

English 1301: Spring 2011
Composition and Rhetoric I

CRN: 65856/ 68028/ 80045

INSTRUCTOR: Dr. Ritu Raju

OFFICE HOURS: Town & Country Room 900 E (near the Commons)

PHONE: 713-718-5614 (leave message)

EMAIL: ritu.raju@hccs.edu (Email is the best way to contact me)

Important information: I am not online twenty-four hours a day, seven days a week. Therefore, you cannot expect an immediate answer to email messages or voice mail. If you ask a question you can expect an answer within 24 hours (probably less). **I DO** check my email on weekends and holidays, but may take a little longer to respond.

REQUIRED TEXT:

This semester, we will use the ENGL 1301 Study Guide published by our English Department. You can buy this at the bookstore in Spring Branch or Katy.

In addition, we will work with several readings that I will post or provide links to.

Course Goals: English 1301 is part of the Core Curriculum and, as such, emphasizes all of the Core Competencies: reading, writing, speaking, listening, critical thinking, and computer literacy. A specific listing of course goals and competencies is in the *English 1301 Study Guide*.

Credits: 3

Course Description: “A course devoted to improving the student’s writing and critical thinking. Writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. Core Curriculum course.” (*H.C.C.S. Catalog*)

Prerequisites: A satisfactory assessment score, completion of Eng 0310, or (for non-native speakers) Eng 0349.

Your grade is calculated as follows:

ASSIGNMENT	POINTS
Essay 1	100
Midterm Exam	100
Essay 2	100
Essay 3/Researched Argument	100
Final Exam	100

Reading Responses	100
Discussion Posts	200
Total	800

About evaluation of assignments:

If you receive an A: Your work shows solid understanding of the assigned task, of engaging style, of order and clarity, and consideration of audience. Critical insights go beyond surface understanding. Few if any distracting errors intrude on the reading or listening experience.

If you receive a B: Your work shows good understanding of the assigned task, of the basics of order, clarity and consideration of audience. Some order, grammar or usage errors may intrude, but not enough to frustrate the reading/listening experience.

If you receive a C: Your work shows at least a minimum understanding of the assigned task and basic organizational principles. However, underdevelopment, grammar and usage errors may impede the reading/listening experience.

If you receive a D or F: Your work shows serious misunderstanding of the assigned task. The work may contain problems with organization, grammar and usage, or development of ideas.

Letter grades are converted to numeric grades as follows:

A = 95; A- = 92, B+ = 87; B = 85, etc.

About due dates: Due dates are firm, and not meeting them will severely affect your grade. In simple English, **late work will not be accepted.**

IMPORTANT: In accordance with the English Department guidelines, all students must make a C average in the Mid-term and Final in-class writing assignments in order to receive a passing grade in this class.

Instructions for turning in assignments:

Please note the following requirements:

- **All papers will be submitted to turntin.com to check originality.** Papers not submitted will receive a grade of zero (0); in other words, you will not get a grade unless you submit your papers to turnitin.com.
- All major writing assignments must be completed to pass the course.
- All assignments using external sources need a Works Cited page in MLA style.
- **Plagiarism will earn a “0” in the course.**
- Make sure you save all assignments you submit.

Attendance and Class Participation: In a face-to-face class, you are expected to attend class regularly and to be an active participant in discussions. In an online class, this translates to

1. logging in regularly (at least twice a week, if not more)
2. completing discussion posts and reading responses on time
3. submitting assignments on time and according to instructions
4. staying on track with readings and assignments

Virtual Classroom Conduct:

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

3 Peat Rule:

“ Students who enroll for most credit CEU classes for a third or more times will be charged an additional \$50.00 per semester credit hour and \$3.00 per contact hours.”

Plagiarism and Collusion: The Student Handbook lists cheating, plagiarism, and collusion as scholastic dishonesty. It defines **plagiarism** as “the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit”. It defines **collusion** as “the unauthorized collaboration with another person in preparing written work for credit”. Possible punishments are “a grade of 0 or F on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System” See the *Student Handbook*.

In my own classes, students who intentionally or unintentionally plagiarize or collude on any assignment, major or minor, will receive an F in the course.

About tutoring: You are welcome to see our FREE and very good tutors for help in the Writing Center, Room 703. You can receive help in the Writing Center both day and evening. Two forms of tutoring are available to you:

- In person- at the Writing Center- located in South Hall, Room #703 of Town and Country Center located at 1010 W. Sam Houston Parkway North.
- Online: via askonline- see link for more information

<http://swc2.hccs.edu/e-tutor/>

A recommendation for tutoring is a clear and urgent signal that you have some remedial work to do on grammar, usage or general essay development.

BLACKBOARD STUDENT USER ID

Your Blackboard login user ID will be your HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From www.hccs.edu, under the column “CONNECT”, click on the “[Student System Sign In](#)” link
- Then click on “Retrieve User ID” and follow the instructions.

Or use the direct link to access the Student Sign In page:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The default student password is “distance.” Students will then be prompted to change their password after their first login. Please visit the Distance Education Technical Support website if you need additional assistance with your login.

DISTANCE EDUCATION (DE) ADVISING AND COUNSELING SERVICES

Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions can also be scheduled to provide brief counseling and community referrals to address personal concerns affecting academic success.

ASKDECOUNSELING FORM

[AskDECounseling](#) is a student services online help form. This is the best and quickest way for students to get accurate assistance with DE registration, enrollment, advising, and counseling. The online help form is simple to fill out, convenient, and readily accessible through the internet. Students do not have to travel to campus sites, leave work, or wait in an office or lobby to receive assistance. Upon submission, student requests are answered in the order they are received.

EARLY ALERT

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

HCC COURSE WITHDRAWAL POLICY

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals

throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

To help you avoid having to withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP

- **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their [HCC Student Center](#).**
- **HCC and/or professors may withdraw students for excessive absences without notification** (see Class Attendance below).
- **Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines.** Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

CLASS ATTENDANCE

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log into their Blackboard class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to withdraw officially from a course, the professor also has the authority to block a student from accessing Blackboard, and/or to withdraw a student for excessive absences or failure to participate regularly. DE students who do not log into their Blackboard class before the Official Day of Record will be automatically dropped for non-attendance. Completing the DE online orientation does not count as attendance.

DISABILITY SERVICES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office at the beginning of each semester. Professors are authorized to provide only the accommodations requested by the [Disability Support Services Office](#).

DE students who are requesting special testing accommodations may choose the most convenient DSS office for assistance each semester:

District ADA Coordinator – Donna Price – 713.718.5165

Central ADA Counselors – Jaime Torres & Martha Scribner – 713.718.6164

Northeast ADA Counselor- Kim Ingram – 713.718.8420

Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422

Southeast ADA Counselor – Jette Lott - 713.718.7218

Southwest ADA Counselor – Dr. Becky Hauri – 713.718.7910

Coleman ADA Counselor – Dr. Raj Gupta – 713.718.7631

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

LIBRARY RESOURCES

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit [Library Resources](#) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

ONLINE TUTORING

HCC provides free online tutoring in writing, math, science, and other subjects. Look for Ask Online on your Blackboard log-in page. This directs students to the HCC [AskOnline](#) Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

SOCIAL NETWORKING

DE students are encouraged to become a fan of [DE on Facebook](#) and follow [DE on Twitter](#). These social networking sites can provide a sense of community for the online learner, as well as up-to-date information and announcements related to HCC and DE.

VIRTUAL CLASSROOM CONDUCT

As with on-campus classes, all students in HCC Distance Education courses are required to follow all [HCC Policies & Procedures](#), the [Student Code of Conduct](#), the [Student Handbook](#), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.