



Welcome to English 1301!



English 1301 Composition I Syllabus – Spring 2011

CRN: 62828 (MW 8-9:30AM)

CRN: 70700 (TuTh 9:30-11AM)

Northwest College, Spring Branch Campus

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

INSTRUCTOR: Viengvilay Oudonesom

CONTACT INFORMATION

COURSE WEBPAGE: <http://hccs.blackboard.com>

OFFICE HOURS: TBA and by appointment

EMAIL: viengvilay.oudonesom@hccs.edu (Email is the best way to contact me.)

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

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.

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.

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.

CORE CURRICULUM COMPETENCIES

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

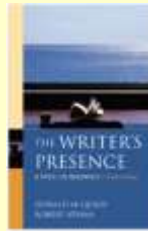
MINIMUM WRITING REQUIREMENT

Minimum of 5000 words during the semester

TEXTS & MATERIALS

- *The Writer's Presence* (required text)
by Donald McQuade and Robert Atwan
6th Edition Bedford/St. Martin's: Boston 2009

Please get your book by the first week of the semester.



- A grammar & composition handbook such as *The McGraw-Hill Handbook* (recommended text)
by Elaine Maimon, Janice Peritz, and Kathleen Yancey, 2nd Edition, McGraw-Hill: New York 2010

You may use a different handbook such as *Penguin* or *Little Brown*, but you'll be responsible for finding corresponding pages.



- At least 2 *Blue Books* for in class exams (required)

COMPUTER LITERACY

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, and posting and receiving electronic files. A "sick" or "broken" personal computer and/or personal internet connection problems are not excuses to delay or not do assignments. Computers are available at HCC computer labs and some public libraries.

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 instructional methods and 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, reading required materials, contributing your ideas to class discussions, and completing assignments by the deadlines. Hopefully, you'll discover that learning involves exploration and sharing and that it can sometimes be enjoyable.

STUDENT ASSIGNMENTS

Overview

We will have approximately 16 weeks to cover our course materials. I encourage you to complete the assigned readings before the beginning of each class and to turn in assignments on time. Carefully observe the assignment due dates on the calendar. You may access some notes, assignments, and the syllabus directly by going to the following webpage: <http://hccs.blackboard.com>. There will be plenty of writing and reading, but we can also have some fun. The following provides a brief overview of our major activities and assignments.

Participation & Discussions & Other Assignments

Your class participation is based on your involvement in the course. This is measured by your attendance and active contributions to discussions and activities. Throughout the semester, you will be given quizzes, presentation assignments, and other assignments. Most of the quizzes will cover assigned readings. The quizzes are short, timed tests. You will be asked to make some class presentations; the goal of these presentations is to help you practice sharing critical ideas. Other assignments such as in-class writing and worksheets may also be given.

Reading Responses

In order to practice your critical thinking and writing skills, you will write short essay responses to selected readings. These readings are on the calendar. Refer to the reading response guidelines for specific instructions.

Essays

You will write three major essays:

- 1) Personal Narrative or Memoir: reflective essay that requires narration and description, including figurative language and imagery.
- 2) Critical Analysis: essay analyzing visual work. The goal is to break down a work into smaller parts for discussion via content, argument, organization, style, persuasive strategies, style, etc...

- 3) Persuasive Essay: essay that focuses on an ethical issue, which will require some research as well as the use of MLA documentation, including parenthetical references and a works cited page.

Please carefully read the instructions for each essay. The essays will give you an opportunity to explore various rhetorical modes and apply your composition skills.

Exams

There will be two exams this semester:

- 1) Midterm: in-class essay that critically analyzes a published article.
- 2) Final: in-class essay that critically analyzes a published article.

You must write your exam essay in a Blue Book. Only essays written in Blue Books will be graded, so please get your Blue Books in advance and bring them to class on the first day of each exam.

ASSESSMENTS / GRADING

- 12% Essay #1
- 15% Essay #2
- 20% Essay #3
- 12% Reading Responses
- 11% Participation, 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.

CLASSROOM ETIQUETTE

- 1) Arrive on time and stay for the entire class. If you arrive late or leave early, please do so quietly.
- 2) Contribute your ideas and participate in class and respect everyone's right to his/her own views.
- 3) Do not use devices including but not limited to cell phones, pagers, and video games in class. Laptops are not allowed without prior permission from the instructor, and this permission may be revoked at any time.
- 4) Do not attempt to do work not related to this course in the classroom.
- 5) If someone is talking, please do not interrupt.

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. Credit will not be given for work that has been submitted to another class.
- 2) All out of class assignments must be typed unless otherwise stated. Handwritten assignments will be returned ungraded.
- 3) All assignment submissions must be in MLA format and stapled unless otherwise indicated.
- 4) Essays that use sources must be accompanied by a works cited page in MLA format and copies of all sources with required highlighting (more info is provided in the assignment instructions) in order for the essays to receive credit.
- 6) All major out-of-class essays/assignments must be submitted to the appropriate sections in Turnitin.com in order to receive credit.

MAKE-UP & LATENESS POLICY

- 1) Make-ups or deadline extensions may be given at the discretion of the instructor. There will be no extension of due dates and/or make-ups unless a compelling excuse is provided. A compelling excuse must be accompanied by official documentation such as an official doctor's letter. A problem with your personal computer or internet connection is not an acceptable excuse. Computers are available at the HCC campuses and some public libraries.
- 2) Assignments are due within the first 15 minutes of class and will be counted late thereafter. Problems with the computer or printer are not acceptable excuses.
- 3) Late assignments (excluding quizzes, group work, discussions, reading responses, peer reviews, presentations, and exams) will be accepted unless stated otherwise, but late assignments will be penalized 5 points after the deadline and an additional 5 points for each day they are late. Assignments that are more than 6 days late may not be accepted.
- 4) In-class assignments, including but not limited to quizzes, group work, discussions, peer reviews, and presentations, cannot be made up or submitted late.

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) When sending me an email, 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*
- 2) 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 :-)
- 3) In general, I will respond to emails in approximately 24 hours if the email was sent between 9AM Mon. – 3PM Fri. Emails sent during the weekend will be answered after the weekend.
- 4) Please check your email regularly.
- 5) Students requesting a phone call will be contacted within three days, not including weekends.

HCC POLICY STATEMENTS

BLACKBOARD STUDENT USER ID

Your Blackboard 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.

CLASSROOM CONDUCT

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 achieve this critical goal. 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 classroom with your 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. (See Student Handbook)

USE OF CAMERAS OR RECORDING DEVICES

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.

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 mean 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

As stated in the HCC Catalog, all students are expected to attend classes regularly. You should understand that your in-class grade will suffer as a result of absences, and of course, your ability to do the work required in the course will also be impaired and grades on that work will naturally be lower. If a student misses more than 6 hours of class, excused or non-excused absences, the student may be dropped from the course. Three tardies equal one absence. Leaving early is the same as a tardy. If students stop attending the class, it is their responsibility to formally withdraw.

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

- 1) A record of absences, late arrivals, and early departures will be maintained throughout the semester. Be on time and stay until class is finished. Arriving late or leaving early will affect your attendance/participation grade.
- 2) I take role at the beginning of class. If you are tardy, it is your responsibility to make sure that I record your attendance at the end of class. Otherwise, you’ll be considered absent.
- 3) Valid reasons for missing class include illness and family emergencies. You need to provide official documentation such as a doctor’s note.
- 4) AN ABSENCE IS NOT AN EXCUSE FOR MISSING A DUE DATE OR FOR BEING UNPREPARED FOR THE NEXT CLASS. You are responsible for all assignments. If you are absent or tardy, it is your responsibility to learn what you have missed. Please read the course calendar. Try to exchange phone numbers and/or email addresses with at least 3 classmates to get possible help.

HCC WITHDRAWAL POLICY

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](#). In consideration of this law, I will not give a “W” as a grade option unless you have submitted the withdrawal form yourself before the withdrawal deadline.

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 Class Attendance section).
- 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.

3-PEAT RULE

Students who repeat a course for a third or more times may face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

STUDENT SERVICES

Student Services provides counseling for the Northwest College student body. Counselors are available at each campus to assist students in creating class schedules, evaluating college transcripts, and completing degree/certificate plans.

Student Services regular business hours are the same at both campuses. Phone numbers:

- * 8 a.m. – 7 p.m. M – Th
- * 8 a.m. – 1 p.m. F – Sat
- * Katy Campus, 713-718-5751
- * Spring Branch Campus, 713-718-5669

Additional Information:

<http://northwest.hccs.edu/northwest/campus-services>

Early Alert: HCC has instituted an Early Alert process by which your professor may “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance. A counselor will then reach out to you to discuss your progress and offer any relevant resources. This initiative is designed to provide students with support services and resources to assist them in successfully completing their course.

INTERNATIONAL STUDENTS

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

DISABILITY SERVICES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office at the respective college at the beginning of each semester. Professors are authorized to provide only the accommodations requested by the [Disability Support Services Office](#). For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. To visit the ADA Web site, please visit www.hccs.edu then click Future students, scroll down the page and click on the words Disability Information.

Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422

TUTORING & OTHER RESOURCES

LIBRARY RESOURCES

As an HCC 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 students will need to complete research.

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 Blackboard 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. No appointment is necessary. For more information, visit the HCC Northwest Writing Center web page 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.

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 Blackboard course webpage.



WEEK ONE

Class intro

Diagnostic writing

WEEK TWO-THREE

Readings & Discussions from *The Writer's Presence* & *The McGraw-Hill Handbook*

WEEK FOUR

Readings & Discussions from *The Writer's Presence* & *The McGraw-Hill Handbook*

Essay #1 rough draft

WEEK FIVE

Readings & Discussions from *The Writer's Presence* & *The McGraw-Hill Handbook*

Essay #1 due

WEEK SIX

Readings & Discussions from *The Writer's Presence* & *The McGraw-Hill Handbook*

WEEK SEVEN

Readings & Discussions from *The Writer's Presence* & *The McGraw-Hill Handbook*

Essay #2 rough draft

WEEK EIGHT

Essay #2 due & exams

WEEK NINE-ELEVEN

Readings & Discussions from *The Writer's Presence* & *The McGraw-Hill Handbook*

Research techniques

WEEK TWELVE

Readings & Discussions from *The Writer's Presence* & *The McGraw-Hill Handbook*

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

WEEK THIRTEEN

Readings & Discussions from *The Writer's Presence* & *The McGraw-Hill Handbook*

Essay #3 rough draft

WEEK FOURTEEN

Essay #3 due

WEEK FIFTEEN

Exams

WEEK SIXTEEN

Course wrap-up

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