HCC | **HOUSTON COMMUNITY COLLEGE**

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 | 13217
Summer II 2020 | 5 Weeks (7.13.2020-8.16.2020)

Instructor Contact Information

Instructor:	Soyeon Lee, Ph.D.	Office Phone:	N/A
Office:	N/A	Office Hours:	9:30AM-12:30PM MTW via Canvas Chat/Media Gallery or by appointment

HCC Email: soyeon.lee@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
HCC e-mail or Canvas Inbox is the best way to reach me. Please contact me with questions or concerns via email at soyeon.lee@hccs.edu at 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

Welcome to ENGL 1301 Compposition I! In this course, you will explore how literacies and languages work in *social* contexts and *global* perspectives. The focus is to enhance your rhetorical sensitivities to a wide range of effective communication tools and cultivate rhetorical strategies to reading, writing, and critical thinking abilities.

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. Example: Each week, you will complete several reading and writing assignments, which will be found in the Canvas course shell. When accessing the course on Canvas, it is recommended that you use FIREFOX or CHROME.

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://eagleonline.hccs.edu/courses/125971

Instructional Materials

Course Reader Information

For readings, we will use Open Education Resources WritingCommons and Writing Spaces I & Writing Spaces 2, all of which will be linked to in Eagle Online Canvas. There is no textbook required to purchase for this course. For formatting and citation questions, we will use the Purdue Owl.

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.

- Writing Project 1 Visual Analysis: This is an essay with a minimum of 1200 words or more (estimated 3-4 pages, double spaced, 12 point Times New Roman, 1 inch margins) on an assigned essay prompt.

- Writing Project 2 Analysis and Critical Response: This is an essay with a minimum of 1200 words or more (estimated 4-5 pages, double spaced, 12 point Times New Roman, 1 inch margins) on an assigned essay prompt.

- Writing Project 3 Synthesis of Multiple Perspectives: This is an essay with a minimum of 1200 words or more (estimated 4-5 pages, double spaced, 12 point Times New Roman, 1 inch margins) on an assigned essay prompt.

- Brief Writings: Daily discussion postings and reflection essays (with a minimum of 1400 words in total)

IMPORTANT: All major writing assignments must follow MLA manuscript submission guidelines and be submitted electronically on Canvas on due dates to receive proper credit. These are not accepted as paper hardcopies or via email. There is no extra credit in this course. Plagiarized work receives a zero grade and will not be redone and may lead to the discontinuation of your classwork and HCC coursework.

For your classwork and assignments, you are expected to familiarize yourself with MS Office 365, including email, MS Word, MS Teams, which are accessible for free. To access all MS Office 365, you can use two ways: Access https://myeagle.hccs.edu/ and click on the Email tile. If you click the Email tile > HCC W number email and password > click the grid of nine small grey boxes that you find in the top left corner of your browser (the waffle button), you can access all applications including MS Word Online, PowerPoint, Teams, and other apps.

Or go to http://office.com and use your HCC W number email and password. You will be able to see your email and other MS 365 apps.

It is recommended to use HCC Tutoring Services: Call 713-718-8184 to schedule an appointment to virtually meet with a tutor. Tutoring services can create meaningful professional communication sites in which you can get global and local feedback from audience outside the classroom. How to engage with tutoring sessions in a professional manner will be instructed in Module 1.

Exams

For your final exam, you will write and submit a 500 word reflection that includes what you have learned about writing and how you will apply the writing concepts you've learned in the future writing contexts (college and beyond). This final exam writing will be a response to 3 questions that will help you structure your reflection. The exam date is Aug. 13 between 7AM to 9AM. A rubric detailing the requirements for a successful reflective writing will be provided to you at a later point in the semester.

Grading Formula

Start Here Module	15%
Module 1 Daily Assignments and Major Paper 1	20%
Module 2 Daily Assignments and Major Paper 2	30%
Module 3 Daily Assignments and Major Paper 3	30%
Final Exam	5%

Start Here Module	15 pts
Module 1 Visual Analysis Module 1 Daily Assignments and Major Paper 1	20 pts
Module 2 Analysis and Critical Response Module 2 Daily Assignments and Major Paper 2	30 pts
Module 2 Synthesis of Multiple Perspectives Module 3 Daily Assignments and Major Paper 3	30 pts
Final Exam	5 pts

Total	100 pts = 100 %

Course Calendar

Week	Topic / Assignments Due
Week 1 *Official Record Date for Second Five-Week Summer Session July 16, 2020*	7/13 M---Start Here Module: Introduction to the Course Theme, Overview of Syllabus, Eagle Online Canvas Tutorial, Effective Email Communication 7/14 T: Read and annotate Carroll's "Backpacks vs. Briefcases" Discussion 1: Start Here Module Due 11:59 pm 7/15 W: Read and annotate Carroll's "Backpacks vs. Briefcases" Discussion 2: Carroll and Rhetorical Analysis Practice Due 11:59 pm 7/16 TH: Read Guidelines for Major Paper 1 and WritingCommons; View the Lecture Video Discussion 3: Topic Selection and MEAL Plan Development Due 11:59 pm 7/17 F: Read Purdue OWL MLA Information and MLA Sample Paper Discussion 4: Thesis and Paragraph Writing in MLA Format Due 11:59 pm Virtual Tutoring Plan Due 11:59 pm
Week 2	7/20 M: Draft Full Draft Major Paper 1 **Full Draft Major Paper 1 Due 11:59 pm** 7/21 T: Read WritingCommons Discucssion 5: Peer Review 1 7/22 W: Read WritingCommons Discussion 6: Peer Review 2 Due 11:59 pm 7/23 TH: Read WritingCommons **Final Major Paper 1 Due 11:59 pm**; Virtual Tutoring Reflection Due 11:59 pm 7/24 F: Read Guidelines for Major Paper 2; Read and annotate DeVoss et al. "The Future of Literacy" Discussion 7: Reflecting Module 1; Prewriting on Digital Literacies Due 11:59 pm

Week 3	7/27 M: Read "What Is Plagiarism?: Home" and WritingCommons Discussion 8: Defining Plagiarism Due 11:59 pm 7/28 T: Read WritingCommons; View the Lecture Video Discussion 9: Quotes and Thoughts Due 11:59 pm 7/29 W: Draft Your Full Draft Paper 2 Discussion 10: Thesis and Case Study Development Due 11:59 pm 7/30 TH: Draft Your Full Draft Paper 2 **Full Draft Major Paper 2 Due 11:59 pm** 7/31 F: Revise Your Full Draft Discussion 11: Peer Review Due 11:59 pm
Week 4 *Last Day to Withdraw from Second Five-Week Classes August 3, 2020*	8/3 M: Revise Your Full Draft **Final Major Paper 2 Due 11:59 pm** 8/4 T: Read Karabell's article and Guidelines for Major Paper 3; View the Lecture Video/Library Video Discussion 12: Reflecting Module 2 and Selecting Your Article Due 11:59 8/5 W: Keep Reading Karabell's article (Article 1) Discussion 13: Quotes and Thoughts from Article 1 Due 11:59 pm 8/6 TH: Read Your Chosen Article (Article 2) Discussion 14: Quotes and Thoughts from Article 2 Due 11:59 pm Observation Fieldnotes Due 11:59pm 8/7 F: Draft Your Paper 3 Discussion 15: Paragraph Writing
Week 5 *Second Five-Week Summer Session Ends August 16, 2020*	8/10 M: Draft Your Paper 3 **Full Draft Major Paper 3 Due 11:59 pm** 8/11 T: Revise Your Paper 3 (Last Day of Instruction) Discussion 16: Peer Review Due 11:59 pm 8/12 W: **Final Major Paper 3 Due 11:59 pm** 8/13 TH: Final Exam on Canvas

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/
Students who plagiarize will receive a zero grade for the assignment, and if academic integrity is further breached in other assignments, students get automatically a F grade and may not be able to continue the classwork and/or HCC coursework, following the HCC information about academic integrity policies.

Attendance Procedure

Because this course is an Online Summer class, you must log into Canvas and Canvas Inbox (mailbox) *every weekday.* Your daily writings and small assignments are graded by points and make up your total grade. For example, if you do not log into Canvas and miss your assignment, you cannot receive the designated points (no submission = zero point) and might fail this course. I do not accept any late submissions for small daily assignments, so if you miss your daily due date and time, you cannot earn the points. If you do not participate in class activities and assignments in an online class before the Official Day of Record will result in the PeopleSoft student system automatically dropping you from the course. To make success in this online course, it is important to set up specific time slots every day for your study and writing and use your time management strategies.

Student Conduct

You will be expected to participate professionally—be on time, meet deadlines, and collaborate in a respectful manner. Professionalism includes all of these as well as regular attendance, willing participation in all facets of classroom life, and sincere effort to improve your own writing and that of your peers through peer review, revision, and conferencing.

Late-Work Policies

Late Work Policies: Late rough drafts, prewriting activities, peer reviews, homework /classwork will not be accepted at all. Most people have issues going on in their lives, and successful people are the ones who do not let their issues get in the way of their work. Illness or family emergencies happen, but these occurrences do not excuse late work. The only circumstance in which classwork or homework may be made up after an absence is if the missed class is evidenced by written documentation of a serious illness or critical emergency.

No late submissions are accepted for rough drafts, prewritings, peer reviews, brief assignments including daily discussion assignments. POINT DEDUCTIONS apply to Final Major Papers submitted after the due date.
• 1 day late = one-point deduction
• 2 days late = two-point deduction
• 3+ days late = final paper grade is a ZERO

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

EGLS^3

The EGLS^3 (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. EGLS^3 surveys are only available for the Fall and Spring semesters. EGLS^3 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
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