**English 1301 (ENG 1301)**

Professor [Allen Reid](http://learning.hccs.edu/faculty/roy.reid)

Fall 2018

English 1301

CRN (19143)

Room 318

Conference available by request

**Houston Community College – Northforest**

**English 1301 Fall 2018**

**Professor Allen Reid**

**Email:** [reidallen98@yahoo.com](mailto:reidallen98@yahoo.com) Phone 713-718-7109

**Course description:** English 1301 is devoted to improving writing and critical reading. Students will write essays for a variety of purposes, from personal to academic, including an introduction to argumentation, critical analysis, and the use of sources. Credit: 3 Semester hours.

**Course purpose:** To introduce students to rhetorical modes and academic writings.

**Course Description:** 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. Prerequisite: A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360.

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

* 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.

**English Program Learning Outcomes**

* Write in appropriate genres using varied rhetorical strategies.
* Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
* Analyze various genres of writing for form, method, meaning, and interpretation.
* Employ research in academic writing styles and use appropriate documentation style.
* Communicate ideas effectively through discussion.

**Required textbooks:**

*The Writer’s Presence* 9th edition

**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 material:**

* Word processor, a USB flash drive

**Assignments and grading policy**

**All Papers must be double spaced, in black ink only, and only printed on one side. The heading must be in MLA format. No coversheet.**

10% Classwork/Journal/participation This includes both doing the in classwork and actually participating in class discussion. You will not get a 100% if you do not participate and talk. Journal. This will be various in class writings such as reader responses and quick writes.

10% final exam

10% Narrative in class. 2 pages double spaced.

10% compare/contrast 3 pages double spaced.

10% Division/classification essay 3 pages.

10% Power Point Presentation on Research paper

10% write a Definition/Illustration essays about The Romantic era AKA Romanticism. 4 pages double spaced.

10% Presentation over your essay on Romanticism.

20% research paper. This will be **an argumentative and persuasive paper** over a controversial topic. (Note that this is very different from an informative paper. An Informative paper would be explaining both sides of a topic. An argumentative and persuasive paper picks a side and argues for that side of the issue.) A controversial topic means that it can be argued logically on both sides, such as abortion or euthanasia (these are only examples). Topics such as teenage smoking would not be. Although that may make a good research paper it is not controversial. Not too many people would argue logically that teenagers should smoke. Note that the paper is an argumentative and persuasive. That means that you have to pick a side and argue for it and try to persuade your reader to your side. That means I do not want you to just present the argument from both sides like a report on an issue. 3 pages in length. You must have 5 sources for this paper. I want to see at least one quote from each source. I want quotes used throughout the paper. You might try and get at least one quote per body paragraph. Make sure you quote according to MLA format. You will turn this in as a portfolio project. I want to see copies of your sources and 2 rough drafts that are peer reviewed and signed by me and a peer. **Keep everything organized**. If I have to flip through it and try to figure out what is what, you will lose points.

10% final exam

**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 (**<<Insert Appropriate Date Here>>**), 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](mailto: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](mailto: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 **<<Insert Appropriate Date Here>>**. 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.

Week 1 Intro to class. Write our bio poems. Talk about the writing process. Go over the syllabus. Write narrative.

Week 2 Intro to poetry. .Intro to literary devices. Keep all class work. It will be turned in at the end of the semester for a grade. **Narrative due.**

Week 3 **Poem presentations due (has to be a poem for the romanticism era)** We will be discussing Narratives tonight.

Week 4 **Power point presentation due on Romanticism.**

**Week 5 division classification due**

Week 6 Begin research for your research paper.

Week 7 **compare/contrast essay due**

Week 8 **Essay over Romanticism due and presentations.** Begin research.

Week 10 Begin rough draft of your research paper.

Week 11 **Research paper due.**

Week 12 Finish up what has not been done. Begin review.

Week 13 Final exam

**A Note on Grades:** Everyone wants an “A” but unfortunately not everyone’s work is “A” worthy. “A” papers are exceptional. They are above the minimal requirements; they are above average. They have full paragraphs and are all around well developed. They lack surface errors and have **strong thesis statements.** Each paragraph has a main idea with supporting detail. These are just some of the things an “A” paper has. Also notice that 10% of your grade is participation. That is a lot! An “A” student comes to class and works hard and does not disrupt class, **leave early, or come late**. When I allow time in class for you to work on papers, this does not mean that you may leave class! **They are respectful to their class mates and instructors**. Being disrespectful will dramatically affect your participation grade! Furthermore, an “A” student contributes to class discussion. If you do not talk in class, you will not make an “A” in participation. If you want to be an “A” student you have to act like one and write like one. A’s will not be given away freely! Do not tell me that you need an A-- earn one!

**Format Requirements:** All assignments written outside of class must be composed on a word processor, double spaced with one inch margins, and printed on only one side. The font must be 12 any other size will not be accepted. Do not print your paper in any other color except black. That means even if your black ink is out, go use another printer at the school or library. Any paper turned in that is not in black ink will be handed back to you. You will be shown MLA format, take note because serious points will be deducted for not following format. **Also do not use contractions in your papers, such as can’t, don’t, won’t, and they’re.** You will see contractions in your textbook, and in this syllabus, but they are not acceptable in your papers.

**Be on time!** This is not to be mean, but it is hard to have a class when only six people show up on time. Furthermore, people come in late after we have had a thorough discussion, and they do not understand, and expect me to go back over everything with them and make them understand. If you come in late get with a classmate to see what you missed. Your participation grade will heavily be affected for being late. The class will always start with important discussion. If you miss more than 15 minutes of our discussion you will be counted late. This is for your benefit, to ensure you understand the materials. It is always the students who are always late and absent who come to me not knowing what to write about, and not having any ideas. If you come to class on time every time you will understand and write good papers.

**Late work:** Without proper documentation i.e., doctors note or speeding ticket your late paper will be deducted 10 points.

* **Rewrites:** If you get below a “B” you can re-write your paper for the possibility of making no higher than a “B.” You cannot re-write a “B” paper for an “A.” **And not all re-writes will be given a higher grade.** There must be sufficient changes to raise the grade. Any paper that merits the grade of “F” or “D” will not be graded or accepted, but will be given back for a mandatory rewrite, again no higher than a “B” will be given.
* **All work must be complete in order to receive credit for the class.** Some students think that because they have two A’s on their previous essays, they do not have to do the last one because their average will still be passing even with a “0.” This is not the case! All work must be complete!
* **Always keep additional copies of your work until after the end of the semester. Never hand in the only copy of an essay. If an essay is lost, you are responsible for providing a new copy, even if it is my fault.**

**HCC attendance policy reminder:** According to HCCS policy, a student who misses 12.5% of class (approximately 6 hours of instruction time) may be dropped from the class at the instructor’s discretion.

**Make-up policies:** Be prepared to produce documentation to justify absences. Any late work accepted or make-up work assigned will be at the instructor’s convenience and discretion.

**Student handbook:** Handbooks are available in the Registration Office.

Familiarize yourself with your rights and responsibilities as a student, especially those pertaining to “student policies”, “grievances and complaints”, “Discipline,” and “Scholastic Dishonesty.” Plagiarized papers will receive a “0.”

**Important Class Rules**

* We will show respect to everyone in the class.
* No working on materials for other classes.

**Disabilities:** Any student with a documented disability who needs to arrange reasonable accommodations must contact the Disability Support (DDS) Counselor at the beginning of each semester, (713)- 718-7218. Reasonable accommodations will be made accordingly.

**Course Objectives**

* To understand and demonstrate writing and speaking process through prewriting techniques, organizing efforts, drafting, revising, editing, proofreading, and speaking process, through prewriting techniques, organization efforts, drafting, revising, editing, proofreading, and presentation.
* To understand the importance of specifying audience and purpose in making appropriate communication choices.
* To understand and appropriately apply modes of expression in written, visual, and oral communication.
* 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 make an oral presentation.

**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 student’s reading, writing and analytical skills.

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