

Houston Community College Eastside Campus

English 1301 Calendar • Fall 2012

16 Week Session

Instructor: P W Stauffer CRN 25071/25066 Room Fraga 215 Days/Time: M/W 9:30 AM/12:30PM
Phone: Of 713.718.2679 **Email:** pwayne.stauffer@hccs.edu

Required Textbook: *Harbrace Essentials* by Cheryl Glenn & Loretta Gray (Current version)

Assignments and Grade Analysis:

Out-of-Class Writing

- 15% Narration/Description Essay (750+ words)
- 15% Comparison Essay (750+ words)
- 15% Division/Classification Essay (750+ words)
- 15% Definition Essay (750+ words)
- 10% Journal (see handout for a list of required entries)

In-Class Writing

- 10% Midterm Essay (Process Analysis) (750+ words)—Wednesday, October 17, 2012
- 20% Final Essay (Persuasion) (750+ words) – CRN 25071-Mon, Dec.10, 2012; CRN 25066-Wed, Dec. 12, 2012



HCCS Crucial Days:

- August 27: Classes begin
- November 2: Last day to withdraw
- November 22-25: Thanksgiving Holidays
- December 7: Instruction Ends
- December 10-16: Final Examination Week

Materials Needed:

Electronic media storage device, Dictionary and Thesaurus, two blue books for exams, two-pocket file folder - place all essays, rough drafts, and writing assignments in this folder. All out-of-class essays in this class are to be typed on computers or typewritten.

Grades: 100-90 A 89-80 B 79-70 C 69-60 D 50-0 F

At the end of the semester logon to your HCCS account to see your grades. The instructor posts grades in Eagle Online and in Peoplesoft.

This course is a web-enhanced or Online course. The web-enhanced group will meet live in the classroom, and both groups will submit all assignments on-line through HCC's Eagle Online (EO) learning management system. All handouts, lecture notes, and assignment instructions are posted in EO as well. To get to EO, use the Firefox browser to go to www.hccs.edu, Select "Online Courses," then select "Eagle Online login" (or use this link to go directly to EO <https://hccs1.mrooms3.net/login/index.php>). Type your W student ID number for the Username, and type the word "distance" for the password the first time you login. You can change the password once you are logged in. If you have any difficulty with access to this, contact the professor the next class period. Your access to this learning management system will be vital to your success in the class.

Assignments and Late Work: Assignments are listed by the week on the syllabus; however, the instructor reserves the right to make revisions in the syllabus, as needed. Students who are absent are responsible for getting missed work/notes from other classmates, which is referred to as "networking." You will submit all assignments for evaluation through Eagle Online. All assignments must be typed. Students should store all papers until the end of the following semester. I WILL NOT ACCEPT LATE ASSIGNMENT SUBMISSIONS EXCEPT IN CIRCUMSTANCES THAT I DETERMINE TO BE AN EXTREME MEDICAL EMERGENCY WITH DOCUMENTATION THAT I DETERMINE APPROPRIATE ON A CASE-BY-CASE BASIS. I WILL NOT ARGUE WITH STUDENTS ABOUT THIS. THIS IS PRIOR NOTICE OF THE POLICY.

Make-up Policy: Students who miss the midterm or the final exam are expected to speak with the instructor first to explain the reason for the absence and may be asked to produce documentation to support it. Students will be allowed to schedule a time to write the exam at the instructor's convenience *at the instructor's discretion*.

Attendance: HCCS policy stipulates if a student misses 12.5% of class (which equates to approximately 6 class hours/4 class periods of instruction), that student may be dropped from the course *at the instructor's discretion*. **Tardiness:** Students are expected to be in class on time for each class and ready to learn. Students are in charge of their schedule, so if they cannot be on time consistently, they

should choose another class. Each instructor has his/her own policy on tardiness, which may or may not affect a student's grade or the number of absences during the semester. **Leaving Early:** Students who leave early may do so without permission, but they are responsible for missed work.

Incompletes: A student who receives an "I" (Incomplete) in the course has one long semester to complete course work. If the work is not submitted by this time, the grade will automatically become an "F."

Withdrawal: If a student decides to drop the course, he/she must do so on or before the last day to withdraw, which is posted on this course calendar, as well as the class schedule. If a student simply stops attending and fails to officially withdraw, he/she runs the risk of receiving an F or FX in the course, regardless of his/her scores on individual assignments. It is the student's responsibility to know and use the correct procedure for dropping a course. The instructor will not withdraw students from the course.

Web site for HCCS Cancellation, Delayed Opening/Early Closing: "In the event of severe weather or other conditions that pose a threat to the health or safety of students and/or employees, college administrators may make the decision to close campuses in affected areas. In this case, students, faculty, and staff are advised to monitor local radio and television stations for information and updates." In addition, students can log on to www.school-closings.net to find out about delays and canceled classes.

IT IS THE STUDENTS' RESPONSIBILITY TO BE PREPARED FOR CLASS! Preparation for class assignments: It is the students' responsibility to keep up with all course assignments! Students need to be aware that for the **3 hours** they are in class, they could conceivably spend **5-6 hours outside of class** on assignments. Part of a student's success in ENGL 1301 is his/her ability to adapt to the **pace**, working on several assignments at once, which requires many skills: following directions, reading, understanding, thinking, planning, writing, preparing documents, revising and proofreading, correcting errors in writing, participating in class discussions, and presenting.

Disabilities: Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty members are authorized to provide only the accommodations requested by the Disability Support Services Office. For more information, go to the HCC ADA Web site at: <http://www.hccs.edu/students/disability/faculty/index.htm>. For questions, call Chris Caldwell at 713-718-7218.

Cheating/Plagiarism/Academic/Scholastic Dishonesty: The Houston Community College *Student Handbook* defines the following criteria: "Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion." Please refer to the *Handbook* for the specifics of cheating on a test. "Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit." Collusion means "the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty include a grade of 0 to F for the particular assignment, failure in the course, and/or recommendations for probation or dismissal from the College System." Handbooks are available online at <http://www.hccs.edu/hccs/current-students/student-handbook/the-student-handbook>.

Student Conduct: The guidelines for student conduct are specifically defined in *The Student Handbook* [as] "mature, responsible adults ... they will voluntarily observe these rules as a matter of training and habit. Students [will] not interfere with or disrupt the orderly educational processes of the College System." It is expected that students will demonstrate both courtesy and cooperation in the classroom. A student who either cannot or will not extend both courtesy and cooperation may not continue the course. Ringing cellular phones or sounding pagers constitute an interruption of instruction. Students must remember to **TURN OFF phones and beepers** when they are in class.

Communication with instructor: This is essential in all your classes. Please keep me informed of any problems you are having, either with the course itself, or in keeping up with assignments. Remember: instructors are your allies, not your enemies, but you must keep them informed if you are having problems. Questions are invited in this course. It is the opinion of your instructor that questions from students demonstrate both interest and knowledge. Always feel free to ask questions.

Student Grievances: Students who wish to complain about any aspect of their education should first speak with their instructor. If the situation remains unresolved, then the student has the right to file a student grievance. Forms can be picked up in the office of the Dean of Instruction. These forms are first submitted to the Department Chair who will then consult with the student and other parties involved in an effort to come to a reasonable resolution of the problem. Read your **Student Handbook** paying particular attention to the section on Student Policies. Within this section is a segment on **Grievance Procedure** as well as one on **Academic/Scholastic Dishonesty**. It is important that you familiarize yourself with both your rights and responsibilities as a student. **HCCS Student Handbook -- <http://digital.turn-page.com/title/7027>** Distance Ed students also must be familiar with the DE student handbook -- <http://de.hccs.edu/portal/site/de/menuitem.2b6e81332bdb11b9759b8e10507401ca/?vgnextoid=6fb5596a7e1ff110VgnVCM2000001b4710acRCRD&appInstanceName=default>

Southeast Campus Writing Center: The Southeast Campus provides a Writing Center in Room 102 in the Felix Morales building. To check out the Writing Center online, go to <http://learning.sec.hccs.edu/courses/tutoringcenters/writingcenter>. To make an appointment for writing assistance in the Writing Center, go to the Writing Center. For additional online tutoring assistance in English, go to <http://www.askonline.net>. The instructors in the Writing Center will not write your papers for you, but they will give you expert advice and guidance in completing your written assignments for all of your classes, not just for English classes.

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, 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. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Technical Compliance: This class is a web-enhanced live or distance-education (DE) class, using EO to present lectures, assignment instructions, supplemental “handout” materials, and for student submission of homework/exams for evaluation. It is the student’s responsibility to learn how to use EO, including email, assignment submission, checking announcements, checking grades, accessing files, and so on. The Professor will provide a demonstration of the system in live web-enhanced classes and a limited amount of troubleshooting for DE classes. I will attempt to troubleshoot what difficulties you may have with EO, but it may be that you will need to contact one of the IT specialists in the system for help (desupport@hccs.edu). If the troubleshooting, does not work, a face-to-face conference may be needed.

Each student is responsible to maintain Internet access throughout the duration of course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor/system; a stable Internet connection; and use of the Firefox browser when using Eagle Online. *The instructor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.* Failure to maintain Internet access shall not constitute a valid excuse for missed work. Each HCC campus has a computer lab specifically for student use and access to the Internet. Additionally, the HCC Library facilities have computers for student use. If the student’s personal Internet access goes down for whatever reason, the student still has access to HCC facilities to continue the work without excuse. Any student who cannot keep up with the coursework in these circumstances must consider dropping the course.

If a student has not reset his/her email profile within PeopleSoft to reflect that email which he/she uses most often, the Eagle Online system will default to delivering notifications and messages to that student's HCC default email address, i.e., firstname.lastname@student.hccs.edu. The Professor is not responsible for communicating with students who fail to follow this instruction.

The instructor reserves the right to change various assignments of this syllabus at his or her discretion.

Mission Statement: The purpose of the English department is to provide courses that transfer to four-year colleges; to introduce students to literature from diverse traditions; to prepare students to write clear, communicative, well-organized, and detailed prose; and to develop students’ reading, writing, and analytical skills.

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**EXEMPLARY EDUCATIONAL OBJECTIVES FOR ENGLISH 1301**

- ✓ To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- ✓ To understand the importance of specifying audience and purpose and to select appropriate communication choices.
- ✓ To understand and appropriately apply modes of expression (descriptive, expository, narrative, scientific, and self-expressive) in written, visual, and oral communication.
- ✓ To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- ✓ To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- ✓ To develop the ability to research and write a documented paper and/or to give an oral presentation.

**ENGLISH 1301 STUDENT LEARNING OBJECTIVES**

- ✓ Demonstrate knowledge of writing as process
- ✓ Apply basic principles of critical thinking in analyzing reading selections, developing expository essays, and writing argumentative essays
- ✓ Analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers
- ✓ Write essays in appropriate academic writing style using varied rhetorical strategies
- ✓ Synthesize concepts from and use references to assigned readings in their own academic writing

## ENGL 1301 16 week session Fall 2012

| <b>Class</b>   | Use Firefox -- <a href="https://hccs1.mrooms3.net/login/index.php">https://hccs1.mrooms3.net/login/index.php</a>                              |                                                                                                                                                                                                  |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Period</b>  | <b>English 1301 Topics</b>                                                                                                                    | <b>Assignments</b>                                                                                                                                                                               |
| <b>Week 1</b>  | Proof of registration in this section<br>Introduction to class and to the writing process<br>The writing process<br>Paragraph/essay structure | Read handbook chapters on Planning an Essay, Drafting, Revising, Writing Paragraphs, Developing a Thesis Statement<br>Read Essay "Freewriting"<br>Read Sample Narrative Essays from the readings |
| <b>Week 2</b>  | The writing process<br>Responding to readings<br>Paragraph/essay structure<br>Introduction to Writing Narration<br>Manuscript form            | Read handbook chapters on Sentence Basics, Sentence Fragments, Comma Splices, and Run-on Sentences<br>Begin writing the rough draft of Narration/Description Essay                               |
| <b>Week 3</b>  | Due: Rough draft Narration and Description Essay<br>Narration and Description<br>Writing Introductions and Conclusions                        | Read handbook chapters on Revising/Editing for Clarity, Adjectives & Adverbs, Quotation Marks<br>Finish the draft of the Narrative Essay to submit next week.                                    |
| <b>Week 4</b>  | <b>Due: Narration and Description Essay</b><br>Comparison and Contrast                                                                        | Read handbook chapters on Subject-Verb Agreement, Problems with Verbs and Verb Forms<br>Read Sample Comparison Essays from the readings                                                          |
| <b>Week 5</b>  | Comparison and Contrast                                                                                                                       | Read handbook chapter on Problems with Pronouns<br>Write rough draft Comparison and Contrast Essay                                                                                               |
| <b>Week 6</b>  | Due: Rough draft Comparison and Contrast Essay<br>Comparison and Contrast<br>Process Analysis                                                 | Finish the draft of the Comparison Essay to submit next week.<br>Read Sample Process Analysis Essays from the readings                                                                           |
| <b>Week 7</b>  | <b>Due: Comparison and Contrast Essay</b><br>Process Analysis                                                                                 | Prepare for Mid-term In-class essay next week<br>Read handbook chapters on Revising Awkward or Confusing Sentences                                                                               |
| <b>Week 8</b>  | <b>Mid-term In-class Essay Exam Wednesday, October 17, 2012</b>                                                                               |                                                                                                                                                                                                  |
| <b>Week 9</b>  | Division and Classification                                                                                                                   | Read handbook chapters on Misplaced and Dangling Modifiers, Faulty Parallelism<br>Read Sample Division/Classification Essays from the readings                                                   |
| <b>Week 10</b> | Due: Rough draft Division and Classification Essay<br>Illustration/Example                                                                    | Finish the draft of the Classification Essay to submit next week.                                                                                                                                |
| <b>Week 11</b> | <b>Due: Division and Classification Essay</b><br>Illustration/Example<br>Definition                                                           | Write rough draft of the Definition Essay<br>Read Sample Illustration/Example and Definition Essays from the readings                                                                            |
| <b>Week 12</b> | Due: Rough draft Definition Essay<br>Definition                                                                                               | Finish the draft of the Definition Essay to submit next week.                                                                                                                                    |
| <b>Week 13</b> | <b>Due: Definition Essay</b><br>Cause/Effect<br>Argument and Persuasion                                                                       | Read Sample Cause/Effect and Persuasion Essays from the readings<br>Work on planning practice topics for the Final Exam                                                                          |
| <b>Week 14</b> | Argument and Persuasion                                                                                                                       | Prepare for Final In-class Essay Exam<br>Work on planning practice topics for the Final Exam                                                                                                     |
| <b>Week 15</b> | <b>Due: Journal</b>                                                                                                                           | Prepare for the Final Essay Exam as directed by the instructor.                                                                                                                                  |
| <b>Week 16</b> | <b>Final In-Class Essay Exam</b><br>(A persuasive essay written in class.)                                                                    | <b>25071--Monday, Dec. 10, 2012</b> No Class Wednesday, Dec. 12, 2012<br><b>25066--Wednesday, Dec. 12, 2011</b> No Class Monday, Dec. 10, 2012                                                   |

\*The Instructor reserves the right to change various parameters of this syllabus at his discretion.\*

## English 1301 16-week Fall 2012 Calendar

| Wk. | Sunday    | Monday                                   | Tuesday | Wednesday                                                        | Thursday                        | Friday                          | Saturday                         |
|-----|-----------|------------------------------------------|---------|------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------------------|
| 1   | 26 August | 27 <b>First Day of Class</b>             | 28      | 29                                                               | 30                              | 31                              | 01 September                     |
| 2   | 02        | 03 <i>No Class<br/>Labor Day</i>         | 04      | 05                                                               | 06                              | 07                              | 08                               |
| 3   | 09        | 10                                       | 11      | 12                                                               | 13                              | 14                              | 15                               |
| 4   | 16        | 17                                       | 18      | 19 <b>Narrative Essay Due</b>                                    | 20                              | 21                              | 22                               |
| 5   | 23        | 24                                       | 25      | 26                                                               | 27                              | 28                              | 29                               |
| 6   | 30        | 01 <b>October</b>                        | 02      | 03                                                               | 04                              | 05                              | 06                               |
| 7   | 07        | 08                                       | 09      | 10 <b>Comparison Essay Due</b>                                   | 11                              | 12                              | 13                               |
| 8   | 14        | 15                                       | 16      | 17 <b>Mid-term Essay</b>                                         | 18                              | 19                              | 20                               |
| 9   | 21        | 22                                       | 23      | 24                                                               | 25                              | 26                              | 27                               |
| 10  | 28        | 29                                       | 30      | 31                                                               | 01 <b>November</b>              | 02 Last Day to Withdraw         | 03 Set clocks <i>back</i> 1 hour |
| 11  | 04        | 05                                       | 06      | 07 <b>Classification Essay Due</b>                               | 08                              | 09                              | 10                               |
| 12  | 11        | 12                                       | 13      | 14                                                               | 15                              | 16                              | 17                               |
| 13  | 18        | 19                                       | 20      | 21 <b>Definition Essay Due</b> (no class for night classes only) | 22 <i>Thanksgiving No Class</i> | 23 <i>Thanksgiving No Class</i> | 24                               |
| 14  | 25        | 26                                       | 27      | 28                                                               | 29                              | 30                              | 01 <b>December</b>               |
| 15  | 02        | 03 <b>Journal Due</b>                    | 04      | 05 <b>Journal Due</b>                                            | 06                              | 07                              | 08                               |
| 16  | 09        | 10 <b>Final Exam 25071 9:00AM</b><br>>>> | 11 >>>  | 12 <b>Final Exam 25066 12:00PM</b>                               | 13 <<<                          | 14 <<<                          | 15                               |

**English 1301**  
**HCC Eastside Campus**  
**PW Stauffer, Instructor**

**Out-of-class Writing Assignment List for English 1301 Composition 1**

Students will submit all out-of-class assignments via Firefox through Eagle Online at <https://hccs1.mrooms3.net/login/index.php>. Each assignment is explained in more detail in Eagle Online.

**Essays**

Each of these essays is to be at least 750 words long. You will write them outside of class time and have a draft of each finished at least a week before the due date for peer analysis from one of your classmates. Refer to the list of topics for possible subjects for writing.

Narrative/Descriptive Essay—Due Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (15% of course grade)

Write a narrative essay (one story told to make a point); the entire essay is devoted to elaborating this one story. Refer to the list of topics for a start. Make sure that you specify for the readers the point of the narrative in the introduction and remind them of it again in the conclusion.

Comparison Essay—Due Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (15% of course grade)

Write a comparison essay to compare only two people, places, things, or ideas. There is no list of topics. Make sure that you specify for the readers the point of the comparison in the introduction and remind them of it again in the conclusion.

Division/Classification Essay—Due Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (15% of course grade)

Write a division/classification essay in which you divide a large group into smaller subcategories and thoroughly explain each category. Make sure that you specify for the readers the point of the division scheme in the introduction and remind them of it again in the conclusion.

Definition Essay—Due Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (15% of course grade)

Write a definition essay in which you clarify some vague concept or add new information to your reader's understanding of the concept. Refer to the list given in class. Make sure that you specify for the readers the point of the definition in the introduction and remind them of it again in the conclusion.

Journal—Due Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (10% of course grade)

Follow the directions on the handout for writing the journal entries required for this assignment.

**English 1301 Grade Analysis**

|                                     |                                 |                               |
|-------------------------------------|---------------------------------|-------------------------------|
| Narrative Essay score (15%) _____   | Journal score (10%) _____       | Final Essay score(20%)+ _____ |
| Division Essay score (15%)+ _____   | Midterm Essay score (10%) _____ | x .20                         |
| Comparison Essay score (15%) _____  | _____                           | (C) _____                     |
| Definition Essay Score (15%)+ _____ | x .10                           |                               |
| x .15                               | (B) _____                       |                               |
| (A) _____                           |                                 |                               |

|   |    |    |   |               |
|---|----|----|---|---------------|
| A | +B | +C | = | Final Average |
|---|----|----|---|---------------|