 points deducted off the top of their essay the first time this happens; 50 points the second time and the essay will automatically fail if it happens three times (and they still have to upload essays to turnitin.)
- Submit EVERYTHING that goes with that particular essay in the folder. All your revisions, peer reviews, drafts. EVERYTHING.
- I DO NOT GRADE ESSAYS THAT HAVE NOT MET THE MINIMUM WORD COUNT REQUIREMENT, AS THE ASSIGNMENT IS INCOMPLETE. DO NOT SUBMIT INCOMPLETE WORK, IT IS INSULTING. COMPLETE THE TASK.
- Likewise, make sure you have formatted your essay accordingly as I will reject essays that have not been formatted according to MLA requirements.
- Save your essays in more than one place. If your computer crashes, you lose your flash drive, a hurricane hits your house, etc., you are still responsible for all due dates.
- Get to know the people at the writing center and the online writing center, as they will transform your writing experience. I will give you extra credit for going to the writing center. Always be gracious and go with questions. They are not a grammar shop set up to edit out your mistakes.
- Students are placed in groups the first day. Get to know your group members. Exchange contact information—cell phone and email. When/if you are absent you will contact a group member to find out what you missed—do not contact me.
- Now, if you have a situation—that is another thing. Okay, we all know how to make the distinction between an everyday absence and a situation. If not, let us talk about that in class because it is important to know the difference between the two.
- Typically, students end up enjoying the groups—in fact, groups turn out to be their favorite thing about this class when it was the thing they dreaded the most at the outset. So, just hang tight—it will be alright. You will have someone to talk to about assignments, essays, and me. Students are responsible for being prepared, even in the case of absences.

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STANDARD DEDUCTIONS

- Student failed to attend peer review: -25 pts off the top & a zero for the day (Essay begins at 75)
- Miss turnitin.com Submission: 25 points deducted off the top the first time; 50 points the second time and the essay will automatically fail if it happens three times.
- Insufficient length requirement: INCOMPLETE=zero
- Incorrect format: REJECTED=zero
- Sources missing from final essay: I will not accept the essay= zero
REVISIONS:
- The new grade replaces the old grade (unless the new grade is lower).
- You do not have to completely write a new essay; instead, you can revise the essay you originally submitted.
- In order to be eligible for a rewrite, you must have submitted the rough and final drafts on time, you must have completed peer review, and your essay must have met the length requirements on both the rough and final drafts.

POLICY ON ATTENDANCE
- There are no excused absences. You are either absent or present.
- You can miss 12.5% (6 hours) of class without penalty. If you miss more than six hours before the drop date, I will drop you from the course. If you miss more than six hours after the drop date, you will receive an FX for the course (see below).
- If you arrive more than 20 minutes late or leave more than 20 minutes early, you will be marked absent.
- Each day, you will sign in on an attendance roster. If you do not sign in, you are absent. I will not go back later to try to determine if you were in class.
- Quizzes missed due to tardiness cannot be made up.
- The Registrar will automatically drop students who have no recorded attendance before the Census Date (the Official Day of Record) from the class. Students dropped for nonattendance will not be reinstated. The Census Date varies according the session. Spring 2017 regular 16-week term census date is February 1.
- I hold a dim view of chronic lateness and will take severe measures to eliminate it altogether if tardiness becomes an issue. If lateness becomes problematic, I will take every three tardies and turn them into an absence; as you can see, a student whose late behavior is out of control can soon be dropped from my roster. Let us make a commitment to get to class on time.

POLICY ON CLASSROOM EXPECTATIONS:
- 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 in achieving this critical goal. (See Student Handbook).
- Respect your peers. If someone else is talking, listen attentively (no sleeping, talking, putting on makeup, working on something else, etc.).
- Come to class prepared.
• I will not tolerate incivility. Do not engage in inappropriate, rude, or distracting behavior, as it is not acceptable.
• Cell phones: I believe my reputation precedes me on this matter—so, unless we are using them for a class assignment, I do not want to see them. When you come to class, go ahead and put your phone on silent, and stow it away during class. No texting, talking—period. If I see you texting (and I will), I will bounce you out of my class and you will earn a zero for the day.
• Laptops and Tablets are allowed if you take notes best by typing and/or using a stylus. However, there is a “one strike” rule, meaning the first time it appears the laptop or slate is distracting you or someone else you will lose the privilege for the rest of the semester.
• Email Etiquette: If you email me, be sure to include your class, day and time, in the email subject line, along with a brief message. Without that information, I will not reply. All emails should follow the guidelines set forth in class.

POLICY ON GRADING:
• I do round up when I am calculating final grades. However, if you have been a student with many absences and have submitted substandard work all semester will I push you up to the next level? Probably not.
• On the other hand, if you have worked hard, given your best, and been respectful to your classmates and to me—sure, it is likely that I would push this student up to the next level.
• Nothing is lost on me and everything you do in the classroom counts.
• Additionally, there will probably be opportunities to earn extra credit throughout the course of the semester the caveat being that you must be in good standing.
• Good standing means, no zeros, not an excessive number of absences, have turned in all major assignments, etc.
• You will receive the grades you have earned in the course.
• Any evidence of plagiarism will result in an automatic F for the assignment (first offense) and an F the course (second offense). See the plagiarism statement below.
• All work must be original to this course; using essays previously submitted to another course will be treated as plagiarism and will result in a zero for the assignment.

GRADING CRITERIA
• A – 90-100 Work is excellent. Enthusiastic effort, original thinking, distinguished writing. The assignment demonstrates expertise and style and balances creative and analytical thinking.
• B – 80-89 Work is good. Genuine effort, sound thinking, solid writing. The assignment takes risks, holds promises, but still needs improvement.
• C – 70-79 Work is average, competent. Minimum effort, standard thinking, conventional writing. While the assignment is complete and glitch-less, it lacks originality, invention, and creativity.
• D – 60-69 Work is substandard. Poor effort, empty thinking, weak writing. The assignment is underwritten, incomplete, or riddled with careless mechanical errors.
• F–59 and below Work is either non-existent, indefensible, or a combination of the two.
• FX—Failure due to non-attendance
• W—Withdrawn

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 (April 3 regular 16-week term) may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

STUDENT ASSIGNMENTS
Investigative Essay—10%
Research Methods—Proposal; Annotated Bibliography15%
Visual Rhetoric Project—10%
The Kindness Project;—20%
In-Class Student Focused Activities—15%
Participation & Collaboration—25% (attendance, timeliness, behavior, cell-phone issues, turns work in timely, homework & quizzes, contributes to the classroom discussion)
Final—5%
IMPORTANT DATES

Tentative essay due dates: TBD
Investigative Essay—February 19
Workshop w/Peers—February 15
Visual Rhetoric Project—March 8
Workshop w/Peers—March 12
Research Proposal; Annotated Bibliography—April 9
Workshop w/Peers—April 5

HCC—Katy Campus

Calendar Dates
Monday, January 16: Martin Luther King Day
Wednesday, February 1: Day of Record / Census Date
Monday, February 20: President’s Day
Monday, March 13 –19: Spring Break
Monday, April 3: Withdraw Date
Monday, May 8 – Saturday, May 13: Final Exams
Monday, May 15: Grades due

STUDENT RESOURCES

Houston Community College—Katy Campus is committed to your success!
Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an advisor. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

LIBRARY (Learning Resource Center): 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

OPEN COMPUTER LABS: Students have free access to the Internet and word processing in the open computer labs available at Southwest campuses. Check on the door of the open computer lab for hours of operation, or go to the Southwest Homepage and click on the Open Computer Labs link.

ABILITY 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.

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 713-718-633 713-718-6629
Interpreting and CART services 713-718-5604
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 for times and locations. For more information about tutoring at HCC, please go to hccs.edu/district/students/tutoring.

IMPORTANT HCCS POLICIES
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)

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 Service 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.

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.
MENINGITIS IMMUNIZATION REQUIRED FOR REGISTRATION: Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Beginning with spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admissions-steps/submit-meningitis-documentation.

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.

All information regarding both Open Carry and Campus Carry will be posted at http://www.hccs.edu/campuscarry.

EQUAL OPPORTUNITY STATEMENT
Check the System Office Catalog for the statement concerning the equal opportunity principle.

FERPA
- The academic, financial, and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). HCC cannot release certain information to another person without your written authorization.

INCLEMENT WEATHER: During inclement weather conditions (such as a hurricane), the College contacts local television stations to inform them of campus closings. These stations broadcast school closings on a regular basis. Students should monitor these stations if they have any concerns about a campus closing due to weather conditions.

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.

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. Log in to www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says Login and enter your student number. Any student who feels he/she has been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color, or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or oie@hccs.edu. Additional information may be obtained online. Visit http://www.hccs.edu/district/departments/institutionalequity/

This syllabus was created with good intentions however; dates and assignments are subject to change without notice.