



**Division of English and Communication  
English Department**

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

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**ENGL 1301: Freshman Composition I | Lecture | 20403**

Fall 2020 | 16 Weeks (8.24.2020-12.13.2020)

Online on a Schedule | Monday & Wednesday 8:00 – 9:20 AM

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Viengvilay Oudonesom	Office Phone:	713-718-6276
Office:	Online	Office Hours:	Online, by appointment
HCC Email:	viengvilay.oudonesom@hccs.edu		

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in this class is very important to me. I am available to hear your concerns or to discuss course topics. Please also take advantage of the tutoring, library, and counseling services available to you; information about services is provided in this syllabus.

**Instructor's Preferred Method of Contact**

During the semester, if you have questions or concerns, please contact me via email at viengvilay.oudonesom@hccs.edu or via the Eagle Online Canvas Inbox. This is the best way to contact me. I generally will respond to emails within 24 hours Monday through Friday; I will reply to messages sent after 3PM or on weekends the following week.

**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 English 1301! During this course, I hope that you will become better writers, readers, and critical thinkers. Everyone in the class has some knowledge or perspective to share that is unique, and thus, everyone has some knowledge or perspective to 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 in class, reading all

required materials, participating in class activities, 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.

### **Prerequisites and/or Co-Requisites**

A satisfactory assessment score, completion of INRW 0420 (or for non-native speakers ESOL 0360.) Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### **Learning Management System**

This section of English 1301 will use [Eagle Online Canvas](#) for all assignments, quizzes, and activities. You should log in daily and complete work in Eagle Online Canvas. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

This semester, there are three modalities for English courses: Online Anytime, Online on a Schedule, and Flex Campus. Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Flex Campus are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of ENGL 1301 is Online on a Schedule and meets on Mondays and Wednesdays from 8:00 – 9:20 AM.

### **HCC Online Information and Policies**

<http://www.hccs.edu/online/>

### **Scoring Rubrics, Sample Assignments, Other Resources**

Look on the course website for assignment requirements, samples of class assignments, and other information to assist you in the course. You may access the course directly by going to the Eagle Online Canvas website, <https://eagleonline.hccs.edu/>, and logging in with your HCC username and password.

## **Instructional Materials**

### **Course Reader Information**

You do not need to buy textbooks for this course. Links to reading materials are provided in Eagle Online Canvas.

### **Other Instructional Resources**

#### **Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment. 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 1301

ENGL 1301 is an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Core curriculum course.

### Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1301 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 1301

Upon successful completion of ENGL 1301, the student will be able to:

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose

- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

## Student Success in ENGL

As with any three-hour course, expect to spend **at least six hours per week** outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the assigned reading materials, attending class, participating in class activities, and completing assignments in class and in Eagle Online Canvas. 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 the grading scale and detailed grading formula explaining how student grades are to be calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class 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

For the best chance of success, you should follow the weekly schedule and read the online texts, study the course materials, and complete work assigned for each week. I encourage you to complete all readings and assignments on time. Missing assignments can severely affect your grade. For example, some students do not complete a major essay, which can lower their passing grades to failing grades. Please complete all assignments to give yourself the best chance of passing the course. A brief overview of assignments is provided below. More detailed explanations of assignments are provided in Eagle Online Canvas.

### Essays

This course requires students to write a minimum of 5,000 words during the semester. The writing requirement will be satisfied through essays and other writing assignments.

You will write three major essays, including a critical analysis paper and a research paper. The essays will require the use of MLA style. The essays will give you an opportunity to explore various rhetorical modes and apply your composition skills.

### Final Project

The class will have a final project. The project will give you an opportunity to incorporate your writing, critical analysis, and research skills. More details will be provided in Eagle Online Canvas.

### Other Work

Other work in this class includes participation, in-class activities, discussions, quizzes, and other assignments. Your class participation is based on your involvement in the course. This is measured by your contributions to class activities and active attendance. To help you improve your critical reading and writing skills, you will be required to participate in online discussions. For many of the discussions, you will read some online texts and compose responses to discussion questions. In addition, to improve your communication skills, you will respond to other students in the online discussions. To help you assess your understanding of texts and the course content, you will be given some quizzes. Some of the quizzes will cover the required course readings, and some of the quizzes will cover content that has been covered in class or other course materials. Other assignments may include worksheets, exercises, and presentations. Improving your writing, reading, communication, and critical thinking skills takes practice, so do your best on these assignments.

### Grading Formula

15% Essay #1  
18% Essay #2  
22% Essay #3  
10% Final Project  
35% Other Work

**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 / Assignments Due
1	Aug. 24 – Aug. 30	Class introduction, writing diagnostic Readings and discussions from online texts
2	Aug. 31 – Sept. 6	Reading and writing fundamentals Readings and discussions from online texts
3	Sept. 7 – Sept. 13	Readings and discussions from online texts
4	Sept. 14 – Sept. 20	Readings and discussions from online texts Essay #1 final draft due
5	Sept. 21 – Sept. 27	Introduction to critical analysis Readings and discussions from online texts
6	Sept. 28 – Oct. 4	Readings and discussions from online texts

<b>Week</b>	<b>Dates</b>	<b>Topic / Assignments Due</b>
7	Oct. 5 – Oct. 11	Readings and discussions from online texts
8	Oct. 12 – Oct. 18	Readings and discussions from online texts Essay #2 final draft due
9	Oct. 19 – Oct. 25	Introduction to research Readings and discussions from online texts
10	Oct. 26 – Nov. 1	Readings and discussions from online texts
11	Nov. 2 – Nov. 8	Readings and discussions from online texts
12	Nov. 9 – Nov. 15	Readings and discussions from online texts
13	Nov. 16 – Nov. 22	Readings and discussions from online texts Essay #3 final draft due
14	Nov. 23 – Nov. 29	Readings and discussions from online texts Final project
15	Nov. 30 – Dec. 6	Final project
16	Dec. 7 – Dec. 11	Course Wrap-up

#### HCC Calendar Dates

August 24: Classes Begin

September 7: HCC Closed – Labor Day

September 8: Official Day of Record

October 30: Last Day for Administrative/Student Withdrawals

November 26 – November 29: HCC Closed – Thanksgiving Break

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

### **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/>.

Scholastic dishonesty is a serious offense. For example, copying even just one sentence or phrase without properly citing the source is plagiarism. Reusing work or parts of work submitted to another class, institution, publication, or other venue is considered a form of scholastic dishonesty. Another form of scholastic dishonesty involves fraudulent research, which includes but is not limited to creating citations for nonexistent sources, using citations for different sources than the ones actually used, or including citations for sources that were not used. Take pride and responsibility in doing your own work. Create your own original

work that contains your own word choices and phrasing. To be accepted, all papers require proof of their development.

Just so there is no misunderstanding, cheating, plagiarism, collusion, and other forms of scholastic dishonesty will not be tolerated. Possible punishments for scholastic dishonesty may include a grade of 0 or F for the particular assignment, an F for the course, a referral to the appropriate Dean of Student Services, and/or recommendation for probation or dismissal from the college system.

### **Attendance Procedure**

Attendance, preparedness, and participation are essential for your success in this course. According to HCC policy, all students are expected to attend classes regularly. A student should not miss more than 12.5% of class hours, which is equivalent to 6 hours of class. Students in HCC online courses must log in their online class and actively participate, or they will be counted as absent. Logging into an online course without active participation is considered not attending. Students who do not attend and actively participate by completing an assignment on the course website before the Official Day of Record will be automatically withdrawn from the class.

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 you do not log in and actively participate at least twice a week, you will be counted as absent for that week. 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.

Regular attendance is expected and required. It is the only way you can learn from your professors and your peers and meet the goals of this class.

- Log in class on time and stay until class is dismissed. A record of absences, late arrivals, early departures, and exits-returns during the class period will be maintained. Arriving late, leaving early, exiting-returning during class, and/or being absent will affect your grade. I take roll at the beginning of class. If you are tardy or miss the roll call, it is your responsibility to speak to me at the end of that class period to request that the absence be changed to a tardy. Otherwise, you will be considered absent.
- An absence is not an excuse for missing a due date or for being unprepared for the next class or assignments. When you miss class by not logging in, you are still responsible for what happens in class that day. Keep in mind that whatever the reason for your absence, you will still miss important course work. You are responsible for all assignments. If an assignment is due on the day that you miss by not logging in, the assignment is still due; the assignment deadline does not change for you. If you are absent or miss part of a class, it is your responsibility to learn what you have missed. Please read the course calendar and materials on the course web site.

## **Student Conduct**

Our shared responsibility is to develop and maintain a positive learning environment for everyone. As the professor, I take this responsibility seriously and will inform members of the class if their behavior makes it difficult to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist me in achieving this critical goal. Please be respectful and courteous to everyone in the class.

- Arrive on time and stay for the entire class. If you arrive late or leave early, please do so quietly. Please note that arriving late or leaving early will negatively affect your grade. Exiting and returning to the class several times during the class period or establishing a pattern or habit of exiting-returning during several class periods is disruptive and unacceptable and will negatively affect your grade.
- Come to class prepared. Being prepared means
  - Reading and annotating materials before class so that you are ready to discuss them.
  - Reviewing the course calendar and contacting another student if you are absent to find out what you missed.
- Contribute your ideas and participate in class and respect everyone’s right to his/her own views. If someone is talking, please do not interrupt. Discriminatory language and behavior is not acceptable in a college classroom, just as it would not be acceptable in a workplace.
- Respect everyone’s right to a non-distracting learning environment.

If you display disruptive and unacceptable behaviors, including but not limited to the ones mentioned above, you may be asked to leave the class period and will be counted as absent. Such behaviors will negatively impact your grade.

All students in HCC courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a physical classroom or 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 resources or even removal from the class.

## **Assignment Policies**

All major assignments, such as essays and the final project, must be completed to pass the course. Specific assignment requirements are provided in Eagle Online Canvas. The following are some general assignment policies.

- In order to improve our writing skills, we must practice writing. Therefore, all of your work, including essays should be written by you 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.
- Please carefully meet assignment requirements outlined in this syllabus, listed in the assignment documents, and discussed in class. Work that is off-topic or does not meet assignment requirements may not be accepted, may not earn credit, or may have



points deducted 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.

- The instructor reserves the right to not accept work that does not meet requirements; such work may earn zero credit. At the instructor’s discretion, the instructor may require students to revise and resubmit work. Students who submit required revisions within the required timeframe may earn partial credit on the assignment; students who chose not to submit required revisions may earn zero credit for the assignment. Work that involves academic dishonesty (e.g., plagiarism) may not be revised or resubmitted for credit.
- In order to earn credit, essays require proof of their development. Students are required to complete assignments and exercises that support essays. For example, a stepping-stone assignment may be a worksheet with questions that help students generate ideas for an essay.
- All work must be submitted to the required location by the deadline or late deadline (see late work policy) to earn credit. Pay careful attention to the assignment instructions for submission directions.
- All work must be submitted in the following file format unless stated otherwise on the assignment: MS Word .doc or .docx. Work submitted in other file formats may not be graded and may not earn credit. HCC students may get MS Word for free through their HCC student webmail.
- All work must be typed and in MLA format unless stated otherwise on the assignment. Submissions that are not typed and/or are not in MLA format may not be accepted, may earn zero credit, or may have points deducted.
- 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.
- All major essays must be submitted to Turnitin through Eagle Online Canvas to earn credit. The Turnitin submission space is incorporated in our course website, so you do not need to register for Turnitin. When you submit an essay to Turnitin in Eagle Online Canvas, a confirmation email will be sent to your HCC student email address; if you do not receive the email, the essay has not been successfully submitted.

### **Late Work Policy**

- Major essays (the final drafts of Essay #1, Essay #2, and Essay #3) may be submitted late unless stated otherwise, but late submissions will be penalized 10 points for each calendar day they are late. An essay final draft that is more than one week late will not be accepted for credit.
- Work is due at the beginning of the class on the due date unless stated otherwise on the assignment or course calendar. For assignments that are due in class, work must be typed and submitted in class during the class period unless stated otherwise in the assignment instructions. Work is collected at the beginning of the class period; work that is submitted after the collection but before the end of the class period will have 10 points deducted. For assignments that are due in class, if you do not submit work in class during the class period on the due date, the work will not be accepted for credit.
- Quizzes, exams, the final project, discussions, rough drafts, peer reviews, worksheets, exercises, in-class activities, and other assignments may not be made up or submitted late for credit. 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.

## **Computer Literacy and Technical Requirements**

This is an online 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, HCC libraries, 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. The course website is on Eagle Online, and students are expected to be technically compliant, including but not limited to using the required internet browser, using required software, and using a stable internet connection.

### **Email Format**

The best way to contact me is via email. When composing your email, please include your name, class, and section in the subject line. Here is an example of an appropriate subject line. SUBJECT: Jane Smith, English 1301 Online, CRN 54321, Fall 2020. Please use proper English; correct your grammar and spelling. Use professional email format; more information about this format is on the course website.

### **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
- Ability 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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([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. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> 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**

Dr. Alan Ainsworth, [alan.ainsworth@hccs.edu](mailto:alan.ainsworth@hccs.edu), 713.718.7591