



Welcome to English 1301!

English 1301 Composition I Syllabus
Fall 2012, CRN: 23395
Distance Education - Online

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

CONTACT INFORMATION

Professor: Viengvilay Oudonesom

Course Webpage: <https://hccs1.mrooms3.net/login/index.php>

Office Hours: TBA and by appointment

Eagle Online Email: During the semester, please use the email program on EAGLE ONLINE, our course website, to contact me. 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. Otherwise, please use the Eagle Online email program during the semester.

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

REQUIRED TEXTS

The Writer's Presence

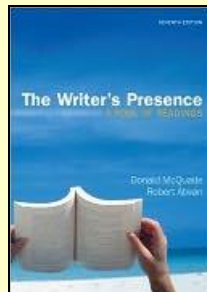
by Donald McQuade and Robert Atwan

7th Edition Bedford/St. Martin's: Boston 2012

ISBN-10: 0-312-67262-4

ISBN-13: 978-0-312-67262-1

Please get the *Writer's Presence* by the first week of the semester. The book is available at various bookstores. A copy of the book is also available on reserve at several HCC libraries including Spring Branch. Please contact the library for availability.

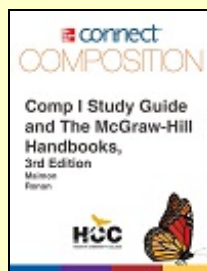


The McGraw-Hill Connect *

The McGraw-Hill Handbook *

English 1301 Study Guide by HCC Northwest *

* The McGraw-Hill and Study Guide materials are on the course website; you should not purchase these items at a bookstore.



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 not an excuse to delay or skip assignments. Computers are available at HCC computer labs and some public libraries. The instructor is 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.

EAGLE ONLINE STUDENT USER ID

Your Eagle Online login user ID will be your HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From www.hccs.edu, under the column “connect”, click on the “[Student System Sign In](#)” link
- Then click on “Retrieve User ID” and follow the instructions.

Or use the direct link to access the Student Sign In page:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The default student password is “distance.” Students will then be prompted to change their password after their first login.

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 about our class readings.

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/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 sometimes be enjoyable.

GRADE PERCENTAGES

- 12% Essay #1
- 15% Essay #2
- 20% Essay #3
- 11% Connect Personalized Learning Plan
- 12% Participation, Discussions, Quizzes, & Other Assignments
- 15% Midterm Exam
- 15% Final Exam

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 & 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://hccs1.mrooms3.net/login/index.php>.

This summer course lasts five weeks. A regular HCC semester has sixteen weeks. We are squeezing content that would normally be covered in sixteen weeks into five 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. 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 Personalized Learning 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 Personalized Learning Plan Initial Diagnostic and a Personalized Learning Plan Post Diagnostic. More information about McGraw-Hill's Connect is available on the course website.

Participation, Discussions, Quizzes, & Other Assignments

Your class participation is based on your involvement in the course. This is measured by your participation in class discussions and visits to the course website. Class discussion can be simulated with the discussion forum. In order to practice your critical thinking and writing skills, you will write short responses to selected readings. You will post these responses on the discussion forum. You are encouraged to ask questions, respond to the discussion questions, and make comments on the topics under study. You should include comments that demonstrate substantial thought and length in order to obtain an "A."

Other assignments and quizzes will be given throughout the semester. Other assignments or exercises will be given as "stepping stones" to the major essays; an example of an exercise may be to create an outline for an essay.

SUBMISSION REQUIREMENTS

- 1) In order to improve our writing skills, we must practice writing. Therefore, all 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, or publication. Credit will not be given for work that has been submitted to another class, institution, or publication.
- 2) Work that is off-topic or that does not follow instructions will not be accepted.
- 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 receive 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.
- 6) All major essays/assignments must be submitted to the appropriate sections in Turnitin.com by the deadline or late deadline (see the lateness policy) in order to receive credit.

LATE WORK POLICY

- 1) Quizzes, exams, discussions, McGraw-Hill Connect assignments, and other assignments may not be 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.
- 2) 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 1 week late will not be accepted.

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 students' 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 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 into their online class or they will be counted as absent. Just like an on-campus class, your regular participation is required. You should log on at least three 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, 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.

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 [HCC Student Center](#).
- 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 email program on our Eagle Online course webpage.
- 2) 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 will be answered after the weekend.

- 3) Please check your Eagle Online email often and regularly.
- 4) 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/respond to such emails :-)
- 5) When sending me an email outside of Eagle Online, please include your class, section, and name in the subject heading. I may not answer emails that do not have appropriate headings. Here is an example of an appropriate heading:
SUBJECT: English 1301 DE, Jane Smith
- 6) Students requesting a phone call will be contacted within three days, not including weekends.

HCC DISTANCE EDUCATION POLICIES

DE STUDENT HANDBOOK LINK (VIRTUAL CLASSROOM CONDUCT, ADA, 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/de/de-student-handbook>

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/library_services/distance.php 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 Ask Online on your Eagle Online log-in page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute 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/northwest/academic-programs/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 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. A section has been provided on the Discussion Board for you to share your activities.

HCC COURSE INFORMATION

COURSE DESCRIPTION

A course devoted to improving the student's writing and critical reading. Writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. This is a Core Curriculum course.

PREREQUISITES

A satisfactory assessment score, completion of English 0310 or (for non-native speakers) English 0349

COURSE GOALS

In English 1301, we seek to provide writing instruction and practice that will help students master writing the short essay while developing critical reading skills. We believe that in mastering this particular kind of writing, students will also gain skills that will permit them to be successful at writing tasks in other college courses, their careers, and in their personal lives.

CORE CURRICULUM COMPETENCIES

This course stresses the HCC CORE Competencies of reading, writing, speaking, listening, critical thinking, and computer literacy.

MINIMUM WRITING REQUIREMENT

Minimum of 5000 words during the semester

LEARNING OBJECTIVES

- 1) Demonstrate writing as a connected and interactive process which includes planning, shaping, drafting, revising, editing, and proofreading;
- 2) Demonstrate critical abilities when discussing texts in class and in writing assignments by delving into the meanings and implications behind the issues, theses, or themes;
- 3) Analyze texts by professional writers and write critical essays breaking down rhetorical elements into parts, examining the parts, and showing their effect;
- 4) Apply various methods of development and organization, and/or rhetorical appeals in written assignments;
- 5) Demonstrate effective use and documentation of sources in support of student ideas in informative and/or persuasive essays.

STUDENT LEARNING OUTCOMES

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

CALENDAR

This calendar only shows major assignments; other assignments may be given. Changes may be made to this calendar. Any changes will be announced. For a more detailed list of course readings and assignments, please view the syllabus on the Eagle Online course webpage.

WEEK ONE

Class intro
Diagnostic writing

WEEK TWO

Connect Personalized Learning Plan Initial Diagnostic
Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

WEEK THREE

Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

WEEK FOUR

Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

Essay #1 due

WEEK FIVE - SIX

Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

WEEK SEVEN

Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

Essay #2 due

WEEK EIGHT

Midterm Exam

WEEK NINE

Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide* Research techniques

WEEK TEN

Last day for Student Withdrawals – check with Registrar's Office at 713.718.8500 for specific date and time

Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide* Research techniques

WEEK ELEVEN - TWELVE

Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide* Research techniques

Connect Personalized Learning Plan Completion

WEEK THIRTEEN

Readings & Discussions from *The Writer's Presence*, *The McGraw-Hill Handbook*, & *English 1301 Study Guide*

WEEK FOURTEEN

Essay #3 due

Connect Personalized Learning Plan Post Diagnostic

WEEK FIFTEEN

Exam

WEEK SIXTEEN

Course wrap-up

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