



## Welcome to English 1301!

### English 1301 Composition I Syllabus

Fall 2015, CRN: 72958

Distance Education - Online

3 credit hour lecture course / 48 hours per semester/ 16 weeks



### CONTACT INFORMATION

Professor: Viengvilay Oudonesom

Eagle Online Course Website: <https://eo2.hccs.edu/login/index.php>

Office Hours: TBA and by appointment

Eagle Online Email: During the semester, if you have questions or concerns, please contact me by using the Quickmail program in Eagle Online, our course website. This is the best way to contact me. Before the semester starts or after the semester ends, you may contact me using [viengvilay.oudonesom@hccs.edu](mailto:viengvilay.oudonesom@hccs.edu). Otherwise, please use the Eagle Online email program during the semester.

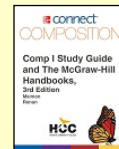
Phone: 713-718-6276 (Please leave a message.)

Please feel free to contact me with any concerns or problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Please also take advantage of the tutoring, library, and counseling services available to you. Information about the services is provided in this syllabus.

### TEXTS

All of our texts are online, so there is no need to buy books at a bookstore. We will read some online texts and use the McGraw-Hill Connect Composition Packet, which contains the following:

- McGraw-Hill Connect
- *McGraw-Hill Handbook*
- *English 1301 Study Guide by HCC Northwest*



All of these texts are provided in our online course, so you do NOT need to buy texts at a book store.

### EAGLE ONLINE STUDENT USER ID

Please use your Eagle Online username and password to log in our online class. Your Eagle Online username/password is the same as your Eagle ID, which is the User ID or W number that you were issued upon admission and the password you created for your HCC email (issued upon enrollment through the Student System). Your Eagle ID is also used for logging into campus computers, AskOnline tutoring, printing on campus, etc.

If you do know your W number, you can look it up from the [Student System Sign In](#) page (see "Forgot My User ID"). For more information on your User ID or your HCC Email password see the [Eagle ID web page](#).

If you have never used your HCC student email, you must [claim your account here](#) before using it. If you cannot claim your email or cannot reset your password, call the HCC IT Help Desk at (713) 718-8800 for AD / Email assistance.

### INSTRUCTIONAL METHODS

During this course, I hope that you will become better, more confident writers, readers, and critical thinkers. In order to help you to improve your writing, reading, and critical thinking skills, various learning materials will be provided. For example, mini-assignments will be given to help you develop your major essays, some learning materials have been supplemented with visual and multimedia works, and discussion prompts will encourage you to think critically.

Learning is not a one way process. Everyone in the class has some knowledge or perspective to share that is unique, and thus, everyone has some knowledge or perspective that she or he can learn. Learning involves sharing ideas as well as being receptive to other people's ideas. It is important to make learning your responsibility by carefully listening, carefully reading all required materials, contributing your ideas to class discussions, completing assignments by the deadlines, checking emails often, and meeting other course requirements. Hopefully, you'll discover that learning involves exploration and sharing and that it can be enjoyable.

## **GRADE PERCENTAGES**

12%	Essay #1
15%	Essay #2
20%	Essay #3
15%	Connect LearnSmart Achieve (LSA) Plan
11%	Midterm Exam
12%	Final Exam
15%	Other Work

## **GRADING CRITERIA AND GRADING SCALE**

Your work will be graded using the standard A-F system.

A (90-100%): Your work demonstrates superior ability and originality. Thorough knowledge of the material is displayed. The quality of submitted work is consistently high with no stylistic or rhetorical errors.

B (80-89%): The student demonstrates above average ability. Knowledge of the material exceeds basic requirements. The quality of submitted work contains few stylistic or rhetorical errors.

C (70-79%): The student presents work that adequately fulfills the assignment. Errors in proofreading, mechanics, style, and rhetorical devices are present.

D (60-69%): The student submits below average work that displays little skill or creativity. The work contains repeated mechanical and stylistic errors and poorly developed assignments.

F (0-59%): The student submits sloppy, poorly organized works containing excessive stylistic and rhetorical errors. The work displays little student effort and interest.

### *Notes*

- All major assignments must be completed & submitted within the required submission periods to pass the course.
- *Midterm Exam & Final Exam Grades:* According to English Department Policy, students must have a passing average on the midterm and final exam essays to receive a C or better in the course.

## **ASSIGNMENT DESCRIPTIONS**

### ***Overview***

You may access the course directly by going to the following webpage: <https://eo2.hccs.edu/login/index.php>. A regular HCC semester has sixteen weeks. Each week, you should read the works listed in the course calendar, study the lecture notes, post discussion responses, and complete any other assignments. Missing assignments can severely affect your grade. For example, some students choose not to complete all discussions or a major essay, which can lower their passing grades to failing grades. Please complete all assignments to give yourself the best chance of earning a passing grade. The following provides a brief overview of our major activities and assignments.

### ***Essays***

You will write three major essays, including a research paper that will require some research as well as the use of MLA documentation. Instructions for the essays are in the course on Eagle Online. Please read the instructions carefully. The essays will give you an opportunity to explore various rhetorical modes and apply your composition skills.

### ***Exams***

There will be two exams, the Midterm and Final, this semester. The exams are online, so you do not need to come in to a campus to take the test unless you are notified otherwise. The exams will be available during the midterm exam and final exam periods as marked on the calendar. The exams are timed. Once you start the exam, you must complete and submit it within the time limit. In general, only HCCS Eagle Online outages will be considered for exam re-testing. During the exam, save your answers often; answers that are not saved and submitted will not be viewable and thus not graded.

### ***Connect LearnSmart Achieve (LSA) Plan***

To help you improve your grammar and basic writing skills, you will be required to complete some assignments from McGraw-Hill's Connect, including but not limited to a LearnSmart Achieve (LSA) Plan. More information about McGraw-Hill's Connect is available on the course website.

### ***Other Work***

Other work in this class includes participation, discussions, quizzes, and other assignments. Your class participation is based on your involvement in the course. This is measured by your contributions to class discussions and activities and your visits to the course website. Other assignments or exercises will be given as "stepping stones" to the major essays. Improving your writing, reading, communication, and critical thinking skills takes practice, so do your best on these assignments.

## **SUBMISSION REQUIREMENTS**

- 1) In order to improve our writing skills, we must practice writing. Therefore, all of your work, including essays should be written specifically for this class; essays or sections of essays (or any work) should not have been submitted to another class, institution, publication, or other venue that is not for this class. Credit will not be given for work that has been submitted to another class, institution, publication, or other venue that is not for this class.
- 2) Please carefully read and meet assignment requirements listed in the instructions for each assignment. Work that is off-topic or does not meet assignment requirements may not be accepted or may not earn credit at the instructor's discretion. For example, an essay that falls short of word count requirements or does not meet source requirements may earn zero credit.
- 3) All work must be submitted to the required locations to receive credit; pay careful attention to the assignment instructions for submission directions.
- 4) All work must be submitted in one of the following file formats unless otherwise stated on the assignment: MS Word (.doc or .docx), Text (.txt), or Rich Text Formatted (.rtf). Assignments submitted in other formats may not be graded and may not earn credit.
- 5) All assignment submissions must be in MLA format unless otherwise indicated.
- 6) Essays that use sources must be accompanied by in-text citations in MLA format, a works cited page in MLA format, and copies of all sources with required highlighting in order for the essays to receive credit. More information is provided in the assignment instructions.
- 7) All major essays must be submitted to Turnitin.com to earn credit. The Turnitin.com submission space is incorporated in our course website, so you do not need to separately register for Turnitin.com.
- 8) All major essays/assignments must be submitted to BOTH the appropriate essay submission space AND the appropriate Turnitin.com submission space by the deadline or late deadline (see the lateness policy) in order to earn credit.

## **LATE WORK POLICY**

- 1) Essay #1, Essay #2, and Essay #3 may be submitted late unless stated otherwise, but late submissions will be penalized 5 points after the deadline and an additional 10 points for each calendar day they are late. Essays that are more than one week late will not be accepted.
- 2) Quizzes, exams, discussions, McGraw-Hill Connect assignments, and other assignments may not be made up or submitted late. Take responsibility as a college student if you miss an assignment. Learn from the experience and work to submit the rest of the assignments on time.

## **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 enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty": includes, but is not limited to, cheating, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student's test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's words or ideas and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the HCC Student Handbook)

Scholastic dishonesty is a serious offense. For example, copying even just one sentence or phrase without properly citing the source is plagiarism. Take pride and responsibility in doing your *own* work. To be accepted, all papers require proof of

their development. Serious infractions will result in failure in this class.

### **ATTENDANCE & WITHDRAWAL POLICIES**

As stated in the HCC Catalog, all students are expected to attend classes regularly; students in DE courses must log in their online class or they will be counted as absent. Just like an on-campus class, your regular participation is required. You should log in several times a week and actively participate by completing course work by the assigned deadlines. You should understand that your ability to do the work required in the class will be impaired and your grade will suffer as a result of excessive absences or failure to actively and regularly participate. If a student has excessive absences, excused or unexcused, or if the student does not actively and regularly participate, the student may be dropped from the course or given an F or FX at the instructor's discretion. If students stop attending the class, it is their responsibility to formally withdraw themselves.

Beginning Fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

To help you avoid having to withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

#### How to Withdraw

- If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their [Student System Sign In](#).
- HCC and/or professors may withdraw students for excessive absences without notification (see Attendance).
- Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

### **CONTACT INFORMATION & EMAILS**

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Please also take advantage of the tutoring, library, and counseling services available to you. Information about the services is provided in this syllabus.

- 1) Please use the Quickmail program on our Eagle Online course homepage. This is the program that you should use to compose an email to me. When you use the Quickmail program to send an email to me, your email will go to my HCC email address and the system will identify the email as coming from this course. Messages that are not sent through the course Quickmail program may not be read and may not receive a reply, so please use the course email program.
- 2) When I send an email to you with the Quickmail program, the email will go to your HCC student email address. The HCC student email address is in your Eagle Online Profile. This means that you must use your HCC student email. You may log in your HCC student email at <https://webmail.hccs.edu/>.
- 3) When composing your email, please use proper English. For example, do not write: "Hey Miz. Claz waz 2 kool. Gramr roks! LOL. C U l8r." I may not try to figure out or respond to such emails. 😊
- 4) In general, I will respond to emails in approximately 24hours if the email was sent between 9AM Mon. – 3PM Fri. Emails sent during the weekend or holidays will be answered after the weekend or holidays.
- 5) Please do use the Quickmail program in Eagle Online to send emails to me. If you are unable to access the program and need to send an email outside of Eagle Online, please include your class, section, and name in the subject line. I may not answer emails that do not have appropriate subject lines. Here is an example of an appropriate subject line: *SUBJECT: English 1301 DE, Jane Smith, CRN: 54321*. Please note that you should use Quickmail for the semester, and you should only send emails outside of Quickmail under rare, extenuating circumstances.
- 6) Please check your course emails often and regularly.
- 7) Students requesting a phone call will be contacted within three days, not including weekends or holidays.

### **VIRTUAL CLASSROOM CONDUCT**

As with on campus classes, all students in HCC Distance Education courses are required to follow all policies and procedures in the HCC Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with their professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course related email, discussion groups, and chat rooms or even removal from the class.

As your instructor and as a student in this class, our shared responsibility is to develop and maintain a positive learning environment for everyone. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist

me in achieving this critical goal.

### **COMPUTER LITERACY & TECHNICAL REQUIREMENTS**

This is an online distance education class, so access to a computer with an internet connection is essential. Students are expected to be familiar with basic telecommunication skills, such as navigating the web, sending and receiving email, posting and receiving electronic files, participating in discussions, and using online testing procedures. A “sick” or “broken” personal computer and/or personal internet connection problems are not excuses to delay or skip assignments. Travelling to a place with no internet connection is also not an excuse to delay or skip assignments. Computers are available at HCC computer labs and some public libraries. Instructors are not required to give consideration for lost, missing, or unacceptable work stemming from technical non-compliance and/or end-user technical issues. HCC distance education courses are on Eagle Online, and students are expected to be technically compliant, including but not limited to using the Firefox internet browser, using required software, and having a stable internet connection.

### ***HCC DISTANCE EDUCATION POLICIES***

#### **DE STUDENT HANDBOOK LINK (ADA, STUDENT SERVICES, ATTENDANCE, WITHDRAWAL, ETC...)**

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf>. For additional information about DE services, please visit <http://de.hccs.edu/student-services/>.

#### **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, 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. Look for the survey as part of the Houston Community College Student System online near the end of the term.

### ***TUTORING & OTHER RESOURCES***

#### **LIBRARY RESOURCES**

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to complete research. Visit [http://library.hccs.edu/distance\\_ed](http://library.hccs.edu/distance_ed) specifically for Distance Education students.

Library services are available throughout HCC. Through a daily library delivery service and a listing of all materials belonging to HCC libraries, books may be requested from and delivered to any campus library. HCC also has cooperative borrowing agreements with the University of Houston libraries and provides a copy of the Houston Public library catalog at each library. These arrangements provide students with access to over 4 million volumes.

Special services provided by the library system include photocopying facilities; specialized equipment for disabled students; group and personalized instruction in library use, including a self-instructional media program to orient students to the use of the HCCS libraries; a “term paper” workshop; and online bibliographic search services.

#### **ONLINE TUTORING**

HCC provides free online tutoring in writing, math, science, and other subjects. Look for HCC Ask Online on your Eagle Online log-in page. This directs students to the HCC AskOnline Tutoring website at <http://hccs.askonline.net/>. Instructions, including a video, are provided to make you familiar with the capabilities of this service.

#### **ON-CAMPUS TUTORING**

The HCC campuses also provide free in-person, on-site tutoring. You may go to a tutoring center for a one-to-one tutoring session. To find information on possible centers, contact the Distance Education Office or check the HCC webpage at <http://www.hccs.edu>. For an example of a possible center, visit the HCC Northwest Writing Center at <http://northwest.hccs.edu/programs/english/writing-center/>

#### **GET INVOLVED!**

HCC provides many opportunities for you to get involved in the community.

- 1) There are some HCC literary magazines. The Northwest College Review (<http://nwc.hccs.edu/review/>) is a journal of student and staff writing and artwork. Submit some of your artwork or writing for the opportunity to get published! Contact Michael.Sofranco@hccs.edu for information.
- 2) Pandora's Box and the REEL Film Series show free films at Northwest College.
- 3) Please share other possible activities with the class.

## **HCC COURSE INFORMATION**

### **COURSE DESCRIPTION**

"A course devoted to improving the student's writing and critical thinking. Writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. Core Curriculum course." (*HCC Catalog*)

### **PREREQUISITES**

Placed in college-level reading and college-level writing.

### **ENGLISH COMPOSITION I STUDENT LEARNING OUTCOMES**

- Demonstrate knowledge of writing as process.
- Apply basic principles of critical thinking in analyzing reading selections, developing expository essays, and writing argumentative essays.
- Analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers.
- Write essays in appropriate academic writing style using varied rhetorical strategies.
- Synthesize concepts from and use references to assigned readings in their own academic writing.

### **ENGLISH PROGRAM STUDENT LEARNING OUTCOMES**

- Write in appropriate genres using varied rhetorical strategies.
- Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
- Analyze various genres of writing for form, method, meaning, and interpretation.
- Employ research in academic writing styles and use appropriate documentation style.
- 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 a research project or case study 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

### **CALENDAR**

This calendar only shows major assignments; other assignments may be given. For a more detailed list of course readings and assignments, please view the syllabus on the Eagle Online course webpage.

Important Dates:

August 24: Classes Begin

September 7: Offices Closed – Labor Day Holiday

September 8: Official Day of Record

October 30: Last Day for Administrative/Student Withdrawals

November 26-29: Offices Closed – Thanksgiving Holiday

#### WEEK ONE

Class intro  
Writing Diagnostic

#### WEEK TWO

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*  
Connect LearnSmart Achieve Plan Pre-Test

#### WEEK THREE

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

#### WEEK FOUR

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*  
Essay #1 due

#### WEEK FIVE

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

#### WEEK SIX

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

#### WEEK SEVEN

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*  
Essay #2 due

#### WEEK EIGHT

Midterm Exam

#### WEEK NINE

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

#### WEEK TEN

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*  
Last day for Student Withdrawals – check with Registrar's Office at 713.718.8500 for specific date & time

#### WEEK ELEVEN

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

#### WEEK TWELVE

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

#### WEEK THIRTEEN

Readings & Discussions from *online sources*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*  
Essay #3 due

#### WEEK FOURTEEN

Connect LearnSmart Achieve Plan Completion

#### WEEK FIFTEEN

Connect LearnSmart Achieve Plan Post-Test  
Exam

#### WEEK SIXTEEN

Course wrap-up

Changes may be made to this syllabus. Changes will be announced.