**ENGLISH 1302 WEEKLY CALENDAR – HCC – FALL 2012**

**Monday/Wednesday**

**Instructor: Ruba Afifi Crn: 25933**

**Office Hours: By appointment only Room: 111**

**Email: ruba.afifi@hccs.edu**

**Important Dates:**

August 27: Classes Begin, Drop/Add/Swap Fee ($15.00) Begins

September 3: Offices Closed - Labor Day Holiday

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

November 21: No Night Classes before Thanksgiving

November 22-25: Offices Closed -- Thanksgiving Holiday

December 9: Instruction Ends

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

December 16: Semester Ends

December 17: Grades Due by Noon

December 21: Grades Available to Students

December 19-Jan. 1: Offices Closed – Christmas Break

Link to Fall 16 weeks Calendar:

<http://www.hccs.edu/hcc/System%20Home/Departments/Admissions_and_Registration/Calendars/Fall%202012/Fall%202012-%20Regular%2016%20Week%20Semester.pdf>

**Attendance Policy:**

Attendance will be taken every class period and this policy will be enforced. HCCS policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped from the course. Coming in late or leaving early will constitute a tardy. All tardies will be counted toward your allotted absences. For example, if you are ten minutes late, ten minutes will be deducted from your 6 hours of possible absences. Three tardies equal one absence. Leaving early is the same as a tardy. Presenting the appearance of sleeping is the equal of one absence. It is the responsibility of the tardy student to make sure, after class, that her or his attendance has been recorded. Otherwise, such students will be considered absent. If students stop attending the class, it is their responsibility to formally withdraw by 4:30pm 2 November 2012. Any student who fails to do so will receive a grade of FX for the course.

After the official last day for student withdrawals, students who exceed the 6 hours of allowed absence will receive an FX as their final grade.

If absent or late to a class, the student is responsible for any information missed. Each student is to exchange phone numbers with at least three other students. After an absence, students are to find out what they missed before returning to class. Do not ask the instructor if anything important was missed.

**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 SIXtotal course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](http://imc02.hccs.edu/gcac/drop2.htm).

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.**](https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG)
* **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.

**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. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and any other transfer issues.

**MENINGITIS IMMUNIZATION REQUIRED FOR FALL REGISTRATION**

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Beginning with Spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to [http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admissions-steps/submit-meningitis-documentation](https://webmail.hccs.edu/owa/redir.aspx?C=d7d17d0c1ac7473fbfb8d433db968aa4&URL=http%3a%2f%2fwww.hccs.edu%2fhccs%2fadmissions-registration-center%2fnew-student-general-admissions-steps%2fsubmit-meningitis-documentation)

**HCC Grading Scale**

A = 100 – 90 (4 points per semester hour); B = 89 – 80 (3 points per semester hour); C = 79 – 70 (2 points per semester hour); D = 69 – 60 (1 point per semester hour); 59 and below = F (0 points per semester hour); \*IP [In Progress] (0 points per semester hour); W [Withdrawn] (0 points per semester hour); \*I [Incomplete] (0 points per semester hour); AUD [Audit] (0 points per semester hour)

**Final Grade of FX**
Students who stop attending 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 will receive a grade of “FX”, compared to an earned grade of “F” which is due to poor performance. Logging into a DE course without active participation is seen as 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.

**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, 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. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**Late Paper Policy:**

All assignments are required to be turned in at the beginning of the class when they are due. Your due date will be posted on your assignment sheet for all major essays, as well as on this syllabus. Occasionally, the due date on the syllabus may be adjusted, so please refer to the essay assignment sheet. Late papers will be docked a letter grade (10 points) if turned in one class period late. No late papers will be accepted after that one class period. Please arrange a conference with me to discuss the reasons for any late papers. Please keep a copy of your papers for your own file; should a paper be lost, it is your responsibility to give me another copy. The English Department regards a two week turnaround for the return of major essays, an appropriate timeframe.

**Make-up Policy:**

Students will be allowed to take make-up exams if they have medical or unforeseen emergencies. Students will be responsible for contacting the instructor and providing documentation of the emergency situation. Students are strongly encouraged to avoid taking this measure and the make-up exam will be an entirely different format from the original exam administered in class on the scheduled date.

**Lab Conduct/Rules:**

\*No cell phones-- **cell phones should be turned off prior to entering class and are not allowed in sight – please place them in bags or pockets.**

\*No palm pilots

\*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 (see above).

\*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. Tardies will have an effect on the grade you receive for the course (i.e. 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.

**Special Conditions:**

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

For questions, contact Donna Price at 713.718.5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu and click Future students, scroll down the page and click on Disability Information.

District ADA Coordinator      Donna Price - 713.718.5165
Central ADA Counselors        John Reno - 713.718.6164
                                             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

**New Policy on Repeating Courses:**

"NOTICE:  Students who repeat a course three or more times will be charged an additional fee at HCC and other Texas public colleges and universities.  Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades."

**Student Course Reinstatement Policy**

Students have a responsibility to arrange payment for their classes when they register, either

through cash, credit card, financial aid, or the installment plan. Students who are dropped from

their courses for non-payment of tuition and fees who request reinstatement after the official date

of record can be reinstated by making payment in full and paying an additional $75.00 per course

reinstatement fee. The academic dean may waive the reinstatement fee upon determining that the

student was dropped because of a college error.

**Use of Cameras and Recording Devices**

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. These devices are also not allowed to be used in campus restrooms. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**Free English Tutoring**

The Southwest College offers you free tutoring at campuses where you will receive individual attention with any of your writing concerns. Be sure to bring your books and assignments with you when you go to meet with the tutor. **Face-to-face tutoring hours and places to be determined.**

HCC also provides an **online tutoring program**. The url for this tutoring option is: [http://hccs.askonline.net](http://hccs.askonline.net/). Students will be required to submit rough drafts of their essays to the HCC online tutor center per instructor directions. In order to use HCC's Online Tutoring, students must first register with [www.hccs.askonline.net](http://www.hccs.askonline.net/), and to do that they must use an email account. You may use your personal email account or your HCC email account. To activate the HCC e-mail, students should go to the HCC Home Page, click on "For Students," and from the right column of choices, click on "Student E-Mail" and follow the directions. Students with old HCC Askonline accounts from last semester may continue to use their old user names and passwords. If they have forgotten one and/or the other, they should e-mail Deborah.hardwick@hccs.edu with their full names and student ‘W’ number.

**Open Computer Lab**

You have free access to the Internet and word processing in the open computer labs in the Scarcella Science Center (Stafford Campus), the Missouri City Campus, and the West Loop Campus. Check the door of the open computer labs for hours of operation or click on link below. All HCCS students are welcome to utilize this resource. Link to Open Lab information: <http://learning.swc.hccs.edu/technology/open-computer-labs/southwest-college-student-open-computer-labs/> . Please Note: A fee is charged for printed work (per page).

**Counseling**

Counseling is available at each campus. Check with the information desk at the particular campus for room numbers and consult your class schedule for telephone numbers.

**Library (Learning Resource Center)**

The Southwest College has a Learning Resource Center at each campus for student use. The library provides electronic resources including a computerized catalog system as well as numerous data bases that contain full-text articles. Stop by your campus library to find out hours of operation. All students will be required to obtain and/or update an HCCS Library Card (this is your student picture id card). <http://library.hccs.edu/>

**Student Organizations**

One organization of interest to students taking English classes is Southwest Writers, a group of students who write and read their works (in a public forum as well as on the Internet) and receive peer support and constructive criticism. Students in this group create a supportive network to create poetry, fiction, drama, and non-fiction prose. Contact advisor Ms. Helen Jackson at helen.jackson@hccs.edu. Another organization of interest for English students is the Women’s Studies Club. The Women’s Studies Club will meet on the 2nd and 4th Tuesday of each month from 2:00-3:00pm to discuss the roles of women in society and to promote awareness of women’s issues. Contact Ms. Marie Dybala at [marie.dybala@hccs.edu](https://webmail.hccs.edu/owa/redir.aspx?C=bfec939a20124a35a09d025f96c4492e&URL=mailto%3amarie.dybala%40hccs.edu) and/or Ms. Ileana Loubser at [ileana.loubser@hccs.edu](https://webmail.hccs.edu/owa/redir.aspx?C=bfec939a20124a35a09d025f96c4492e&URL=mailto%3aileana.loubser%40hccs.edu) if you are interested in joining this HCC student organization. In addition, Phi Theta Kappa is the honor society of two-year colleges. Students must earn a 3.5 grade point average and accumulate 9 credit hours to join this group. HCCS has a very active chapter: Omega Sigma. Contact: Ms. Eunice Kallarackal at: eunice.kallarackal@hccs.edu for more information.

**Inclement Weather**

During inclement weather conditions, monitor major local channels for updates on school closings. You can also check for school closing information on the HCC homepage.

**Mission Statement of the English Department**

The purpose of the English Department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students’ reading, writing, and analytical skills.

**SCHOLASTIC DISHONESTY:**

According Student Handbook for the Houston Community College System:

 “Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. ‘Scholastic dishonesty’ includes, but is not limited to, cheating on a test, plagiarism and collusion” (13).

**‘Cheating’** on a test includes:

 **--** Copying from another student’s test paper;

 --Using materials during a test that are not authorized by the person giving the test;

--Collaborating with another student during a test without authority;

 --Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the

 contents of an unadministered test;

 --Bribing another person to obtain a test that is to be administered.

 **‘Plagiarism’** means the appropriation of another’s work and the unacknowledged

 incorporation of that work in one’s own written work offered for credit.

 **‘Collusion’** means the unauthorized collaboration with another person in preparing written

 work offered for credit.

 *\*\* Pen.Section 32.49, effective 9/1/1997, HB0762*

*“It is an offense to sell, offer, or advertise for sale or delivery an academic product to another when the person knows or should reasonably know that the recipient intends to submit or use the academic product to satisfy an academic requirement of a person other than the person who prepared the product. It is a defense if the person is an instructor in or tutoring in research or writing, or editing short of substantial preparation or research, or typing or transcribing work.* *Punishment for all this is a class C misdemeanor.”*

Please note the possible consequences of such dishonesty, as stated in the Student Handbook: “Possible punishments for academic dishonesty may include a grade of ‘0’ or ‘F’ for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the college district. A recommendation for suspension or expulsion will be referred to the college Dean of Instruction for disciplinary disposition. Students have the right to appeal the decision” (13).

**Plagiarism Policy**

Plagiarized papers or projects will receive a grade of “0” (zero) -- no exceptions. Cheating or collusion will also result in a grade of “0” (zero) on that paper or project.Plagiarism or collusion on a second major assignment will result in a zero in the course. Students need to be aware that the instructor will be utilizing plagiarism software and internet sources to check student work for potential plagiarism. This will be discussed in more detail during class lecture.

**ENGLISH 13O2 COURSE DESCRIPTION**

English 1302 is a more extensive study of the skills introduced in English 1301 with an emphasis on critical thinking, research and documentation techniques, and literary and rhetorical analysis. English 1302 is a core curriculum course.

 **HCCS CORE CURRICULUM INTELLECTUAL COMPETENCIES AND EXEMPLARY EDUCATIONAL OBJECTIVES -- ENGLISH 1301 AND 1302**

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**I. BASIC INTELLECTUAL COMPETENCIES IN HCCS CORE**

**· READING:** Reading material at the college level means having the ability to analyze and interpret a variety of materials -- books, articles, and documents.

**· WRITING:** Writing at the college level means having the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. In addition to knowing correct grammar, spelling, and punctuation, students should also become familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities are acquired through practice and reflection.

**· SPEAKING:** Effective speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.

**· LISTENING:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

**· CRITICAL THINKING:** Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking used to address an identified task.

**· COMPUTER LITERACY:** Computer literacy at the college level means having the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

**II. EXEMPLARY EDUCATIONAL OBJECTIVES: ENGLISH 1302**

By the time they have completed English 1302, students will

• demonstrate the ability to use consistently and effectively **t**he writing process for both in-class and out-of-class essays (thus reinforcing English 1301 instruction);

• understand and apply the basic principles of critical thinking—evaluation, analysis, and synthesis— as they write essays that persuade or argue;

• be able to analyze, in writing,readings by professional and student writers (for such elements as purpose, audience tone, style, writing strategy, and for much deeper meanings);

• be able to develop a critical and creative essay in response to an issue related to reading(s) or other class projects**;**

**•** demonstrate the ability to resist simplistic formulations, whether in their own or others’ texts**;**

• understand the characteristics of imaginative texts and write effective analyses of various genres;

**•** be able to acknowledge, as appropriate, their own history, interests, and biases as they discuss a topic, thus placing themselves credibly in the discussion**;**

• develop the ability to research and write a documented paper;

• make effectivestylistic choices (diction, tone, sentence structure) in all writing assignments, depending upon the audience and purpose of a piece of writing;

• apply suggestions, as appropriate,from evaluated compositions to other writing tasks;and

• fulfill the writing requirements of the course, writing at least 6000 words during the semester.

**Student Learning Outcomes for English 1302**

1. Apply basic principles of rhetorical analysis.

2. Write essays that classify, explain, and evaluate rhetorical and literary strategies employed in argument, persuasion, and various forms of literature.

3. Identify, differentiate, integrate, and synthesize research materials into argumentative and/or analytical essays.

4. Employ appropriate documentation style and format across the spectrum of in-class and out-of-class written discourse.

5. Demonstrate library literacy.

**Required Text:**

Schilb, John & John Clifford, eds. *Making Literature Matter*, 5th edition.

Bedford/St. Martin’s, 2012. ISBN- 13:978-0-312-53678-7

**Recommended Text:**

Glenn, Cheryl, and Loretta Gray. *The Harbrace Essentials*. Boston, MA:

Wadsworth Cengage Learning, 2012. Print.

**Grade Percentage:**

**10 % Essay 1: Short Story Fiction Analysis**

**10 % Essay 2: Comparative Paper Poetry**

**15 % Essay 3: In Class Midterm Drama**

**20% Essay 4: Research Paper**

**15% In Class Final Exam**

**10% Quizzes**

**10% Homework and In Class Assignments**

**10% Group Project**

**August 27 (M)-** Class Introduction/Review of Syllabus. Diagnostic Essay. Homework: Buy book and materials. Print out last 2 pages of the syllabus (Weekly Calendar).

**August 29 (W)-** Discussion on What is Literature and writing styles. Homework: Read Chapter 2 in MLM.

 **September 3 (M) -** No Class/ Labor Day

**September 5 (W)-** Overview of different genres.Discussion on Ch.1, short stories, and MLA. Homework: Read Ch. 2 in MLM and Kate Chopin’s *The Story of an Hour* (MLM pg. 705) and *The ‘Cadian Ball* (On learning web)

**September 10 (M) –** Discussion on Ch. 2. Discussion on Chopin and regionalism. In class assignment *The Storm* (699). Essay 1 assigned. Homework: Read Ch.5 “The Elements of Short Fiction”

**September 12 (W)-**  Discussion on short fiction. Ch. 3 MML. *Desiree’s Baby* (707). Homework: Read Ch.3 in MLM. Read Edgar Allen Poe’s *Tell Tale Heart* (1244).

**September 17 (M)-** Quiz on what is short fictions. Discussion on *Tell Tale Heart* and the romance genre. Class reading and writing assignment. Homework: Read the Ch. 4. Read Carver’s *What We Talk About When We Talk About Love* (721).

**September 19 (W)-** Discussion on *“What We Talk About…”* Work on rough draft of Paper 1.Homework: Read *Young Goodman Brown* by Nathaniel Hawthorne (1131).

**September 24 (M)-** Discussion on *Young Goodman Brown* Homework: Work on Rough Draft due Wednesday. (-10 points if you do not have your rough draft ready for Wednesday’s Peer Review).

**September 26 (W)-** In Class Peer Review. Homework: Essay 1 due Monday.

**October 1 (M)-** **Essay 1 Due.** Introduction to poetry. Examine Robert Frost poems Paper 2 assigned. Homework: Read Ch 6 and start working on paper 2

**October 3 (W)-** Langston Hughes’s “Let America be America again.” In class assignment. Homework: Finish working on response for “Let America be America Again” due Monday.

**October 8 (M) -** In Class Group activity. Homework: Work on group activity outside of class.

**October 10 (W)-** Group activity continued and start presentations. Homework: Work on Essay 2 and group activities.

**October 15 (M)-** Presentations continued. Homework: Work on Paper 2 Rough Draft due Wednesday.

**October 17 (W)-**  Peer Review for Paper 2. Homework: In class Peer Review, Paper 2 due Monday.

**October 22 (M)- Paper 2 due.** Introduction to plays and Antigone. Homework: Read *Antigone* by Sophocles pg.1274

**October 24 (W)-** Discussion on *Antigone*. Homework: Continue reading *Antigone*

**October 29 (M)-** Discussion on *Antigone*. Homework: Prepare for Midterm on Wednesday.

**October 31 (W)-** **Midterm: In Class Essay (Bring Bluebook)**

**November 5 (M)-** Discussion on how to write about essays. Jonathan Swift’s *Modest Proposal.* Homework: Read Thoreau’s *Civil Disobedience* (1097).

**November 7 (W)-** Discussion on *Civil Disobedience* and *The Thoreau Problem* (1113). Final essay assigned. Homework: Read *Letter from Birmingham Jail* by Martin Luther King Jr.

**November 12 (M)-**Quiz. Discussion on *Letter from Birmingham Jail.*  Homework: Start working on essay.

**November 14 (W)-** Group Project assigned Homework Read Ch. 9 of MLM.

**November 19 (M)-** Groups 1 and 2 present.

**November 21 (W)-** Groups 3 and 4 present Homework: Bring rough draft of your research paper for peer review.

**November 26 (M)-** Peer review and Group 5 presents. Homework: Work on final paper due on Wednesday.

**November 28 (W)-** **Research Paper Due.** In class assignment on current events.

**December 3 (M)-** In class discussion and review of course.

**December 5 (W)-** Review for Final Exam.

Final Exam is on December \_\_\_\_\_\_\_\_\_ from \_\_\_:\_\_\_\_ until \_\_:\_\_\_.

***At the discretion of the instructor, there may be changes to the syllabus.***