



## Welcome to English 1301!



### English 1301 Composition I Syllabus – Spring 2016

CRN: 89310 (MoWe 8:00AM-9:30AM, room 308)

CRN: 89160 (MoWe 9:30AM-11:00AM, room 308)

CRN: 88733 (TuTh 8:00AM-9:30AM, room 708)

CRN: 88737 (TuTh 9:30AM-11:00AM, room 708)

Northwest College, Spring Branch Campus

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



### CONTACT INFORMATION

Professor: Viengvilay Oudonesom

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

Office Hours: Mon/Wed 7:30-8AM and 11-11:30AM, room 308; Tue/Thu 7:30-8AM and 11-11:30AM, room 708 and by appointment

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

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

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

### TEXTS

The Writer's Presence

by Donald McQuade and Robert Atwan

7<sup>th</sup> or 8<sup>th</sup> Edition, 2012 or 2015

7<sup>th</sup> Edition ISBN-13: 978-0-312-67262-1

8<sup>th</sup> Edition ISBN-13: 978-1-4576-6446-5



The book is available at various bookstores. Copies of the book are also available on reserve at several HCC libraries including Spring Branch. Please contact the library for availability.

The Connect Composition Packet, which has

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



This Connect Composition Packet is available on our course website. You do not need to buy this packet at a bookstore.

### EAGLE ONLINE STUDENT USER ID

Please use your HCC student user ID and password to log in our class website. Your HCC Student User ID and Password were issued upon your admission to HCC. The student user ID and password are also used for logging into campus computers, AskOnline tutoring, printing on campus, and so on.

If you do know your HCC user ID, you can look it up from the Student System Sign In page (see "Forgot My User ID"). For more help with your HCC user ID and password, visit <http://www.hccs.edu/district/students/student-system-help/> or call the HCC IT Help Desk at (713) 718-8800.

## **INSTRUCTIONAL METHODS**

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

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

## **GRADE PERCENTAGES**

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

## **GRADING CRITERIA AND GRADING SCALE**

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

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

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

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

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

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

### **Notes**

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

## **ASSIGNMENT DESCRIPTIONS**

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 in Eagle Online. 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. In-class participation in peer reviews is required and affects essay grades. 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**

This class has two exams. For each exam, you will write an essay in class. Please carefully follow the exam instructions. The exams or parts of the exams may require a Blue Book and/or computer; specific details will be provided. Please carefully follow the exam instructions. The exams are timed. Once you start the exam, you must complete and submit it within the time limit. For exams or parts of exams on the computer, save your answers often; answers that are not saved and submitted will not be viewable and thus not graded. In general, only HCC Eagle Online outages will be considered for re-testing on a computer. For exams or parts of exams requiring a Blue Book, you must write your essay answer(s) in a Blue Book; only essay answer(s) written in a Blue Book will be graded.

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

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

## **Other Work**

Other work in this class includes participation, discussions, quizzes, presentations, and 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. You will be asked to make some class presentations; the goal of these presentations is to help you practice articulating critical ideas. Most of the quizzes will cover assigned readings. Other assignments such as in-class writing, worksheets, and online exercises may also be given. Improving your writing, reading, communication, and critical thinking skills takes practice, so do your best on these assignments.

## **SUBMISSION REQUIREMENTS**

- In order to improve our writing skills, we must practice writing. Therefore, all of your work, including essays should be written specifically for this class; essays or sections of essays (or any work) should not have been submitted to another class, institution, publication, or other venue that is not for this class. Credit will not be given for work that has been submitted to another class, institution, publication, or other venue that is not for this class.
- Please carefully read and meet assignment requirements listed in the instructions for each assignment. Work that is off-topic or does not meet assignment requirements may not be accepted or may not earn credit at the instructor's discretion. For example, an essay that falls short of word count requirements or does not meet source requirements may earn zero credit.
- All work must be submitted to the required locations to receive credit; pay careful attention to the assignment instructions for submission directions.
- All work must be submitted in one of the following file formats unless otherwise stated on the assignment: MS Word (.doc or .docx) or Rich Text Formatted (.rtf). Assignments submitted in other formats may not be graded and may not earn credit.
- All assignment submissions must be in MLA format unless otherwise indicated.
- 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/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**

- 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 that is more than one week late will not be accepted for credit.
- Essay #1, Essay #2, and Essay #3 may have submission grace periods. The grace period is the time in which an essay may be submitted without late deductions. Please carefully review the calendar for grade periods for major essays. For example, if Essay #1 is due by 11:00AM on Sept. 9, and the grace period deadline is 11:59PM on Sept. 9, then an essay that is submitted between 11:00AM – 11:59PM on Sept. 9 will not have late point deductions. However, an essay that is submitted after 11:59PM on Sept. 9 will have points deducted for lateness.
- Quizzes, exams, discussions, presentations, in-class activities, 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.
- Unless otherwise stated, typed paper copies of assignments are due in class, not outside of the class period. Assignments that are submitted after the first 10 minutes of class 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 the assignment in class during the class period on the due date, the assignment will not be accepted for credit. Problems with the computer or printer are not acceptable excuses.

## **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.

- 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.
- Come to class prepared. Being prepared means
  - Reading and annotating materials before class so that you are ready to discuss.
  - Bringing your books, paper, pens, and any other required materials (for example, your paper on peer review days) to every class.
  - 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. Sleeping, chatting, whispering, passing notes, or laughing while the rest of the class is trying to focus on course-related materials is disruptive, inconsiderate of your fellow classmates and instructor, and unprofessional.
- Please do not work on materials or assignments that are unrelated to this course during the class period
- Exiting and returning to the classroom 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.
- Please turn off electronic devices, including but not limited to cell phones, iPods, iPads, laptops, and video games in class. If you expect an important call, put the phone on vibrate; then quietly leave the classroom to take the call. Laptops, iPads, and other electronic devices are not allowed without prior permission from the instructor, and this permission may be revoked at any time. While you may be asked to use electronic devices for class purposes, the use of electronics for personal purposes like checking email, texting, surfing the web and social network sites, playing a video game, or listening to music, is unacceptable.

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 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.

- Be on time and stay until class is finished. A record of absences, late arrivals, early departures, and exits/returns during the class period will be maintained throughout the semester. Two late arrivals, two early departures, or two exits/returns during the class period will equal one absence. If you miss 30 minutes or more of a class period due to tardiness, leaving early, and/or exiting/returning during the class period, you will be counted as absent. Thus, arriving late, leaving early, exiting/returning during class, and/or absences will affect your grade.
- I take roll at the beginning of class. If you are tardy, 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'll be considered absent.
- 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 an assignment is due on the day that you miss, 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 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 Student System Sign In.
- HCC and/or professors may withdraw students for excessive absences without notification (see Attendance).
- Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines. Classes of other duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

#### **FINAL GRADE OF FX**

Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

## **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.

- Please send emails to my HCC email address. In general, I will respond to emails in approximately 1-2 days if the email was sent between 9AM Mon. – 3PM Fri. Emails sent during the weekend or a holiday will be answered after the weekend or holiday.
- 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 Mon-Fri 10AM, Jane Smith
- Please use proper English, check your grammar, and check your tone. For example, do not write: “Hey Miz. Claz waz 2 kewl. 2G2B4G. Gramr roks! LOL. CUL8R.” I may not try to decipher/respond to such emails.
- Please check your email often and regularly.
- Students requesting a phone call will be contacted within three days, not including weekends or holidays.

## **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. 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 Firefox internet browser, using required software, and using a stable internet connection.

## ***OTHER HCC POLICIES***

### **STUDENT SERVICES**

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

Student Services regular business hours are the same at the Northwest campuses. Please call the offices for their business hours. Phone numbers:

- Katy Campus, 713-718-5751
- Spring Branch / Alief-Hayes Campuses, 713-718-5669

Additional Information: <http://northwest.hccs.edu/students/advising/>.

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.

## **ADA – SERVICES TO STUDENTS WITH DISABILITIES**

Any student with a documented disability (e.g., physical, learning, psychiatric, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty members are authorized to provide only the accommodations requested by the Ability Support Services Office.

For questions, contact Donna Price at 713.718.5165 or the Disability Counselor at your college. Get more detailed information on Disability Services at HCC here:

<http://www.hccs.edu/district/students/disability-services/>

- Coleman: 713-718-7082
- Central: 713-718-6164
- Northeast: 713-718-8322
- Northwest Katy Campus: 713-718-5408
- Northwest Spring Branch: 713-718-5422
- Southeast: 713-718-8397
- Southwest: 713-718-7910

## **INTERNATIONAL STUDENTS**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email [int\\_student\\_svcs@hccs.edu](mailto:int_student_svcs@hccs.edu), if you have any questions about your visa status and other transfer issues.

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students>Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org) . Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or [oi@hccs.edu](mailto:oi@hccs.edu). Additional information may be obtained online. Visit <http://www.hccs.edu/district/departments/institutionalequity/>

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or [renee.mack@hccs.edu](mailto:renee.mack@hccs.edu).

## **OPEN/CAMPUS CARRY OF HANDGUNS**

No Firearms Are Allowed on Campus. If you see anyone carrying a firearm on campus call the HCC Police Department at 8-8888 immediately.

Texas House Bill 910—known as the “Open Carry” law—provides holders of a handgun license may now carry their handgun visibly in a waist belt holster or a shoulder holster, but they may not openly carry on or in a college campus or building and they may not openly carry on any public or private



driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college. Open Carry is effective as of January 1, 2016.

Campus carry and open carry are two (2) separate laws. Texas Senate Bill 11—known as the “Campus Carry” law—will allow individuals who have a valid Texas handgun license to carry a concealed handgun in certain areas on college campuses. The Campus Carry law becomes effective at 4-year institutions on August 1, 2016 and at 2-year institutions on August 1, 2017.

All information regarding both Open Carry and Campus Carry will be posted at <http://www.hccs.edu/campuscarry>.

### **CAMPUS SAFETY**

If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

### **3-PEAT RULE: REPEATING COURSES**

Students who repeat a course for three 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 and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

### **EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM: EGLS3**

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. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for directions.

### **TUTORING & OTHER RESOURCES**

#### **LIBRARY RESOURCES**

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. The library also has online resources. Please visit <http://library.hccs.edu/>.

#### **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 website at <http://hccs.askonline.net/>. Instructions, including a video, are provided to make you familiar with the capabilities of this service.

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

The HCC campuses also provide free in-person, on-site tutoring. You may go to a tutoring center for a one-to-one tutoring session. The Houston Community College Writing Centers provide a student-

centered environment where professional tutors support student success for all HCC students. The primary goal of the Writing Centers is to offer free, convenient, and personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. Tutors will also assist students with their job application letters, resumes, and scholarship/transfer essays.

Each session lasts about thirty minutes. Students should bring their professor's assignment/writing prompt, any printed rough drafts, their textbooks, and (if necessary) a flash drive.

To find information on possible centers, check the HCC webpage, Find-A-Tutor, at <http://ctle3.hccs.edu/alltutoring/index.php?-link=stu>. For formation about Writing Centers at HCC Northwest, please visit <http://northwest.hccs.edu/about-us/writing-center/>. At HCC Writing Centers, each tutoring session becomes a learning experience.

### **OPEN COMPUTER LABS**

Students have free access to the internet and word processing in the open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

### **GET INVOLVED!**

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

- HCC has a literary magazine. The Northwest College Review (<http://nwc.hccs.edu/review/>) is a journal of student and staff writing and artwork. Submit some of your artwork or writing for the opportunity to get published!
- HCC has a student newspaper. Visit the following website for participation opportunities: <http://hccegalitarian.com/>.
- Pandora's Box and the REEL Film Series show free films at Northwest College.
- Please share other possible activities with the class.

## ***HCC COURSE INFORMATION***

### **COURSE DESCRIPTION**

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.

### **PREREQUISITES**

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360.

### **MINIMUM WRITING REQUIREMENT**

Minimum of 5000 words during the semester

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

Upon successful completion of this course, students will:

- 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.

### **CORE OBJECTIVES**

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the

essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete a research project or case study designed to cultivate the following core objectives:

- Critical Thinking Skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Communication Skills—to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making
- Teamwork—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

## **CALENDAR**

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

Important Dates:

January 19: Classes Begin

February 1: Official Day of Record

February 15: Offices Closed – President’s Day

March 14-20: Spring Break

March 25: Offices Closed – Spring Holiday

April 5: Last Day for Administrative/Student Withdrawals

### **WEEK ONE**

Class intro

Writing Diagnostic

### **WEEK TWO**

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

Connect LearnSmart Achieve Plan Pre-Test

### **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

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

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

WEEK TWELVE

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

WEEK THIRTEEN

Readings & Discussions from The Writer's Presence, The McGraw-Hill Handbook, & English 1301 Study Guide  
Presentations  
Essay #3 due

WEEK FOURTEEN

Presentations  
Connect LearnSmart Achieve Plan Completion

WEEK FIFTEEN

Connect LearnSmart Achieve Plan Post-Test Exam

WEEK SIXTEEN

Course wrap-up

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