





Template · College Readiness · Eng Com/Foreign Languages ESL

COMG 1076: Reading & Writing, Foundation | # 10399

10/24/22-12/08/22

 Course Meetings

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## Course Modality

In-person

## Meeting Days

Monday  Tuesday  Wednesday  Thursday

## Meeting Times

11:00am-01:30pm.

## Meeting Location

Alief-Hayes Campus, Room B 142

Lecture

 Welcome and Instructor Information

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Instructor: Riffat Saeed

## Office Hours

Monday, Tuesday, Wednesday, Thursday, 11:00 AM to 01:30 PM, Alief-Haye Campus CE Languages Office. Please email or send me a Microsoft Teams message to make an appointment. If you need to contact me outside of class, I can be reached by email. 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 purpose of COMG 1076 is to increase students' knowledge of English Language skills.

The instruction includes reading, writing, listening, grammar, vocabulary and pronunciation. Students will have multiple opportunities to practice their reading and writing skills during class time.

My Personal Welcome

Dear Students, I want to welcome each of you to Houston Community College! You are about to start an exciting time. We assure you that everyone in the College wants to help you reach your goals.

Preferred Method of Contact

Please email me at [riffat.saeed@hccs.edu](mailto:riffat.saeed@hccs.edu) or send me a Microsoft Teams chat message.

Office Hours

Monday, Tuesday, Wednesday, Thursday 10:00 AM to 2:00 P M.

## Course Overview

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### Course Description

COMG 1076 is a course designed with workplace-related topics to guide improvement of reading and writing skills for job success and professional development. Emphasis will be placed on industry-related communicative approaches such as the stages of writing, from generating ideas, to drafting and revising, to proofreading and editing. Students will increase their reading comprehension and refine written production and interpretation of business-related context and content for enhanced job productivity and control of the English language. This course was designed to be repeated multiple times to help students gain writing fluency and to improve communication accuracy.

### Requisites

COMG 1076 requires Placement/Accuplacer test score for Pre-Level 1. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### Department Website

<https://www.hccs.edu/continuing-education/departments/languages---ce-intensive-english-program/>

## Core Curriculum Objectives (CCOs)

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The purpose of COMG 1076 course is to increase student's knowledge of academic and workplace English reading and writing skills. These skills are emphasized in everyday public and workplace communication to build structured writing tasks. The instruction includes grammar, vocabulary, and rhetorical objectives for practice through approaches based on the

writing process. The course is for the adult learner who needs pre-literacy skills or pre-level one (1) preparation.

## 📄 Student Learning Outcomes and Objectives

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### Program Student Learning Outcomes (PSLOs)

Upon successful completion, the students will be able to:

1. Students will learn reading and writing skills through classroom and take-home assignments.
2. Students will review assignments and activities to strengthen their reading and writing skills.
3. Students will use their knowledge of academic and workplace English in diverse public settings to increase confidence and performance.
4. Students will demonstrate reading comprehension and writing processes and gains as evidenced by results on activities and assessments.

### Course Student Learning Outcomes (CSLOs)

Upon successful completion, the students will be able to:

#### **Reading**

1. Can understand the main idea of short, simple informational material and descriptions.
2. Can identify key information in short, simple factual texts from the headings and pictures.
3. Can find and extract specific information (e.g. facts and numbers) from simple informational texts related to everyday life.

#### **Writing**

1. Can use basic connectors to link simple ideas.
2. Can ask and answer basic questions in writing about familiar topics.
3. Can engage in basic social communication online.
4. Can make simple comparisons between people, places or things.
5. Can plan and write a short, simple paragraph on familiar topics.
6. Can make basic revisions and edits to improve sentence structure, and content.

#### **Vocabulary**

7. Can understand the probable meaning of simple unknown words from short, familiar contexts.
8. Can utilize new vocabulary words to express themselves appropriately in simple written form.

## 📄 Departmental Practices and Procedures

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## Department Specific 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 derived.
- Facilitate an effective learning environment through learner-centered instructional techniques.
- Provide a description of any special projects or assignments.
- Inform students of policies such as attendance, withdrawal, tardiness, and make-up.
- Provide the course outline and class calendar which will include a description of any special projects or assignments.
- Arrange to meet with individual students before and after class as required.

As a student, it is your responsibility to:

- Attend 80% or more of scheduled classes.
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me.
- Read and comprehend the textbook.
- Complete the required assignments and exams.
- Ask for help when there is a question or problem.
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments.
- Complete the class with a final grade of 70% or more.
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook.

## Program-Specific Student Success

Students are expected to spend at least twice as many hours per week outside of class as they do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

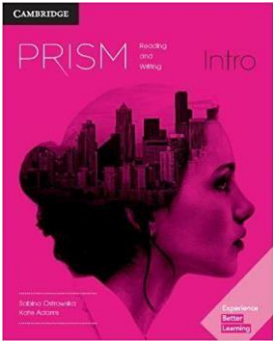
- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in-class activities

There is no shortcut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructional Materials and Resources

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### Textbook Information



The textbook listed below is **required** for this course.

**"Prism, Reading & Writing INTRO"** (3<sup>rd</sup> edition) by James R. Morgan and Nancy Douglas (Cengage). ISBN: 9781316624180

It is included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#) or the [publisher's online store](#).

Recommended dictionary in addition to the required textbook: *Collins COBUILD Intermediate Dictionary of American English*. New York: Heinle Cengage Learning, 2008. ISBN: 142-4-00776-3

## 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.

## Course Requirements

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### Assignments, Exams, and Activities

Exams (Midterm, Post-Test)	30%
• Part 1: Reading and sub-skills	20%
• Part 2: Writing	10%
Canvas Assignments	20%
Unit Writing Tasks (4 minimum)	30%
Cambridge One	15%
Class Participation	5%

#### Exams

This grade includes a midterm test and final test. On the last day of class, we will take the Post-Test (Final), which consists of multiple-choice questions covering Units 1 – 8. The Pre-Test that we take on the first day of class is not included in this grade.

- To take the test, please log in to your course in Canvas (<https://eagleonline.hccs.edu/login/ldap>).
- Keep your camera turned on for the entire test (online classes).
- Non-compliance will result in a grade of zero on that test.
- Your instructor will be present throughout the duration of the test.

#### Canvas Assignments

Students will complete graded exercises on Canvas each week. All exercises must be submitted by the due date.

## Cambridge LMS

Students will complete online workbook exercises on Cambridge LMS. The instructor will show students how to access the website and check their progress regularly.

## In-Class Activities

Other assignments are left to the instructor to decide.

## Grading Formula

Grade	Total Points
A	100 – 90
B	89 – 80
C	79 – 70
F	69 or below
FX*	Failure, Non-Attendance
W	Withdrawn

*\* FX grades are given ONLY to F1 students who do not attend enough classes to pass.*

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

## Instructor's Practices and Procedures

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### Incomplete Policy

### Missed Assignments/Make-Up Policy

It is the teacher's decision to allow make-up assignments or test. As a general rule, a student is permitted to miss one exam; however, the final decision is left to the instructor. Note: a make-up assignment/test is not a retake.

### Academic Integrity

The Division of College Readiness complies with HCC's policies on cheating and plagiarism. Cheating will result in a grade of zero on a test. Plagiarism will result in a grade of zero on that assignment. The second offense will result in a failing grade for the course. Students should be aware that the instructor will use plagiarism detection software and the internet when grading student work. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): <https://www.hccs.edu/studentprocedures>  
(<https://www.hccs.edu/studentprocedures>)

## Attendance Procedures

To fully benefit from the class, students are expected to attend at least 80% of classes. Tardiness and absences will be closely monitored and recorded by the instructor to ensure requirements are being met.

## Student Conduct

Students are expected to respect the instructor and fellow classmates. This means, respect of others' ideas, opinions and personal space. Should a problem or issue occur let your instructor or campus CE office know immediately.

## Instructor's Course-Specific Information

### Devices

Cell Phones, tablets, and smart watches can be disruptive during class. Please turn these devices off or set them on mute while in the classroom or student lab. The instructor will collect cell phones during tests.

## Faculty Statement about Student Success

### Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Social Justice Statement

## HCC Policies and Information

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### HCC Grading System

Grade	Total Points
A	100 – 90



B	89 – 80
C	79 – 70
F	69 or below
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W	Withdrawn

\* FX grades are given ONLY to F1 students who do not attend enough classes to pass.

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

## Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/>  
[\(https://catalog.hccs.edu/\)](https://catalog.hccs.edu/) 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

Link to HCC Academic Integrity Statement <https://www.hccs.edu/student-conduct>  
<https://www.hccs.edu/student-conduct> (scroll down to

subsections)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

## 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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement:

<https://www.hccs.edu/eo> (<https://www.hccs.edu/eo>)

### Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, 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 <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

### Title IX

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 [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

### Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/studentrights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

### Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content.

Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely.

Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

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 a guide.

### Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

### HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes:

<https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

## 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 derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments

Provide the course outline and class calendar that will include a description of any special projects or assignments Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem

Keep copies of all paperwork, including this syllabus, handouts, and all assignments

Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/egls3\)](https://www.hccs.edu/egls3)) 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. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student 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 \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) 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 <https://library.hccs.edu> (<https://library.hccs.edu/>).

### Supplementary 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 <https://www.hccs.edu/supplementalinstruction> (<https://www.hccs.edu/supplemental-instruction>)

### Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

### Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>  
(<https://www.hccs.edu/supportservices/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application: <https://www.hccs.edu/basicneeds>  
(<https://www.hccs.edu/basicneeds>)

## COVID-19

Here's the link to the HCC information about COVID-19: <https://www.hccs.edu/covid-19>  
(<https://www.hccs.edu/covid-19>)

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times.

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times.

### Online Anytime (WW)

Traditional online course without scheduled meetings.

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually.

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually.

## Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

## Course Calendar

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### 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 email, of any such changes.

### Course Calendar

Week	Dates	Topic/What's due
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1		<b>Syllabus</b> <b>Pre-Test</b> *Canvas tour, get on online platforms, and start online Introductions Unit 1: People
2		Finish Unit 1: People Start Unit 2: Climate Unit 2: Climate
3		Unit 3: Lifestyle Unit 4: Places
4		Finish any materials from Units 1-4 Review <b>Midterm Test (Units 1-4)</b> Unit 5: Jobs
5		Unit 6: Homes and Buildings Unit 7: Food and Culture
6		Unit 8: Transportation Review Class evals <b>Final Test (all units)</b>
		<b>Certificates</b>

## Additional Information

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### Departmental/Program Information

Houston Community College CE Intensive English Program offers three of the 5 levels of Intensive English -- Level Intro, Level 1 and Level 2. Upon completion of the CE Intensive English Level 2, students transition to ESOL Level 3 without further testing.

The goals of the CE Intensive English program are the following:

- Prepare learners for academic success in the American college settings
- Develop communication skills in global workplace environments
- Enhance intercultural understanding.

### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department CE Program Director. Maria Bazan-Myrick, Program Director [maria.bazanmyrick@hccs.edu](mailto:maria.bazanmyrick@hccs.edu); 713-718-5257

Division of College Readiness

CE Languages Department

CE Intensive English