

English 1302 Syllabus  
Southwest College: Spring, Second Start 2016

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Class Hours: Wed. 2:00-4:00 +24 hrs. electronic instr.

Office Hours: before class and by appointment.

Learning Web page: [learning.hccs.edu/faculty/tarra.gaines](http://learning.hccs.edu/faculty/tarra.gaines)

### **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.

### **Course Description**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis 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. Prerequisite: ENGL 1301 Composition I or its equivalent.

### **Text**

Optional text:

Pike, David L. and Ana M. Acosta, eds. *Literature: A World of Writing*. 2nd ed. Pearson, 2013.

We will also be reading Shakespeare's *Twelfth Night*. I would like you to bring a paper or electronic copy of the play to class when we begin our discussion.

I am not requiring you to purchase a composition handbook, and instead we will be using the online resources of the *Purdue Owl*. This is a free site that you do not have to register to use. However, we will also be using the HCC Eagle Online 2 site. Additional material for this course, including major and daily assignments, will be posted on the HCC Eagle Online site. Students must log on to HCC Eagle Online site during the week in between class sessions. To access Eagle Online, go [here](#) or to "Student Sign-Ins" at the top of the HCC homepage. Instructions are available on the Eagle Online sign in page regarding how to sign in for the first time.

Participating in class online as well as during our on-campus class time is a basic requirement of this class. Even if you are attending class regularly, if I see that you are never or very infrequently logging on to Eagle Online, I will withdraw you from the class for lack of participation.

### **Attendance Policy**

Regular attendance is required at Houston Community College. HCCS class policy states that a student who is absent more than 12.5% (6 hours) of class may be

administratively dropped. Coming in late or leaving early will constitute a tardy. All tardies will be counted toward your allotted absences. Students who intend to withdraw from the course must do so by the official last day to drop (April 14).

### **Withdrawal Policy**

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in the Fall of 2007, the Texas Legislature passed a law limiting first time entering students to no more than **six** total course withdrawals **throughout** their academic career in obtaining a certificate or baccalaureate degree. There may be future penalties imposed.

You should visit with your instructor, an HCC counselor, or HCC Online Student Services to learn what, if any, HCC interventions might be offered to assist you to stay in class and improve your performance. Such interventions could include tutoring, child care, financial aid, and job placement.

### **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 may either be dropped by their professor for excessive absences before the withdrawal deadline 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 hybrid course without active participation is considered 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.

If you no longer attend class but do not withdraw before the deadline, you will receive the grade of FX. For a hybrid class, even if you are attending on-campus class, if you are not signing in to Eagle and completing assignments regularly throughout the semester, you may receive an FX as your final grade. The last day to withdraw from the Spring 2015 semester is April 14.

### **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 Ability 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/> The Southwest College DSS contact number is 713-718-7910

## **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](http://www.edurisksolutions.org) . Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

Any student who feels they have 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](mailto:oi@hccs.edu). Additional information may be obtained online. Visit <http://www.hccs.edu/district/departments/institutionalequity/>

## **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>.

## **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.

### **Recording Devices/Cell Phone Policy**

According to the Chancellor's restrictions on the use of recording devices in HCC facilities:

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. 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.

Campus policy also dictates that cell phones cannot be used in the classroom. If you have an emergency situation that requires you to communicate on your cell phone, you should step out of class immediately and only return when the situation is resolved. There is absolutely no texting allowed in class.

### **English Tutoring/Southwest College Writing Centers**

The Southwest 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 convenient, personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. In one-on-one consultations lasting about thirty minutes, tutors collaborate with students in understanding a writing assignment, developing ideas, shaping content, writing a thesis, drafting, revising, self-editing, and learning to proofread. Tutors will also assist students with learning about research and using sources. Furthermore, the Writing Centers offer access to computers and interactive websites for improving grammar skills. At the Southwest College Writing Centers, each tutoring session becomes a learning experience. Consult Find-A-Tutor at <http://ctle3.hccs.edu/alltutoring/index.php?-link=stu> for Writing Center locations and times

HCC also provides an online tutoring program. The url for this free tutoring option is: <http://hccs.askonline.net>.

### **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 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](http://www.hccs.edu/egls3) for directions.

### **Grade Percentages**

- 15% Essay 1 - Literary analysis essay
- 15% Essay 2 - poetry thematic analysis
- 15% Group presentations
- 30% Essay 3 - Research project and paper
- 15% Reading responses and quizzes
- 10% Final Exam Essay

### **Course Policies and Requirements**

By the end of the semester the student who passes with a final grade of "C" or above will have demonstrated the ability to:

1. Complete and comprehend reading assignments, understanding not just what happens in a story, poem, play, or essay but questioning why and how an writer creates an imagined world and what relation (if any) that world has to us.
2. Attend class regularly, missing no more than 12.5% of instruction.
3. Participate in small group and class discussions. (To participate in this class requires a student to share in the responsibility of analyzing the texts. A student must take part in the questioning of the work and deciding what conclusions we can validly draw from the literature. The student must come to class, not only having read the work at least two times, but also ready to share his or her opinions of that work's meaning with the class.)
4. Write at least 5000 words in completing written assignments of varying lengths which are relevant to the course content. Complete two longer essays that contain information obtained through documented research.

### **Formal Essays**

All major assignments must be typed, double spaced and follow current MLA style. Essay 1 and 2 may be turned in late; however, late essays will have 3 points per day they are late deducted from their final grade. After the essay is 8 days late, it will no longer be accepted under any circumstance and you will received a 0 for the assignment. You will be required to submit all your formal essays to Turnitin.com through an Eagle Online folder. You will not need to register with Turnitin.com; instead, you will submit your essays to Turnitin.com through Eagle.

Essay 1 or 2 (not both) may be rewritten for a new grade. You have 8 days from when I post the class grades on Eagle to rewrite that essay. However, in order to rewrite either essay you must first review all my and the Turnitin Grademark notes on the essay itself, and then you must either conference with me about how to improve the essay or receive help from the HCC Writing Center or askonline.net tutors. (Please note that if you turned that essay in late, I most likely will not have it graded at the same time as the rest of the class grades are posted, but you still only have 8 days from the class grade post date.)

### **Daily Work**

All assigned literature and *Purdue Owl* readings must be completely read by the date they are listed on the calendar; however, it is your choice as to how many daily written assignments you wish to do during the semester. I will average your best 8 reading responses, quiz grades, and Eagle discussions to calculate your daily work grade. That average will be worth 15% of your final grade. Please note that no late or make-up work is permitted for any of these assignments. All graded, paper copy reading responses and quizzes should be kept in a daily work folder that I might call for you to turn in at any time during the semester.

There are three types of daily work due in this class that taken together will be worth 15% of your final grade.

1. Quizzes will be given over readings from the online Purdue Owl Writing Lab (<http://owl.english.purdue.edu/owl/>). The quizzes will be posted in the Eagle Online class site and should be completed and brought to class the date listed on the quiz.

2. Before most literature readings are due, I will post topics or questions on the Eagle Online class site for you to write about after doing the reading. These questions are to help you to reach a deeper examination of a work and to begin to analyze it. Each reading response must be a minimum of 250 words in order to fulfill the requirement of the assignment. On the day we discuss the specific work, it is your responsibility to turn in your paper copy response to the reading. Reading responses should be written in standardized English. Grammar and punctuation count.

3. Sometimes instead of having in class discussion over a literature reading, I will post topic prompts for online class discussion on Eagle. These questions are to help you to reach a deeper examination of a work and to begin to analyze it. If you participate in the discussion you must respond to the original prompt and then respond to another student's comment on the topic. Each response must be a significant thought or comment, and all together your response to that prompt should be at least 200 words. Forum discussions should be written in standardized English. Grammar and punctuation count.

### **Grading Standards**

As we begin concentration on the first essay, I will hand out a detailed list of grading standards and criteria. For now, please note:

C essay (70-79) - The essay must contain a focused thesis sentence. The essay must be organized and the individual sentences must be clear and elaborate on, explain, and/or prove the main idea of the essay. The essay must respond to the assignment. Paragraphs should be well developed and logically appropriate. The essay must follow rules of grammar.

B essay (80-89) - The essay fulfills all the requirements of a C essay, as well as including several interesting ideas and insights. Grammar errors should be minimal. The essay should be well organized, clear, and logical.

A essay (90-100) - The essay fulfills all the requirements of a B essay, as well as showing originality of thought and imaginative competence in the development of the material. It engages the readers attention and invites rereading. It contains very few, if any, technical or grammatical errors. The A essay is outstanding work.

### **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. (See Student Handbook)

### **Student Learning Outcomes**

Upon successful completion of this course, students will:

- ~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.)

### **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.

## **1302 Calendar**

**Assignments listed underneath a class date are due the day they are listed.**

Assignments listed under “Online Assignments” are due before the next class meeting, unless specified differently. The calendar and/or reading assignment document posted on our Eagle class page provide links for all literature readings. (If you choose to use the optional *Literature a World of Writing* textbook, look for **LWW** followed by a page number.)

The calendar does not always include any reading responses, quizzes, or writing exercises I might assign. The assignments might change at any time with notice of only one class. If you are absent, please keep in contact with me or with one of your

classmates. Since we meet only one day a week, it is important to check Eagle Online several times during the week. (Please note, *Twelfth Night* is on the calendar. The play is not in the textbook but is available online. This is a good site: [Twelfth Night: Open Source Shakespeare](#). However, it would be helpful for you to purchase a paper copy of the text to bring to class. We will begin discussing the play as a class on March 30. You must have the play completely read by this date, so begin reading early in the semester.)

#### WEEK 1

February 17

\*Diagnostic Essay.

\*Introduction to course requirements.

Online Assignments:

\*LWW "Reading and Thinking" 2-9 and/or Purdue Owl's "[Close Reading](#)"

\*LWW "What is Fiction" 131-138 and/or Purdue Owl's "[Literary Terms](#)."

\*LWW "What is a Play" 139 and 146-149 and/or "[Reading a Play](#)."

#### WEEK 2

February 24

\*Discuss LWW "Everyday Use" 278 (or read [here](#)).

Online Assignments:

\*Review topics for group presentations.

**2/25/2016 - Spring 2016 2nd Start: Official Day of Record**

**(If you did not attend class before this date, you will be automatically dropped from the course.)**

#### WEEK 3

March 2

\*Discuss LWW *Trifles* 139 (or read [here](#)).

\*Topics for essay 1 discussed.

Online Assignments:

\**Trifles* trial forum discussion.

\*Review "Notes on Quoting."

\*Submit group preference to me by email by March 4.

\*LWW "What is Poetry" 122-123 and 126-127 or "[Poetry: Close Reading](#)."

#### WEEK 4

March 9

\*Quiz over Owl selections "Writing About Literature" and "Academic Writing."

\*Begin poems of voice and identity

Online Assignments:

\*Presentation group discussion in forums.

\*Essay 1 thesis statement should be emailed to me for feedback by 3/10.

**\*Essay 1 submitted to Eagle Online by Sunday, March 13.**

#### WEEK 5

March 16-22

Spring Break

Online Assignments:

\**Twelfth Night* groups should meet in the group forums.



\*Continue discussion of poems in forums.

\*Review essay 2 topics.

WEEK 6

March 23

\*Complete poetry discussion.

\*Owl quiz on "Conducting Research," and "Writing in Literature."

Online assignments:

\*Twelfth Night forum Q&A.

\*Essay 2 thesis should be emailed to me by March 26, if you want feedback.

\*Review topics for the research paper.

WEEK 7

March 30

\*Twelfth Night quiz.

\*Overview of Twelfth Night.

Online Assignments:

\*Twelfth Night reading response discussion.

**\*Essay 2 due April 4 by 9:00 p.m, submitted to Eagle Online.**

WEEK 8

April 6

\*Library Orientation.

\*Workshop on creating a work cited page.

Online Assignment:

\*Groups meet in the forums.

WEEK 9

April 13

**\*Twelfth Night presentations due.**

Online Assignments:

\*Continue research process.

**4/14/2015 - Spring 2016 2nd Start: Last Day to withdraw**

WEEK 10

April 20

**\*Continue Presentations.**

\*View film.

Online Assignment:

\*Research paper thesis emailed to me by 4/25.

WEEK 11

April 27

\*Continue film.

\*Owl Quiz on "Avoiding Plagiarism."

Online Assignment:

\*Research paper rough draft workshop.

WEEK 12

May 4

\*Final reading selection/ changes in point of view.

\*Review for final exam essay.

Online Assignment:

\***Twelfth Night** research paper due 5/6 by 10:00 p.m., submitted to Eagle Online.

**Final exam week May 11-15**