



# Composition I-13949

## ENGL-1301

RT 2022 Section 406 3 Credits 01/18/2022 to 05/15/2022 Modified 01/18/2022

### Course Meetings

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This course is Online on a Schedule (WS) and meets on Mondays and Wednesdays from 9:30 AM – 10:50 AM in Eagle Online Canvas.

### Welcome and Instructor Information

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Instructor: Professor Viengvilay Oudonesom

Email: viengvilay.oudonesom@hccs.edu (Please use this HCC email as a backup; use the Eagle Online Canvas “Inbox” instead.)

Phone: 713-718-6276

### What's Exciting About This Course

The Department of English helps students find and develop their authentic voices, establish political power, and create social capital. We teach critical thinking, close reading, and analysis. We coach students on the rhetoric of messaging with consideration of purpose and audience. We support them as they craft their own narratives. We turn thoughts into words, ideas into interpretations, ambiguity into translation, and silence into voice.

### My Personal Welcome

Welcome to English 1301! During this course, I hope that you will become better writers, readers, and critical thinkers. Everyone in the class has some knowledge or perspective to share that is unique, and thus, everyone has some knowledge or perspective to learn. Learning involves sharing ideas as well as being receptive to other people’s ideas. It is important to make learning your responsibility by actively attending class, reading all required materials, participating in class activities, completing assignments by the deadlines, checking emails often, and meeting other course requirements. Hopefully, you’ll discover that learning involves exploration and sharing and that it can be enjoyable.

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

### Preferred Method of Contact

Eagle Online Canvas Email (Inbox). During the semester, if you have questions or concerns, please contact me via email in the Eagle Online Canvas Inbox. This is the best way to contact me. I generally will respond to emails within twenty-four to forty-eight hours Monday through Friday; I will reply to messages sent after 3PM on Fridays or on weekends or holidays the following week.

### Office Hours

Online, by appointment

### Course Overview

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## Course Description

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

## Requisites

Appropriate score on TSI/ACT/SAT/STAAR, INRW 0420, Grade C or better in ELA College Prep course from participating ISDs. Successful completion of INRW 0300 corequisite course. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## English Website

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

## 🎯 Core Curriculum Objectives (CCOs)

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English courses satisfy three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that courses address the following core objectives:

- **Critical Thinking:** Students will demonstrate creative thinking, innovation, inquiry, analysis, evaluation and synthesis of information.
- **Communication:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- **Personal Responsibility:** Students will demonstrate the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
  - Composition I, Composition II, Creative Writing, Introduction to Technical Writing, and Technical & Business Writing only
- **Social Responsibility:** Students will demonstrate intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
  - Literature courses only

## 📊 Student Learning Outcomes and Objectives

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### Program Student Learning Outcomes (PSLOs)

Can be found at:

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

### Course Student Learning Outcomes (CSLOs)

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

- Demonstrate knowledge of individual and collaborative writing processes.
- Develop ideas with appropriate support and attribution.
- Write in a style appropriate to audience and purpose
- Read, reflect, and respond critically to a variety of texts.
- Use Edited American English in academic essays.

### Word Count Requirement

Students will write a minimum of 5,000 words over the course of the semester.

# Departmental Practices and Procedures

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## Department-Specific Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be calculated
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any assignments
- Inform students of policies
- Provide the course outline and class calendar that will include a description of assignments
- Arrange to meet with individual students as required

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the texts
- Complete the required assignments
- Ask for help when there is a question or problem
- Keep copies of all documents, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies, including plagiarism, in the [HCCS Student Handbook](#)

## Program-Specific Student Success Information

As with any three-hour course, expect to spend *at least six hours per week* outside of class reading and studying the material. I will provide assignments to help you use those six hours per week wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the textbook, attending class, completing assignments in Eagle Online, and participating in class discussions. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructional Materials and Resources

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This section of ENGL 1301 will use [Eagle Online Canvas](#). You do not need to buy textbooks for this course. Links to reading materials are provided in Eagle Online Canvas.

## Course Requirements

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### Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Essay #1	15%		Details are provided in Eagle Online Canvas.
Essay #2	20%		Details are provided in Eagle Online Canvas.
Essay #3	25%		Details are provided in Eagle Online Canvas.
Final Project	10%		Details are provided in Eagle Online Canvas.

Type	Weight	Topic	Notes
Other Work	30%		Other work in this class includes participation, discussions, quizzes, and other assignments. Your class participation is based on your involvement in the course. This is measured by your contributions to class activities and active attendance. To help you improve your critical reading and writing skills, you will be required to participate in online discussions. To help you assess your understanding of texts and the course content, you will be given some quizzes. Other assignments may include but are not limited to worksheets, exercises, and presentations. Improving your writing, reading, communication, and critical thinking skills takes practice, so do your best on these assignments.

## \* Instructor's Practices and Procedures

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### Missed Assignments/Make-Up Policy/Late Work Policy

Major essays (the final drafts of Essay #1, Essay #2, and Essay #3) may be submitted late unless stated otherwise, but late submissions will be penalized 10 points for each calendar day they are late. A final draft of an essay that is more than a week late will not be accepted for credit.

The Final Project and Other Work such as quizzes, exams, discussions, rough drafts, worksheets, exercises, and other assignments may be submitted up to three days late for partial credit. Late submissions will be penalized 10 points for each calendar day they are late. Submissions that are more than three days late will not be accepted for credit. Take responsibility as a college student if you miss an assignment. Learn from the experience and work to submit the rest of the assignments on time.

For assignments that are due in class, work must be typed and submitted in class during the class period unless stated otherwise in the assignment instructions. Work is collected at the beginning of the class period; work that is submitted after the collection but before the end of the class period will have 10 points deducted. For assignments that are due in class, if you do not submit work in class during the class period on the due date, the work will not be accepted for credit.

Work for bonus assignments may not be submitted late for credit.

Work must be complete and submitted by the deadline to be considered on time. If part(s) of a work for an assignment is submitted late, then the whole work for the assignment is considered late.

### Incomplete Policy

Incompletes are given at the discretion of the instructor. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

### Academic Integrity

A student who is scholastically 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 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 HCC's policy on Academic Honesty or Scholastic Dishonesty found in the catalog or student handbook. What that means is that 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. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, and collusion.

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

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

college system.

Here is the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>  
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

## Attendance Procedures

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

Just like an on-campus class, your regular participation is required. You should log in daily and actively participate by completing course work by the assigned deadlines. You should understand that your ability to do the work required in the class will be impaired and your grade will suffer as a result of excessive absences or failure to actively and regularly participate. If you do not attend class and actively participate at least twice a week, you will be counted as absent for that week. HCC does not differentiate between excused and unexcused absences. If a student has excessive absences, excused or unexcused, or if the student does not actively and regularly participate, the student may be withdrawn from the course or given an F or FX at the instructor's discretion. If students stop attending the class, it is their responsibility to formally withdraw themselves.

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

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

## Student Conduct

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

- Arrive on time and stay for the entire class. If you arrive late or leave early, please do so quietly. Please note that arriving late or leaving early will negatively affect your grade. Exiting and returning to the class several times during the class period or establishing a pattern or habit of exiting-returning during several class periods is disruptive and unacceptable and will negatively affect your grade.
- Come to class prepared. Being prepared means
  - Reading and annotating materials before class so that you are ready to discuss them.
  - Reviewing the course calendar and contacting another student if you are absent to find out what you missed.
- Contribute your ideas and participate in class and respect everyone's right to his/her own views. If someone is talking, please

do not interrupt. Discriminatory language and behavior is not acceptable in a college classroom, just as it would not be acceptable in a workplace.

- Respect everyone's right to a non-distracting learning environment.

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

All students in HCC courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a physical classroom or a virtual classroom with their professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related resources or even removal from the class.

## Instructor's Course-Specific Information

For the best chance of success, you should follow the weekly schedule and read the online texts, study the course materials, and complete the assigned work. I encourage you to complete all readings and assignments on time. Missing assignments can severely affect your grade. All major assignments, such as essays and the final project, must be completed to pass the course. Specific assignment requirements are provided in Eagle Online Canvas. The following are some general assignment policies.

- In order to improve our writing skills, we must practice writing. Therefore, all of your work, including essays should be written by you specifically for this class; essays or sections of essays (or any work) should not have been submitted to another class, institution, publication, or other venue that is not for this class. Credit will not be given for work that has been submitted to another class, institution, publication, or other venue that is not for this class.
- Please carefully meet assignment requirements outlined in this syllabus, listed in the assignment documents, and discussed in class. Work that is off-topic or does not meet assignment requirements may not be accepted, may not earn credit, or may have points deducted at the instructor's discretion. For example, an essay that falls short of word count requirements or does not meet source requirements may earn zero credit.
- The instructor reserves the right to not accept work that does not meet requirements; such work may earn zero credit. At the instructor's discretion, the instructor may require students to revise and resubmit work. Students who submit required revisions within the required time frame may earn partial credit on the assignment; students who chose not to submit required revisions may earn zero credit for the assignment. Work that involves academic dishonesty (e.g., plagiarism) may not be revised or resubmitted for credit.
- In order to earn credit, essays require proof of their development. Students are required to complete assignments and exercises that support essays. For example, a stepping-stone assignment may be a worksheet with questions that help students generate ideas for an essay.
- In order to earn credit for discussions on the online discussion forum, students must post responses to the discussion prompt before viewing other students' responses. Students who post blank responses and/or view other students' responses before posting their own responses to the discussion prompt may not earn credit for the discussion.
- All work must be submitted to the required location by the deadline or late deadline (see late work policy) to earn credit. Pay careful attention to the assignment instructions for submission directions.
- All work must be submitted in the following file format unless stated otherwise on the assignment: MS Word .doc or .docx. Work submitted in other file formats may not be graded and may not earn credit. HCC students may get MS Word for free through their HCC student webmail.
- All work must be typed and in MLA format unless stated otherwise on the assignment. Submissions that are not typed and/or are not in MLA format may not be accepted, may earn zero credit, or may have points deducted.
- Essays that use sources must be accompanied by in-text citations in MLA format, a works cited page in MLA format, and copies of all sources with required highlighting in order for the essays to receive credit. More information is provided in the assignment instructions.
- All major essays must be submitted to Turnitin through Eagle Online Canvas to earn credit. The Turnitin submission space is incorporated in our course website, so you do not need to register for Turnitin. When you submit an essay to Turnitin in Eagle Online Canvas, a confirmation email will be sent to your HCC student email address; if you do not receive the email, the essay has not been successfully submitted.

## Computer Literacy and Technical Requirements

This is an online class, so access to a computer with an internet connection is essential. Students are expected to be familiar with basic telecommunication skills, such as navigating the web, sending and receiving email, posting and receiving electronic files,

participating in discussions, and using online testing procedures. A “sick” or “broken” personal computer and/or personal internet connection problems are not excuses to delay or skip assignments. Travelling to a place with no internet connection is also not an excuse to delay or skip assignments. Computers are available at HCC computer labs, HCC libraries, and some public libraries. Instructors are not required to give consideration for lost, missing, or unacceptable work stemming from technical non-compliance and/or end-user technical issues. The course website is on Eagle Online Canvas, and students are expected to be technically compliant, including but not limited to using the required internet browser, using required software, and using a stable internet connection.

## Faculty-Specific Information Regarding Canvas

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

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Faculty Statement about Student Success

Please read the information about how to succeed in online courses that is provided in the Start Here Module in Eagle Online Canvas. This class is Online on a Schedule, which has specific class meeting times; please attend all class meetings and actively participate in class. You should log in daily, read all course materials, and complete work by the deadlines in Eagle Online Canvas.

## Instructional Modalities

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

## Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

## HCC Policies and Information

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### HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3



Grade	Grade Interpretation	Grade Points
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

## Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement



<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

### Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

### Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

### Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) will be available for most

courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

### Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

### Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

### Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

## Course Calendar

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### Notes:

- The calendar shows the readings and assignments for each week.
- In addition to the readings and assignments listed in this calendar, other readings and assignments may be given. Log in the class daily to avoid missing any additional readings and assignments.
- Changes may be made to this calendar. Any changes will be announced.

### HCC Calendar Dates:

- January 18: Classes Begin
- January 31: Official Day of Record
- February 21: HCC Closed – President’s Day
- March 14 - 20: HCC Closed – Spring Break
- April 4: Last Day for Administrative/Student Withdrawal
- April 15 -17: HCC Closed – Spring Holiday

### Abbreviations:

- EO = Readings in “Online Readings Module” in Canvas. These readings are required.
- WS = Writing for Success Textbook. These readings are optional and recommended.

WEEK ONE (Jan. 18 – Jan. 23)

WS Ch. 1 Introduction to Writing

EO Readings for Week 1 in the “Online Readings Module” in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Jan. 27:

Read and complete all of the materials in the Start Here Module and Module 1.

Syllabus & Eagle Online Quiz

Update Your Profile

Email Assignment

Introductions Discussions

Module 01 Quiz

WEEK TWO (Jan. 24 – Jan. 30)

WS Ch. 8 The Writing Process: How Do I Begin?

WS Ch. 10.1 Narration

EO Readings for Week 2 in the “Online Readings Module” in Eagle Online Canvas

Assignments due by 11:59PM on Sunday, Jan. 30: Module 2 Quiz

WEEK THREE (Jan. 31 – Feb. 6)

January 31: Official Day of Record

WS Ch. 6 Writing Paragraphs: Separating Ideas and Shaping Content

EO Readings for Week 3 in the “Online Readings Module” in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Feb. 3: Module 3 Quiz

Assignments due by 11:59PM on Sunday, Feb. 6:

Essay #1 Rough Draft

HCC Online Tutoring for Essay #1 Rough Draft

WEEK FOUR (Feb. 7 – Feb. 13)

WS Ch. 9 Writing Essays: From Start to Finish

WS Ch. 4.1 Commonly Confused Words

Assignments due by 11:59PM on Thursday, Feb. 10: Essay #1 Quiz

Assignments due by 11:59PM on Sunday, Feb. 13: Essay #1 Final Draft

WEEK FIVE (Feb. 14 – Feb. 20)

EO Readings for Week 5 in the "Online Readings Module" in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Feb. 17: Module 5 Quiz

Assignments due by 11:59PM on Sunday, Feb. 20: Print Ad Choice

WEEK SIX (Feb. 21 – Feb. 27)

February 21: HCC Closed – President's Day

EO Readings for Week 6 in the "Online Readings Module" in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Feb. 24: Module 6 Discussion

Assignments due by 11:59PM on Sunday, Feb. 27: Ad Analysis Worksheet for Essay #2

WEEK SEVEN (Feb. 28 – Mar. 6)

EO Readings for Week 7 in the "Online Readings Module" in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Mar. 3: Module 7 Quiz

Assignments due by 11:59PM on Sunday, Mar. 6:

Essay #2 Rough Draft

HCC Online Tutoring for Essay #2 Rough Draft

WEEK EIGHT (Mar. 7 – Mar. 13)

Assignments due by 11:59PM on Thursday, Mar. 10: Essay #2 Quiz

Assignments due by 11:59PM on Sunday, Mar. 13: Essay #2 Final Draft

SPRING BREAK (Mar. 14 – Mar. 20): HCC Closed – Spring Break

WEEK NINE (Mar. 21 – Mar. 27)

WS Ch. 10.9 Persuasion

WS Ch. 11 Writing from Research: What Will I Learn?

EO Readings for Week 9 in the "Online Readings Module" in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Mar. 24: Module 9 Quiz

Assignments due by 11:59PM on Sunday, Mar. 27: Issue Proposal for Essay #3

WEEK TEN (Mar. 28 – Apr. 3)

WS Ch. 9.1 Developing a Strong, Clear Thesis Statement

WS Ch. 8.2 Outlining

EO Readings for Week 10 in the "Online Readings Module" in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Mar. 31: Module 10 Quiz

Assignments due by 11:59PM on Sunday, Apr. 3: Essay #3 Thesis & Outline

WEEK ELEVEN (Apr. 4 – Apr. 10)

April 4: Last Day for Administrative/Student Withdrawals

WS Ch. 13.4 Using Modern Language Association (MLA) Style

EO Readings for Week 11 in the "Online Readings Module" in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Apr. 7: Module 11 Discussion

Assignments due by 11:59PM on Sunday, Apr. 10: Citations Exercises

WEEK TWELVE (Apr. 11 – Apr. 17)

April 15 -17: HCC Closed – Spring Holiday

WS Ch. 12 Writing a Research Paper

EO Readings for Week 12 in the "Online Readings Module" in Eagle Online Canvas

Assignments due by 11:59PM on Thursday, Apr. 14:

Module 12 Quiz

Sources and Citations for Essay #3

Assignments due by 11:59PM on Monday, Apr. 18:

Essay #3 Rough Draft

HCC Online Tutoring for Essay #3 Rough Draft

WEEK THIRTEEN (Apr. 18 – Apr. 24)

Assignments due by 11:59PM on Thursday, Apr. 21: Essay #3 Quiz

Assignments due by 11:59PM on Sunday, Apr. 24:

Essay #3 Final Draft

Source File #1

Source File #2

WEEK FOURTEEN (Apr. 25 – May 1)

Work on the final project

WEEK FIFTEEN (May 2 – May 8)



Assignments due by 11:59PM on Thursday, May 5: Final Project

WEEK SIXTEEN (May 9 – May 13)

Course wrap-up and evaluations

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Additional Information

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### Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Dr. Mary Lawson, [mary.lawson@hccs.edu](mailto:mary.lawson@hccs.edu), 713.718.2365

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