



**Division of English and Communication
English Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/>

ENGL 1302: Freshman Composition II | Lecture | 16459

Spring 2020 | 4 weeks (12.16.2019-01.13.2020)

Online | Eagle Online Canvas

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Stacey Higdon, MFA	Office Phone:	713-718-6412
Office:	Northline, 422.3	Office Hours:	By Appointment
HCC Email:	stacey.higdon@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

Please contact me with questions or concerns at Canvas Inbox. I will respond to emails within 24 hours Monday through Friday; I will reply to messages sent after 5pm on Friday or on weekends on Monday mornings. There are two major holidays during Mini-term; as such, I will reply to messages sent on Christmas Day (12.25) and New Year's Day (01.01) on the next business days (12.26 and 01.02).

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 Composition II. I'm glad you decided to take this class. One of my passions is breaking down English language into smaller parts, and I am looking forward to passing a little of that on to you; when you look at language in this way, you begin to see how it all fits together and how important clear written and verbal expression is in your life. One of our focuses is developing effective inquiry, so as you read about new and challenging ideas, remember that I am available to support you. The fastest way to reach me is through Canvas

Inbox; I'm also available by appointment for an online meeting to discuss any questions you might have. Please contact me whenever you have a question.

Prerequisites and/or Co-Requisites

Successful completion of ENGL 1301 or satisfactory score on the CLEP exam. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Learning Management System

This section of ENGL 1302 will use [Eagle Online Canvas](#) and / or the [Learning Web](#) to supplement in-class assignments, exams, and activities. Our class is completely online, so all course content available at Eagle Online Canvas is designed to help you succeed. I expect that you will log in to complete work every day; failure to do so could result in lost points, missed deadlines, and / or dismissal from the course. HCCS Open Lab locations may be used to access Eagle Online Canvas or the Learning Web. When accessing the Internet, 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. To access course content, go to <https://eagleonline.hccs.edu/> and log in with your HCC username and password.

Instructional Materials

Course Reader Information

Our course will require a significant amount of reading; however, all of our text material is freely available online on our course page.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. 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 1302

English 1302 is an intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course.

Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1302 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 1302

Upon successful completion of ENGL 1302, the student will be able to:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Student Success in ENGL

As with any online three-hour course, expect to spend **several hours per week** reading and studying the material. I will provide assignments to help you use your time wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the assigned materials, 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 grading scale / grading formula explaining how student grades are calculated.
- Facilitate effective learning environment through activities, discussions, and lectures.
- Provide a description of any assignments.
- Inform students of policies.
- Provide course outline and class calendar that will include a description of assignments.
- Arrange to meet with individual students.

As a student, it is your responsibility to:

- Log in regularly to Eagle Online 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, and all assignments must be typed as a Microsoft Word document or equivalent. Some assignments (discussion posts, for example) will allow you to type your response online. Nothing should be handwritten, though; if an assignment is handwritten, it will not be graded. More detailed explanations of assignments will be available at your course page.

Major Essay One: Practical Proposal – details available online.

Major Essay Two: Definitional Argument - details available online.

Major Essay Three: Causal Argument - details available online.

Discussion Board Posts - You will interact with your peers often in this class. For most discussion posts, you will respond to a writing prompt and then respond to posts written by your peers. Occasionally, there will be individual postings that do not require responses, so always make sure to follow the directions in the assignment directions.

Writing Studio Posts – In order to develop and elaborate essays, we will use a form of online peer review. To do this, you will interact with your peers in studio groups. Studio posts

require you to meet deadlines for rough drafts and for responses to your peers. Make sure to follow the directions in the assignment directions.

In-Class Activities

Because our class is online, our “in-class” activities will take the form of online discussions and shorter writing assignments. There will also be additional activities to supplement the learning process.

Grading Formula

Online Work	25%
Major Essay 1	25%
Major Essay 2	25%
Major Essay 3	25%

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
1	12.16-12-21	Getting Started / Arguments - Proposals
2	12.22-12.28	Essay 1 / Arguments – Proposal; Documentation
3	12.29-01.04	Essay 2 / Arguments – Definition
4	01.05-01.09	Essay 3 / Arguments - Causal and Evaluation

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/>

In this course, the first violation of academic integrity, including but not limited to collusion and plagiarism, will result in a 0 for the assignment. The second violation will result in an F for the course and a referral to the appropriate Dean of Student Services.

Attendance Procedure

HCC policy states that a student may not miss more than 12.5% of class, which is four class meetings in a regular, 16-week semester. Because of the timeline and nature of our online

course, if you fail to log-in and complete work for more than four days, you will be dropped from the course for failure to participate. If you have not logged into our course at all before the Official Day of Record (December 18, 2019), you will be dropped.

In addition, you will have three assignments (the Diagnostic Essay, Discussion Post One, Discussion Post Two) to complete before the deadline of December 18, 2019 by 11:45pm. All three are found on our course page at Canvas. Failure to complete these three assignments by the deadlines will result in automatic withdrawal from the course. Plagiarizing any of these assignments will count as failure to complete and will lead to automatic withdrawal from the course.

Student Conduct

Our shared responsibility is to develop and maintain a positive learning environment. 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 help me achieve this critical goal. You will be engaging with your peers through online discussion forums and other mediums. As such, you might encounter ideas different from yours. I expect you to be courteous and respectful to your professor and your peers at all times. Failure to do so will result in potential dismissal from class, a referral to the appropriate Dean of Student Services, and possible dismissal from the course.

You will also be communicating with me frequently via Canvas Inbox. Please include a relevant subject line for your message in all communications, along with an appropriate greeting and closing, correct spelling, and appropriate syntax. These are the basics of written communication but are often lost in online writing. I cannot respond to emails sent via outside email addresses.

Late Work

Plan ahead. Because our course is always available, there are no acceptable reasons for late work. Missed deadlines come with consequences.

- Late studio drafts are penalized a letter grade per day; successful studios hinge on meeting deadlines: submitting late work is disrespectful to your group.
- Major Essays 1 and 2 will lose ten points for each day they are late until they reach an F (50). Essays 1 and 2 will not be accepted for credit after more than five calendar days.
- Major Essay 3 will not be accepted after the deadline. If it is not turned in on time, it will not be accepted for credit.
- Final essays submitted without relevant rough draft work in the Writing Studio will not be graded.
- Online Discussions and Writing Studios cannot be made up regardless of reason.

Standard Deductions on Essays / Drafts:

-5: late rough draft (points deducted for each day)

- 5: rough draft not meeting length requirement
- 10: late final copy (points deducted each day for up to five days / after that, automatic zero)
- 10: final copy not meeting length requirement
- 5: incorrect format
- 5: per source missing from final essay (for essays requiring sources)

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
- disAbility 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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