



**Division of English and Communication
English Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

ENGL 1301: Freshman Composition I | Lecture | 20475

Fall 2020 | 16 Weeks (8.24.2020-12.13.2020)

Online | Online | Tues/Thus 5:30-6:50

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Ronique Hinchen-Bryan, M.A. Office Phone: 713-718-6671
Office: Online Office Hours: Virtual if needed.
HCC Email: Ronique.hinchen@hccs.edu

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns or just to discuss course topics.

Instructor's Preferred Method of Contact

Please contact me with questions or concerns via email at ronique.hinchen@hccs.edu or Canvas Inbox. 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 Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

Personal Welcome

Hello All! I am so glad that you are choosing to expand your horizons and further your education. I am here to help you every step of the way. This class will be innovative, thought-provoking and extremely special. I want this trip of your journey to not only make you think, but take action. YOU are the future and WE need you to be successful, therefore, no excuses on my end and there should be none on yours. We are in the together!!!

Prerequisites and/or Co-Requisites

A satisfactory assessment score, completion of INRW 0420 (or for non-native speakers ESOL 0360.) Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Learning Management System

This section of ENGL 1301 will use [Eagle Online Canvas](#) and/or the Learning Web for all assignments, exams, and activities. . Every assignment that we will do will be posted on the Learning Web and online in a shell. Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course shell. When accessing the course on Canvas, it is recommended that you use [FIREFOX](#) or [CHROME](#).

This semester, there are three modalities for English courses: Online Anytime, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of ENGL 1301 is Online on a Schedule and meets on Tuesdays and Thursdays from 5:30-6:50 p.m.

HCC Online Information and Policies

<http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://learning.hccs.edu/faculty/ronique.hinchen/fall-20201301>

Instructional Materials

Course Reader Information

Textbook: The Norton Reader 14th Edition

*Online Resource: <https://owl.english.purdue.edu/owl/>

Everything necessary for the course will be posted as required reading material on our course page. All of these readings are mandatory and are meant to assist you in the course.

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

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. 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.

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 <http://library.hccs.edu>.

Supplemental 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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview for ENGL 1301

ENGL 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1301 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
- **Communication:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **Personal Responsibility:** Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

Course Student Learning Outcomes (CSLOs) for ENGL 1301

Upon successful completion of ENGL 1301, the student will be able to:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

Student Success in ENGL

As with any three-hour course, expect to spend **at least six hours per week** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. 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 your guide.

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 calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the HCCS Student Handbook

Assignments

Written Assignments and Essays

Students will write a minimum of 5,000 words over the course of the semester.
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- Each essay must be submitted to canvas through turnitin.com by the due date. **No assignment** will be accepted via email. Be sure you have Turnitin.com confirmation after you upload your work; screenshot it, if needed. If you do not see a confirmation that your assignment has been submitted, your paper has not been uploaded correctly or at all. If for some reason your paper doesn't upload, you'll need that screenshot to prove that you submitted your essay on time. THIS IS YOUR RESPONSIBILITY.
- If asked, 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.

Exams

There will be a few exams/quizzes in this class. **Exams will be done in QuizStar. You must create an account and do your quizzes on the site. I will transfer the grades in the Canvas grade book.** The quizzes will be multiple choice with no more than 50 questions consisting of the information from the assigned reading. We will have a mid-term exam and a final exam also. Lastly, throughout the semester we will have interactive "quizzes" called Kahoot. These interactive quizzes are used to either introduce a concept to the class or to review a concept. These quizzes are worth "bonus points" and will not negatively affect your grade. All of your exams will be in an online format. They each will be timed in some capacity and will count as a total of 10% of your grade in total except for the mid-term which is 10% of your grade by itself and the final exam is worth 10% of your total grade. Make-up exams are at my discretion and you will only get one attempt.

In-Class Activities

You will have a minimum of 2 group activities, with the possibility of more depending on how the course proceeds. Each person is responsible for the success of the group. Sometimes the groups will be assigned and other times you may choose your group members. Participation with discussions and readings is also key.

Grading Formula

Grading Formula

Essays/Projects	40%
Homework	20%
Class Participation/Attendance	10%
Quizzes, Common Assessments	20%
Final Exam	10%
Total	100%

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

Course Calendar

Week	Dates	Topic / Assignments Due
1		Course Introduction/Diagnostic Essay
2		Course Information/Presentation
3		Introduction to Writing Process/Short Writing #1
4		Readings Review/Presentations
5		Essay #1 Due/QuizStar #1
6		Fable Assignment #2/Essay #2 Due
7		Discuss Readings/Expository Writing/Short Writing #2
8		Short Writing #2 Presentations/Essay #2
9		Midterm
10		Essay #2 Due/QuizStar #2
11		Writing Workshop
12		Visual Assessments/Essay #3
13		Writing Workshop
14		Essay #3 Due/Quizstar #3
15		Final Exam/Essay Review/Due Dates
16		Final Exam

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 e-mail, of any such changes.

Instructor's Policies

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

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 Procedure

HCC policy states that a student may not miss more than 12.5% of class, which would be four class meetings in a regular, 16-week semester. Because of the timeline and nature of our online course, **if you fail to log in and complete work for more than four days, you will be dropped from the course for failure to participate.** If you have not logged into our course at all before the Official Day of Record (Sept. 8, 2020), you will be dropped.

In addition, you will have three assignments (the Diagnostic Essay, Introduction Presentation and I Want a Wife Reading) to complete before the deadline of August 31, 2020. All three are found on our course page in Canvas and the assignment directions are in the Learning Web. Failure to complete these three assignments by the deadlines will result in automatic withdrawal from the course. Plagiarizing any of these assignments will count as failure to complete and will lead to automatic withdrawal from the course.

Student Conduct

Our shared responsibility is to develop and maintain a positive learning environment. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to help me achieve this critical goal. You will be engaging with your peers in discussion forums and other mediums.

As such, you might encounter ideas different from yours. I expect you to be courteous and respectful to your peers at all times. Failure to do so will result in a referral to the appropriate Dean of Student Services and possible dismissal from the course. Since this is an online course, you will be communicating with me frequently via Canvas Inbox. Please include a relevant subject line for your message in all communications, along with an appropriate greeting and correct spelling. These are the basics of written communication but are often lost in online writing. I cannot respond to emails sent via outside email addresses.

Instructor's Course-Specific Information (Change TITLE as Needed)

Plan ahead. Because our course is always available, there are no acceptable reasons for late work. Missed deadlines come with consequences.

- All essays 3 will lose ten points for each day they are late until they reach an F (50) for a base score. They will not be accepted for credit after more than five days.
- Online Discussions cannot be made up after the deadlines.

Paper Format:

1. Black ink only **--all work will be typed**
2. In Class typed "short" essays (750-1,000 words)
3. · Typed papers must adhere to MLA style format
4. · 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.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Ability 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

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) 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. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS³ surveys are not offered during the Summer semester due to logistical constraints.

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](#) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

<http://www.hccs.edu/departments/institutional-equity/>

Ability Services

<https://www.hccs.edu/support-services/ability-services/>

Title IX

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

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

Department Chair Contact Information

Dr. Alan Ainsworth, alan.ainsworth@hccs.edu, 713.718.7591