# English 1302: Composition II

## Course Information

CRN: **15004 (Tues/Thurs)-16144 (Sat)**

Credit: 3 SCH

Location: **Eastside Campus/West Loop**



## Instructor Information

Name: **R. Hinchen-Bryan**

Phone:

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Learning Web:

[**https://learning.hccs.edu/faculty/ronique.hinchen**](https://learning.hccs.edu/faculty/ronique.hinchen)

Office: **N/A**

Office Hours: **TBA**

**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. Core curriculum course. Prerequisite: ENGL 1301 Composition I or its equivalent.

**Student Learning Outcomes:** Upon successful completion of this course, students will:

* Demonstrate knowledge of individual and collaborative research processes.
* Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
* Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
* Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
* Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

**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, oral and visual communication.
* **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
* **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Course Materials:**

**Textbook: Current Issue and Enduring Questions- 11th Edition**

**ISBN: 9781319102227**

**\*Online Resource:** [**https://owl.english.purdue.edu/owl/**](https://owl.english.purdue.edu/owl/)

**OTHER MATERIALS**
**Paper and pens (Red pen for editing)**

**Highlighter (s)
College-level dictionary and thesaurus
Folder or binder to keep your handouts and papers together
Flash Drive/USB**

**Small stapler**

**Prerequisite Reminder:**

Students must have completed **English 1301** to be eligible to enroll in this course. Any students who have not completed this required course will be withdrawn from the course.

**Course Requirements:**

Assignments must meet requirements as outlined in this document, verbally conveyed in class, and explained on assignment sheets

• Assignments that do not meet requirements run the risk of getting an automatic zero

• Students must turn in all major assignments to pass the course, and must have a “C” or better on the midterm as well as the final to make a “C” or better in the course

• Late work will lose a letter grade for each week that it is late, no extra credit, no curve

• You may not submit a paper for a grade in this class that has been submitted for a grade in another class unless I give prior permission

 • Each essay must be submitted to turnitin.com by the due date

• You must show evidence of a verifiable writing process by turning in working drafts and feedback from online or writing center tutors—failure to do so will result in a loss of 20 points

• Essays must be formatted in accordance with MLA manuscript guidelines (see our Learning Web site, Eagle Online, McGraw-Hill, Purdue Owl Online or writing manuals for more information); failure to adhere to MLA guidelines will result in an automatic “0” on the essay

• Essays must be typed, 12pt, Times New Roman or Arial font—black ink only

• Group presentations must be typed in MLA format and handed in with a copy of the presentation/slides

• The final exam will be scheduled the week prior to the finals period

• Make-up tests are at my discretion

**Assignment Percentages:**

**Essay 1: 10 %**

**Essay 2: 20 %**

**Essay 3: 20 %**

**Midterm: 10%**

**Final: 15%**

**Class Assignments/Portfolios: 10%**

**Presentations: 15%**

**Total 100%**

**Instructor Requirements:**

Please **do not** use your cell phone or any other mobile device during class. That means no texting, no surfing the web, no gaming, etc. Doing this during class is disrespectful to me and to the students around you; during an exam it is considered cheating. If I see someone violating this policy, I will stop class and ask that person to leave. A second violation will result in automatic failure of the course.

Please be respectful of people’s opinions and discussions. Rudeness **WILL NOT** be tolerated. Pay attention and participate as much as possible because it could be the difference from obtaining a passing grade and a failing one.

**Paper Format:**

· Blue or black ink only (in class handwritten assignments)--\****Please note-In Lab Classes--all work will be typed***

· White notebook paper only - no frayed edges

· Handwritten work should be written on one side only

· Length -- two to three full pages (approx. 300-500 words) on in class handwritten essays & out of class typed Journal/Reading Notebook Entries --out of class typed “short” essays (750-1,000 words)

· Do not use white out/liquid paper on in class essays

· Hand in rough drafts with final drafts -- out of class typed papers

· Typed papers must adhere to MLA style format

· All work completed outside of class needs to be created utilizing Microsoft Word so it will be compatible with the lab/instructor computer software – if you are using Microsoft Works or Word 2007, you will need to save your work as “Word for Windows 97-2003”. Please talk to me if you are unsure of how to save your work.

**Lab Conduct/Rules:**

\*No cell phones

\*No palm pilots

\*No laptops

\*No food or drinks

\*No unauthorized chatting

\*No students allowed in the room without instructor

\*No students allowed to print personal information or download vast amounts of data (Students are only allowed to print class assignments per the instructor’s directions)

\*No viewing of pornography

\*No hacking attempts or trying to access hacking sites

\*No downloading of AOL.com

***Please note -- the above rules are maintained to enhance the lab experience for all HCCS students. All computer lab activities will be monitored carefully by the instructor and HCCS IT personnel.***

**Other Course Policies:**

\*Please turn off cell phones and beepers prior to entering the classroom.

\*No cell phones, Blue-tooths, MP3 Players, or IPODS **in sight or in use inside the classroom** – cell phones should be **turned off prior to entering class and are not allowed in sight** – please place them in bags or pockets. Please remove ear buds/devices prior to entering class.

\*Please do not bring children, boy/girl friends, family members, etc. to class with you -- only students registered in the class may attend.

\*Please do not chat with class colleagues during discussion.

\*Please do not pack up books and belongings prior to being dismissed -- I will announce when class has been completed and it is time for you to leave.

\*If you should miss class for any reason, it is your responsibility to make up the work you missed and to contact me for any special instructions on work you missed. It is also strongly recommended that you obtain the phone number of a classmate to aid you in this situation. \*Attendance will be checked daily. Excessive tardies will not be tolerated. Excessive is defined as more than two tardies and/or more than 10 minutes. If a student misses more than 30% of the class by coming late or leaving early, this will count as an absence. Please note: tardies will have an effect on the grade you receive for the course (i.e. points for the work you miss such as quizzes, in class writing assignments, etc. will be deducted from your final grade average). Please make an effort to be on time to avoid losing points and disrupting the class.

**Grading**:

A (90-100%) Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.

B (80-89%) Above average work that shows understanding of the writing topic,

has few serious errors, and provides good communication with a specific audience.

C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

D (60-69%) Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.

F (0-59%) Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience

**Important Dates (Fall 2018 Regular Term—16 Weeks):**

Aug. 27: Classes Begin

Sept. 10: Official Date of Record

**Nov. 2: Last Day for Administrative /Student Withdrawals (4:30pm)**

**Nov. 22-25: Thanksgiving Holiday—Offices Closed**

Dec. 10-16: Final Exams for 16 week semester ‘Face to Face’ Courses

Dec. 16: Semester Ends

Dec. 17: Grades Due by Noon

Dec. 21: Grades Available to Students

**Student Support Services:**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

*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**

713-718-6629

713-718-5604

**Interpreting and CART services**

713-718-6333

*Accommodations due to a Qualified Disability*: HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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 <http://www.hccs.edu/support-services/disability-services/>

*Libraries*: 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/locations_hours>

*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 <https://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.

*Open Computer Labs*: Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

*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:  <http://ctle3.hccs.edu/alltutoring/> for times and locations. For more information about tutoring at HCC, please go to hccs.edu/district/students/tutoring.

**Important HCCS and Course Policies:**

Please see <http://www.hccs.edu/resources-for/current-students/student-handbook/> for any changes to HCC policies that might happen during the semester.

*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. (See Student Handbook)

*Attendance*: Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. When you miss class, you are still responsible for what happens in class. Keep in mind that whatever the reason for your absence, you will still miss important course work. If you know you must be absent or if you have an emergency, let me know **before** **class** and make plans to meet with me in office hours. If you have more than four (4) absences before the official date of record **September 10, 2018**, you may be automatically withdrawn from the course.

*Campus Carry*: At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/>

*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 Survey 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 <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> for directions.

*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 may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

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.

*HCC Online*: (**To be included in syllabi for HCC Online courses only**): Access HCC Online Policies on their Web site: <http://www.hccs.edu/online/>

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's

responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online

Student Handbook by visiting this link: <http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

*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.

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

*Sexual Misconduct*: 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. 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 and Diversity, 3100 Main, Houston, TX 77266-7517, or institutional.equity@hccs.edu.

*Title IX Discrimination*: 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 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

*Withdrawal Policy*: Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is **November 2, 2018.** Please remember that it is the student’s responsibility to withdraw from a course. If you stop attending the class and don’t withdraw by this date, you are subject to the FX grading policy.