



## Welcome to English 1301!

English 1301 Composition I Syllabus – Spring 2013

CRN: 32106 (MW 8:00 - 9:30AM)

CRN: 32691 (TuTh 9:30 - 11:00AM)

Northwest College, Spring Branch Campus

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

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

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

### REQUIRED TEXTS

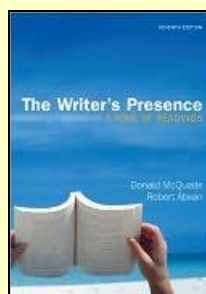
#### *The Writer's Presence*

by Donald McQuade and Robert Atwan

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

ISBN-10: 0-312-67262-4

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



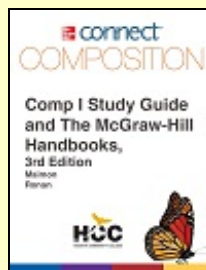
Please get the *Writer's Presence* by the first week of the semester. The book is available at various bookstores. A copy of the book is also available on reserve at several HCC libraries including Spring Branch. Please contact the library for availability.

*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 a web-enhanced 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. 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](http://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***

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. Missing assignments can severely affect your grade. For example, some students choose not to complete the Connect exercises or a major essay, which can lower their passing grade to a failing grade. Please complete all assignments to give yourself the best chance of earning a passing grade. Carefully observe the assignment due dates on the calendar. You may access the syllabus and some assignments by going to the following webpage: <http://hccs1.mrooms3.net/login/index.php>. 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 in-class essay exams. 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.

## **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. This is an HCC Northwest English Department requirement. 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 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. 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.

## **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) Unless otherwise stated, paper copies of assignments are due in class, not outside of the class period. Assignments that are submitted after the first 15minutes of class but before the end of the class will have 10 points deducted. If you do not submit the assignment *in class* on the due date, the assignment (except major essay packets) will not be accepted. Problems with the computer or printer are not acceptable excuses.
- 2) Unless otherwise stated, major essay packets may be submitted late but will be penalized. Essay packets that are submitted after the first 15minutes of class but before the end of the class will have 5 points deducted. If you do not submit the essay packet *in class* on the due date, you may submit it in the next class with a penalty of 15points. If you do not submit it in that next class, you may submit it in the following class with a penalty of 30 points. For each class period that the essay packet is late, 15 points will be deducted. Essay packets that are more than one week late will not be accepted.
- 3) Quizzes, exams, discussions, presentations, in-class exercises, 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 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.

## **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. I take this responsibility seriously and will inform members of the class if their behavior makes it difficult for me 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.

- 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. If someone is talking, please do not interrupt
- 3) Do **not** use devices including but not limited to cell phones, pagers, and video games in class. If you expect an emergency call, please speak to the instructor. 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.

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.

## **ATTENDANCE & WITHDRAWAL POLICIES**

As stated in the HCC Handbook, all students are expected to attend classes regularly. You should understand that your grade will suffer as a result of absences, and of course, your ability to do the work required in the course will be impaired and grades on that work will naturally be lower. Being tardy or leaving early will negatively affect your grade. If a student misses

more than 6 hours of class, excused or unexcused absences, 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.

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.

- 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 and/or absences will affect your final 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) 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 do not ask the instructor whether you missed anything important. Please read the course calendar and materials on the course web site. You may find it helpful to exchange phone numbers and/or email addresses with your classmates so that you can contact them if you miss a class.

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) 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.
- 2) When sending 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*
- 3) 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 :-)
- 4) Please check your email regularly.
- 5) Students requesting a phone call will be contacted within three days, not including weekends.

### **OTHER HCC POLICIES**

#### **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.

### **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](http://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

### **INTERNATIONAL STUDENTS**

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

### **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.

### **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](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.

### Important Dates:

Jan 14: Classes Begin

Jan. 21: Offices Closed – Martin Luther King, Jr. Holiday

Jan. 28: Official Date of Record

Feb. 18: Offices Closed – Presidents' Day Holiday

Mar. 11-17: Offices Closed – Spring Break

Mar. 29-31: Offices Closed – Spring Holiday

Apr. 1: Last Day for Administrative/Student Withdrawals, 4:30pm

### 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

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

### WEEK 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*

### WEEK TEN

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

### WEEK ELEVEN

April 1, 4:30pm: Last day for Student Withdrawals – check with Registrar's Office at 713.718.8500 for specific date & time

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

Connect Personalized Learning Plan Completion

### WEEK TWELVE

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

Connect Personalized Learning Plan Post Diagnostic



WEEK THIRTEEN

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

WEEK FOURTEEN

Essay #3 due

WEEK FIFTEEN

Exam

WEEK SIXTEEN

Course wrap-up

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