



**Welcome to English 1301!**

**English 1301 Composition I Syllabus**  
**Fall 2018**  
**CRN: 13219**  
**HCC Online**



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

### **CONTACT INFORMATION**

Professor: Viengvilay Oudonesom

Course Website: <https://eagleonline.hccs.edu/>

Office & Office Hours: Mon-Thu 7:30-8:00AM and 11-11:30AM Spring Branch, room 316, and by appointment

Email: During the semester, if you have questions or concerns, please contact me by using the email program in Eagle Online, our course website. This is the best way to contact me. Before the semester starts or after the semester ends, you may use your HCC student email to contact me at [viengvilay.oudonesom@hccs.edu](mailto:viengvilay.oudonesom@hccs.edu). Otherwise, please use the Eagle Online email program.

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.

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

### **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.

### **ENGLISH PROGRAM LEARNING OUTCOMES**

- Write in appropriate genres using varied rhetorical strategies.
- Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
- Analyze various genres of writing for form, method, meaning, and interpretation.
- Employ research in academic writing styles and use appropriate documentation style.
- Communicate ideas effectively through discussion.

### **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

### **MINIMUM WRITING REQUIREMENT**

Minimum of 5000 words during the semester

### **REQUIRED COURSE MATERIALS**

- Our texts are online, so there is no need to buy books at a bookstore. We will read some online texts, which are included in our course website. You will be required to print hardcopies of some readings and bring them to class.
- Microsoft Word or similar word processing application that can save work as .doc or .docx files
- Microsoft PowerPoint or similar slide presentation application that can save work as .ppt or .pptx files
- Note: Microsoft Office 365, which includes Word and PowerPoint, is free for HCC students. For more information, log in your HCC student webmail or visit <http://www.hccs.edu/resources-for/current-students/student-e-mail/eagle-id/ms365-for-student-email/>

### **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, HCC Online 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, 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**

- 15% Essay #1
- 18% Essay #2
- 22% Essay #3
- 10% Final Exam
- 15% Discussions
- 20% Other Work

## **GRADING CRITERIA AND GRADING SCALE**

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

A (90-100%): Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience. The student 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%): Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience. 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%): Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication. The student presents work that adequately fulfills the assignment. Errors in proofreading, mechanics, style, and rhetorical devices are present.

D (60-69%): Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience. 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%): Incomplete work, work that fails to follow the assignment, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience. The student submits sloppy, poorly organized works containing excessive stylistic and rhetorical errors. The work displays little student effort and interest.

Note: All major assignments, such as essays and exams, must be completed and submitted within the required submission periods to pass the course.

## **ASSIGNMENT DESCRIPTIONS**

You may access the course directly by going to the following webpage: <https://eagleonline.hccs.edu/>. Each week, you should read the works listed in the course calendar, study the lecture notes, post discussion responses, and complete any other assignments. I encourage you to complete all readings and assignments on time. Missing assignments can severely affect your grade. For example, some students choose not to complete all discussions or a major essay, which can lower their passing grades to failing grades. Please complete all assignments to give yourself the best chance of earning a passing grade. The following provides a brief overview of our major activities and assignments.

### ***Essays***

You will write some essays, including a research paper that will require some research as well as the use of MLA documentation. The essays will give you an opportunity to explore various rhetorical modes and apply your composition skills.

### ***Exam***

The class will have a final exam project. The exam is online, so you do not need to come to a campus to take the test unless you are notified otherwise. The exam will be available during the exam period as marked on the calendar in the syllabus. Once you start the exam, you must complete and submit it within the time limit. In general, only HCC Eagle Online system outages will be considered for exam re-testing. During the exam, save your answers often; answers that are not saved and submitted in the required space will not be viewable and thus not graded.

### ***Discussions***

To help you improve your critical reading and writing skills, you will be required to participate in online discussions. For many of the discussions, you will read some online texts and compose responses to discussion questions. In addition, to improve your communication skills, you will respond to other students on the online discussion board.

### ***Other Work***

Other work in this class includes participation, 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 your active visits on the course website. Other assignments may include worksheets, exercises, and presentations. Improving your writing, reading, communication, and critical thinking skills takes practice, so do your best on these assignments.

## **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 meet assignment requirements outlined in this syllabus, listed in the assignment documents, and discussed in class. Work that is off-topic or does not meet assignment requirements may not be accepted, may not earn credit, or may have points deducted at the instructor's discretion. For example, an essay that falls short of word count requirements or does not meet source requirements may earn zero credit.
- The instructor reserves the right to not accept work that does not meet requirements; such work may earn zero credit. At the instructor's discretion, the instructor may require students to revise and resubmit work. Students who submit required revisions within the required timeframe may earn partial credit on the assignment; students who chose not to submit required revisions may earn zero credit for the assignment. Work that involves academic dishonesty (e.g., plagiarism) may not be revised or resubmitted for credit.
- In order to earn credit, essays require proof of their development. Students are required to complete assignments and exercises that support essays. For example, a stepping-stone assignment may be a worksheet with questions that help students generate ideas for an essay.
- All work must be submitted to the required location(s) 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 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. Submissions that 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.com to earn credit. The Turnitin.com submission space is incorporated in our course website, so you do not need to separately register for Turnitin.com.

## **LATE WORK POLICY**

- Major essays (the final drafts of Essay #1, Essay #2, and Essay #3) may be submitted late unless stated otherwise, but late submissions will be penalized 10 points for each calendar day they are late. An essay final draft that is more than one week late will not be accepted for credit.
- Major essays 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, worksheets, exercises, rough drafts, and other assignments may not be made up or submitted late for credit. Take responsibility as a college student if you miss an assignment. Learn from the experience and work to submit the rest of the assignments on time.

## **VIRTUAL CLASSROOM CONDUCT**

As with on campus classes, all students in HCC Online courses are required to follow all policies and procedures in the HCC Student Handbook and relevant sections of the Texas Education Code when interacting and communicating in 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 email, discussion groups, and chat rooms or even removal from the class.

As your instructor and as a student in this class, our shared responsibility is to develop and maintain a positive learning environment for everyone. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist me in achieving this critical goal.

## **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.

## **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 use the email program on our Eagle Online course homepage. This is the program that you should use to compose an email to me. Messages that are not sent through the course email program may not be read and may not receive a reply, so please use the course email program.
- Please check your course emails often, several times a week.
- When composing your email, please use proper English. Use professional email format; more information about this format is on the course website. For example, do not write: "Hey Miz. Claz waz 2 kool. Gramr roks! LOL. C U l8r." I may not try to figure out or respond to such emails.
- Please do use the course email program in Eagle Online to send emails to me. If you are unable to access the Eagle Online email program and need to send an email outside of Eagle Online, use your HCC student email. You may log in your HCC student email at <http://webmail.hccs.edu>. Emails outside of Eagle Online that have not been sent from your HCC student email address will not be read. Please include your class, section, and name in the subject line. I may not answer emails that do not have appropriate subject lines. Here is an example of an appropriate subject line: SUBJECT: English 1301 DE, Jane Smith, CRN: 54321. Please note that you should use the Eagle Online email program for the semester, and you should only send emails outside of Eagle Online under rare, extenuating circumstances.

## **COMPUTER LITERACY & 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. HCC Online courses are on Eagle Online, and students are expected to be technically compliant, including but not limited to using the required internet browser, using required software, and using a stable internet connection.

## **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 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. 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 includes but is not limited to the following:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;



- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's words or ideas and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

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.

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, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the HCC Student Handbook)

### **ATTENDANCE**

Attendance, preparedness, and participation are essential for your success in this course. As stated in the HCC Student Handbook, all students are expected to attend classes regularly. Students in HCC Online courses must log in their online class and actively participate, or they will be counted as absent. Students who do not actively participate by completing an assignment on the course website by 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 several times a week and actively participate by completing course work by the assigned deadlines. You should understand that your ability to do the work required in the class will be impaired and your grade will suffer as a result of excessive absences or failure to actively and regularly participate. If a student has excessive absences, excused or unexcused, or if the student does not actively and regularly participate, the student may be dropped from the course or given an F or FX at the instructor's discretion. If students stop attending the class, it is their responsibility to formally withdraw themselves.

### **WITHDRAWAL POLICY**

Students must withdraw by the withdrawal deadline in order to receive a "W" on a transcript. Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. You may also want to contact your counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, and so on).

Beginning in 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.

#### **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 withdrawal deadline through their Student System Sign In.
- Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and do not withdraw by the withdrawal deadline, you are subject to the FX grading policy.
- 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 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 may receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into an online 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.

## **STUDENT SUPPORT SERVICES & OTHER RESOURCES**

### **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.

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

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.

### **ABILITY SERVICES**

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor’s receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

### **Ability Service Contact Information**

Central College

713.718.6164

Coleman College

713-718-7376

Northeast College

713-718-8322

Northwest College

713-718-5422

713-718-5408

Southeast College

713-718-7144

Southwest College

713-718-5910

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604

Interpreting and CART services

713-718-6333

### **Accommodations Due to a Qualified Disability**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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 <http://www.hccs.edu/support-services/disability-services/>.

### **LIBRARY RESOURCES**

Library services are available throughout HCC. HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles. Additionally, many of the required texts are on reserve at the library. 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.

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 HCC libraries, a “term paper” workshop, and online bibliographic search services.

HCC libraries also have computers that students may borrow. For more information, visit <http://library.hccs.edu/chromebooks>.

Find out library locations and hours by visiting <http://library.hccs.edu>.

### **ONLINE TUTORING**

The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. HCC Online Tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. HCC Online Tutoring believes that when tutors can take time to absorb and analyze the work, they give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; HCC Online Tutoring tutors even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to <https://hccs.upswing.io/>. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

### **TUTORING CENTERS**

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, HCC Tutoring Centers assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. The HCC Tutoring Centers’ emphasis is on maximizing academic potential while promoting student success and retention. The centers are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to the following website: <http://www.hccs.edu/findatutor> for times and locations. For more information about tutoring at HCC, please go to <http://www.hccs.edu/resources-for/current-students/tutoring/>.



## **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.

## **IMPORTANT HCC AND COURSE POLICIES**

### **HCC ONLINE STUDENT HANDBOOK (ADA, STUDENT SERVICES, ATTENDANCE, WITHDRAWAL, ETC...)**

Access HCC Online Policies on their Web site: <http://www.hccs.edu/online/>.

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website.

The HCC Online Student Handbook contains policies and procedures unique to the HCC online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link: <http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>. For additional information about HCC Online services, please visit <http://www.hccs.edu/online/student-services/>.

### **CAMPUS CARRY**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/>.

### **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.

### **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 near the end of the term, 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 <http://www.hccs.edu/egls3> for directions.

### **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 online or 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.

## **REPEATING COURSES**

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

## **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 and Diversity, 3100 Main, Houston, TX 77266-7517, or [institutional.equity@hccs.edu](mailto:institutional.equity@hccs.edu).

## **CALENDAR**

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

### **HCC Calendar Dates:**

August 27: Classes Begin  
 September 3: Offices Closed – Labor Day  
 September 10: Official Day of Record  
 November 2: Last Day for Administrative/Student Withdrawals  
 November 22-25: Offices Closed – Thanksgiving

### **WEEK ONE**

Class introduction  
 Writing diagnostic  
 Readings and discussions from online texts

### **WEEK TWO**

Readings and discussions from online texts

### **WEEK THREE**

Readings and discussions from online texts

### **WEEK FOUR**

Readings and discussions from online texts  
 Essay #1 final draft due

### **WEEK FIVE**

Readings and discussions from online texts

### **WEEK SIX**

Readings and discussions from online texts

### **WEEK SEVEN**

Readings and discussions from online texts

### **WEEK EIGHT**

Essay #2 final draft due

**WEEK NINE**

Readings and discussions from online texts

**WEEK TEN**

Readings and discussions from online texts

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

**WEEK ELEVEN**

Readings and discussions from online texts

**WEEK TWELVE**

Readings and discussions from online texts

**WEEK THIRTEEN**

Essay #3 final draft due

**WEEK FOURTEEN**

Final preparations

**WEEK FIFTEEN**

Exam

**WEEK SIXTEEN**

Course Wrap-up

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