



**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 | 20679

Fall 2020 | 16 Weeks (8.24.2020-12.13.2020)

MW 8:00AM-9:20AM

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Soyeon Lee, Ph.D.

Office: N/A

Office Phone: N/A

Office Hours: MW 11:00AM-12:30PM via
Canvas Chat or Media Gallery

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 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

Welcome to ENGL 1301 Composition 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. Each week, you will complete several reading and writing assignments, all of which will be found in the Canvas course modules. 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 have virtual class meetings on Mondays and Wednesdays at 8:00 A.M. via Canvas > Media Gallery. On August 24, you will log into Canvas > ENGL 1301 > Media Gallery (Kaltura) and be ready for a virtual class meeting by 8 a.m. You will mute yourself and turn on the microphone when you speak up or type your words in the chat room when you participate in class discussions and activities.

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/138100>

Instructional Materials

Course Reader Information

For readings, we will use Open Education Resources [Writing Commons](#) 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: Rhetorical Analyses, 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 at <https://www.hccs.edu/resources-for/current-students/tutoring/> 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 December 9 from 8 a.m. to 10 a.m. A rubric detailing the requirements for a successful reflective writing will be provided to you at a later point in the semester.

In-Class Activities

As in-class activities, you will engage in Team Discussion Leading as a small group. At the end of the semester, you will present your final project with visual aids for ENGL 1301 Digital Exhibition.

Grading Formula

Start Here Module	5%
Module 1 Brief Writing Assignments and Major Paper 1	25%
Module 2 Brief Writing Assignments and Major Paper 2	25%
Module 3 Brief Writing Assignments and Major Paper 3	30%
Final Exam	5%
Digital Exhibition	5%
Professionalism (class attendance and student conduct)	5%

Start Here Module	5 pts
Module 1 Visual Analysis Module 1 Assignments and Major Paper 1	25 pts
Module 2 Analysis and Critical Response Module 2 Assignments and Major Paper 2	25 pts
Module 2 Synthesis of Multiple Perspectives Module 3 Assignments and Major Paper 3	30 pts
Final Exam	5 pts
Digital Exhibition	5 pts
Professionalism	5 pts
Total	100 pts = 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		Introduction to the Course-Theme
2		Rhetorical Analysis I and II
3		Guidelines for Major Paper 1
4		Thesis and Paragraph Writing
5		Peer Review and Final Major Paper 1
6		Reflection Writing
7		Guidelines for Major Paper 2
8		Quotes and Thoughts Writing
9		Full Draft Paper 2
10		Peer Review and Final Major Paper 1
11		Guidelines for Major Paper 3
12		Conducting Analysis 1
13		Conducting Analysis 1
14		Full Draft Paper 3
15		Peer Review, Final Paper, and Digital Exhibition
16		Final Exam

Please see ENGL 1301 course schedule on Canvas for a full version and assignment dates.

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 on a Schedule class, you must log into Canvas on Monday and Wednesday at 8 am for virtual class meetings and Canvas Inbox (mailbox) *every weekday*. Your 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 assignments, so if you miss your due date and time, you cannot earn the points. If you do not participate all in-class activities and assignments required to complete 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 on a Schedule course, it is important to set up specific time slots every day for your study and writing and use your time management strategies.

Attendance & Tardy

During the first 10 minutes of every virtual class session, remember to type your name in the chat room for the attendance check. If you arrive to class after 10 minutes, you are counted late. If you arrive to class after 15 minutes or leave 15 or more minutes early, you are counted ABSENT. Two late arrivals will be recorded as an unexcused absence. Coming in excessively late or leaving excessively early will constitute an absence and adversely affect your final course grade. I will NOT reteach or email a summary of the class lecture. However, I am glad to meet with you by appointment to answer questions during office hours.

If you have any health concerns related to COVID-19, please see the link below and fill out the form. Also, please report me as well and provide a screenshot of the form as evidence if you appeal for excused absence:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>

Student Conduct

You will be expected to participate online professionally —be on time, meet deadlines, and collaborate in a respectful manner specific to Online on a Schedule courses (e.g., during virtual class meetings and on Canvas). Professionalism includes all of these as well as regular 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 in your digital exhibition presentation. If your performance does not comply with professional behaviors (e.g., student misconduct, including but not limited to sexual misconduct) and disturb others' academic performance on Canvas, it will be documented and filed to the Student Conduct incident reporting forms, which may lead to discontinuation of this course and affect your coursework at HCC.

Instructor's Course-Specific Information

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. If you have emergencies, please consult me as soon as possible via email. If you appeal excused non-submission or late submission, the missed homework/classwork must be evidenced by written documentation of a serious illness or critical emergency.

No late submissions are accepted for rough drafts, pre-writings, peer reviews, brief assignments including 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

Any inquiries about grades must be done via video conferencing during office hours or at the end of the virtual class meeting before the last instruction day. I do NOT respond to any questions about grades via email and beyond the last instruction day.

Doing a peer review is a very important activity in the writing process. Once you submit your full draft, you will start reviewing your peers' papers as a reviewer. It is very important to submit your paper in the peer review folder to be eligible to contribute your review work and get peer reviewers' comments. If you are late in submitting your draft in the peer review folder within the deadline fail in submitting your draft, you will lose an opportunity to do a peer review and automatically lose peer review points (2 points).

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

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