



English 1302: Composition 2 Spring 2017

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Office Location: Milby HS, Room 201
Office Hours: Monday and Wednesday 8:00 – 8:30 am, room 201
Monday – Friday 12:30 – 1:00 pm, room 139

Class Information: 2nd Period, Room 201
CRN: 14810
Credits: 3

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 completion of this course, students will:

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

English Program Learning Outcomes

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

Core Objectives: Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete assignments designed to cultivate the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication.

- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Required Materials

Paper / pen / pencil

Laptop

Hamilton: An American Musical by Lin-Manuel Miranda

In The Garden of Beasts by Erik Larson

To Kill a Mockingbird by Harper Lee

NOTE: This course requires access to online readings and learning platforms, so you will need a computer and reliable internet access. If you do not have a computer and / or the internet, the library has netbooks for checkout, and the computer labs are available at posted times. Not having internet access and / or a computer is not an excuse for not completing and / or submitting work. Also, since we do not have a course reader, you will need access to the readings—either by printing them (best option) from your computer or saving them to your tablet / laptop—during class. Not having access to the readings will render you incapable of contributing to class discussion.

Minimum Writing Requirement: 5,000 words during the course of the semester.

Instructor Policies

Policy on Essays and Essay Submission

- Complete all assignments. All major assignments (rough and final drafts) must be completed to pass the course.
- Save your essays in more than one place. If your computer crashes, you lose your flash drive, a hurricane hits your house, etc., you are still responsible for all due dates.
- If you miss peer review, the only way to recover the points that will be lost is to take your essay to the writing center or submit your essay to askonline.net for feedback. Either one must be done before the final due date of the essay, and you must bring me evidence of the feedback.

Policy on Attendance

- There are no excused absences. You are either absent or present.
- You can miss 12.5% (6 hours) of class without penalty. If you miss more than six hours before the drop date, I will drop you from the course. If you miss more than six hours after the drop date, you will receive an FX for the course (see below).
- If you arrive more than 20 minutes late or leave more than 20 minutes early, you will be marked absent.
- Each day, you will sign in on an attendance roster. If you do not sign in, you are absent. I will not go back later to try and determine if you were in class.
- Quizzes missed due to tardiness cannot be made up.
- If you are absent, you can make up the quiz and turn in the assignment on the day you return to class. After that, late penalties will be applied. It is your responsibility at the end of class to let me know you need to make up a quiz.
- Students who have no recorded attendance before the Census Date (the Official Day of Record) will be automatically dropped from the class by the Registrar. Students dropped for nonattendance will not be reinstated. The Census Date varies according the session. Fall 2016 regular term census date is September 6.

Policy on Classroom Expectations

- Our shared responsibility is to develop and maintain a positive learning environment for everyone. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist me achieve this critical goal. (See Student Handbook).
- Respect your peers. If someone else is talking, listen attentively (no sleeping, talking, putting on makeup, working on something else, etc).

- Come to class prepared.
- Do not engage in inappropriate, rude, or distracting behavior, as it is not acceptable.
- Unless we are using it for a class assignment, keep your cell phone, laptop, or tablet silenced and put away during class.
- Utilize remind101.com to help you remember important due dates.
- If you email me, please be sure to include your class day and time in the email and a brief message. Without that information, I will not respond.

Policy on Grading

- There is no rounding up, nor is there a curve. Additionally, there will be no extra credit assignments given. You will receive the grades you have earned in the course.
- Any evidence of plagiarism will result in an automatic F for the assignment (first offense) and an F for the course (second offense). See the plagiarism statement below. All work must be original to this course; using essays previously submitted to another course will be treated as plagiarism and will result in a 0 for the assignment.
- I will always comment on drafts of assignments if you ask me to. Drafts of assignments emailed to me by 48 hours before the due date will receive pre-grading feedback. Any drafts must be sent as an attachment in Microsoft Word, and the email should state what, exactly, you want me to look for. I will not edit drafts. Be sure the draft is as complete as possible, as I will only give feedback once per essay. NOTE: Though you do submit rough drafts via turnitin.com, I do not comment on them. I only comment on rough drafts sent via email.
- I will not send grades through email. If you want to know where you stand at any given point in the semester, see the grading guidelines below. Keep up with your own grades via Canvas.

Course Grades

- 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.

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
F = 59 and below	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
W (Withdrawn)	0 points per semester hour

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 (October 28 for Fall 2016 regular term) 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.

Student Assignments

- Hamilton File Folder Project, 10%
- Hamilton Literary Analysis, 20%
- In the Garden of Beasts Lesson, 10%
- In the Garden of Beasts Literary Analysis, 20%
- MCNC Research Project 10%
- To Kill a Mockingbird Found Poem Project 10%
- To Kill a Mockingbird Literary Analysis 20%

Week 1, Research Method

Students revise and edit their Literature Review to draft a Research Proposal.

Week 2, Research Project

Students create a community statement, survey questions, and data organization.

Week 3, Hamilton

Students research Hamilton: An American Musical and write an essay about the effect of the musical on pop culture, contemporary American society, and high school youth.

Week 4, Hamilton

Students read/listen to Hamilton by Lin-Manuel Miranda; Literary Analysis beginning

Week 5, Hamilton

Hamilton File Folder Project as a basis of Literary Analysis

Week 6, Hamilton

Hamilton Literary Analysis Drafting

Week 7, Hamilton

Hamilton Literary Analysis Revision and Peer-Editing

Week 8, In the Garden of Beasts

Students read In the Garden of Beasts and lead socratic seminars connecting the text to contemporary society through research, analysis, and critical thinking.

Week 9, In the Garden of Beasts

Students read In the Garden of Beasts and lead socratic seminars connecting the text to contemporary society through research, analysis, and critical thinking.

Week 10, In the Garden of Beasts

Students read In the Garden of Beasts and lead socratic seminars connecting the text to contemporary society through research, analysis, and critical thinking.

Week 11, In the Garden of Beasts

In the Garden of Beasts Literary Analysis drafting

Week 12, In the Garden of Beasts

In the Garden of Beasts Literary Analysis revision and peer-editing

Week 13, To Kill a Mockingbird

Students read To Kill a Mockingbird through the lens of contemporary social justice theory connecting the text to contemporary society through research, analysis, and critical thinking.

Week 14, To Kill a Mockingbird

Students read *To Kill a Mockingbird* through the lens of contemporary social justice theory connecting the text to contemporary society through research, analysis, and critical thinking.

Week 15, To Kill a Mockingbird

Students read *To Kill a Mockingbird* through the lens of contemporary social justice theory connecting the text to contemporary society through research, analysis, and critical thinking.

Week 16, To Kill a Mockingbird

To Kill a Mockingbird Literary Analysis drafting

Week 17, To Kill a Mockingbird

To Kill a Mockingbird Literary Analysis revision and peer-editing

Student Support Services

Library (Learning Resource Center): 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/intersession_hours

Open Computer Labs: Students have free access to the Internet and word processing in the open computer labs available at Southwest campuses. Check on the door of the open computer lab for hours of operation, or go to the Southwest Homepage and click on the Open Computer Labs link.

Reasonable Accommodations: Any student with a documented disability (e.g., physical, learning, psychiatric, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty members are 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. Get more detailed information on Disability Services at HCC here: <http://www.hccs.edu/district/students/disability-services/>

- Coleman: 713-718-7376
- Central: 713-718-6164
- Northeast: 713-718-8322
- Northwest: 713-718-5667, 713-718-5408
- Southeast: 713-718-7053
- Southwest: 713-718-7909

Tutoring

- Writing Centers: The Houston Community College Writing Centers provide a student-centered environment where professional tutors support student success for all HCC students. The primary goal of the Writing Centers is to offer free, convenient, and personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. Tutors will also assist students with their job application letters, resumes, and scholarship/transfer essays. Each session lasts about thirty minutes. Students should bring their professor's assignment/writing prompt, any printed rough drafts, their textbooks, and (if necessary) a flash drive. Consult Find-A-Tutor at <http://ctle3.hccs.edu/alltutoring/index.php?-link=stu> for Writing Center locations and times. At HCC Writing Centers, each tutoring session becomes a learning experience.
- AskUp 24/7 Online Tutoring: AskUp online tutoring strives to foster educational autonomy through asynchronous guidance in the writing process. It provides one-on-one feedback from faculty tutors on student writing in grammar, structure, content, organization, and critical thinking in all subject areas, not just English. Students can submit papers and questions 24/7/365 and can reasonably expect responses within 18 - 24 hours. All current HCC students can register at **askonline.net**. We strongly suggest that all students view the 8-minute video on the log-in page before sending their first submission.

Important HCCS Policies

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. For more on plagiarism, see "Plagiarism" in *The New McGraw-Hill Handbook, second edition*. (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 have more than six hours of absence before the official date of record, which is Tuesday, September 6, you will be automatically withdrawn from the course.

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 Service 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 www.hccs.edu/egls3 for directions.

Inclement Weather: During inclement weather conditions (such as a hurricane), the College contacts local television stations to inform them of campus closings. These stations broadcast school closings on a regular basis. Students should monitor these stations if they have any concerns about a campus closing due to weather conditions.

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.

Meningitis Immunization Required for 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>

Open / Campus Carry of Handguns: **No Firearms Are Allowed on Campus**. If you see anyone carrying a firearm on campus call the HCC Police Department at **8-8888** immediately.

Texas House Bill 910—known as the “Open Carry” law—provides holders of a handgun license may now carry their handgun visibly in a waist belt holster or a shoulder holster, but they may not openly carry on or in a college campus or building and they may not openly carry on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college. Open Carry is effective as of January 1, 2016.

Campus carry and open carry are two (2) separate laws. Texas Senate Bill 11—known as the “Campus Carry” law—will allow individuals who have a valid Texas handgun license to carry a concealed handgun in certain areas on college campuses. The Campus Carry law becomes effective at 4-year institutions on August 1, 2016 and at 2-year institutions on August 1, 2017.

All information regarding both Open Carry and Campus Carry will be posted at <http://www.hccs.edu/campuscarry>.

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.

Title IX Discrimination: Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students>Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to www.edurisksolutions.org. Sign in using your HCC student email account, then go to the button at the top right that says **Login** and enter your student number.

Any student who feels he/she has been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color, or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or oi@hccs.edu. Additional information may be obtained online. Visit <http://www.hccs.edu/district/departments/institutionalequity/>

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or renee.mack@hccs.edu.

Withdrawal Policy: Before withdrawing from a 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 Friday, October 28. Please remember that it is the student’s responsibility to withdraw from a course. If you stop attending class and don’t withdraw before this date, I reserve the right to drop you; if you stop attending class after this date, you are subject to the FX grading policy. Please note: If you are co-enrolled in a HIST course and choose to drop either the HIST course or ENGL 1301, or if you are dropped by your professor for non-attendance, you will be dropped from both courses.

The Writing Process

For each of the three major essays you will write this semester, you will utilize the writing process. Information on the writing process is below and will be covered in class in more depth.

Step One: Prewriting

For each essay, we will spend some time in class prewriting. When we prewrite, you will be in groups to brainstorm ideas, think about development of ideas, and help each other as you begin to formulate your essay. I will always tell you beforehand to come with some ideas ready to go. The more complete your ideas at this stage, the more you will be able to help your peers, and the more help you will receive.

Step Two: The Rough Draft

The rough draft is an important second step. A rough draft is just that—a rough sketch of your ideas. The more complete your rough draft, the more help you will receive during peer review (step three). Your rough draft should not just be brainstorming ideas; brainstorming is prewriting. The rough draft should be a fairly complete set of ideas in standard essay format.

- All essays will begin with a rough draft.
- Rough drafts will be submitted to turnitin.com under the appropriate assignment by the due date.
- Absolutely no final drafts will be graded without the accompanying rough draft.
- Late rough drafts will be penalized 10 points. Even if your essay is turned in one minute after the due date, it will lose points. Submit early.
- Rough drafts must be complete and meet at least 75% of the word count for that essay (for a 750 word essay, the rough draft must have 560 words; for a 1000 word essay, the rough draft must have 750 words; for a 1250 word essay, the rough draft must be 938 words). Failure to meet the length requirement on the rough draft will result in a 10 point deduction from the final essay. Even if your rough draft is one word too short, you will receive a 10 point deduction.
- Turnitin.com will generate a submission receipt for your rough draft. Keep this receipt in case you need it to prove submission.
- If you want me to comment on a rough draft, I will need it no later than 48 hours before the due date for the final draft. You will need to send it to me via email as a .doc or .rtf file attachment.

Step Three: Peer Review

Peer review is just what it sounds like: a chance for you to review each other's essays. Peer review will be conducted online or in class. You will read a certain number of essays and have your essay read by a certain number of people. The purpose of peer review is twofold: You will be able to help your peers as they revise their own essays, but you will also benefit from reading their ideas and style. In addition, peer review will give you the opportunity to practice critical reading. If you do not have your rough draft ready, you will obviously not be able to have your draft read; however, you will still be held responsible for peer reviewing other essays.

- Failure to peer review the required number of essays (usually two) will result in a 10 point deduction from your essay's final grade.

Step Four: The Final Draft

After peer review, you should take a look at the comments made about your essay and revise appropriately. Revision is more than just correcting grammar; it is taking a look at the global issues of your essay and working to make them better. You should think about soundness of ideas, organization, elaboration, transitioning between ideas, etc.

- All final drafts will have been revised. Any final draft that has not been revised will receive a 10 point deduction.
- Once you feel like you have revised appropriately and made your essay the best it can be, you should submit the final draft to the appropriate assignment on turnitin.com.
- Late final drafts will result in a 10 point deduction PER DAY for three days; after three days, I will not accept your final draft, and you will not be eligible to pass the course. Even if your essay is turned in one minute after the due date, it will receive the deduction. Submit early.
- Turnitin.com will generate a submission receipt for your final draft. Keep this receipt in case you need it to prove submission.

- Any final drafts not meeting the word length will receive a 10 point deduction. Even if your essay is 1 word short of the limit, you will lose 10 points.
- All final draft should be formatted appropriately (see the manuscript guidelines on EAGLE). Any essays not formatted correctly according to MLA guidelines will receive a 5 point deduction.
- Any submitted final essay that does not include the required number of sources will lose 5 points for each missing source.

Step Five: Reflection

The last step of the process is reflection. Too often, students go from one essay to the next, making the same mistakes over and over. The reflection asks you to look at the comments I wrote on your essay, think about what you did well that you can carry over to the next essay, and reflect on what needs work for the next essay. The reflection journal will always be completed on EAGLE Online. I will email you when I am finished grading essays to let you know when the reflection journal is due.

To review: Standard deductions

-10: late rough draft

-10: rough draft not meeting length requirement

-10: failure to peer review

-10: late final draft PER DAY for three days

-10: final draft not meeting length requirement

-5: incorrect format

-5: per source missing from final essay (for essays requiring sources)