



**Division of English and Communication  
English Department**

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

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**ENGL 1301: Freshman Composition I | Lecture | CRN 12093**

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

In-Person | Spring Branch 307 | Tue Thu 9:30AM-10:50AM

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Viengvilay Oudonesom	Office Phone:	713-718-6276
Office:	Spring Branch TBA	Office Hours:	TBA and by appointment
HCC Email:	viengvilay.oudonesom@hccs.edu		

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.

**Instructor's Preferred Method of Contact**

During the semester, if you have questions or concerns, please contact me via email at viengvilay.oudonesom@hccs.edu or via the Eagle Online Canvas Inbox. This is the best way to contact me.

**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.

**Personal Welcome**

Welcome to English 1301! During this course, I hope that you will become better, more confident 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 carefully listening in 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.

### **Prerequisites and/or Co-Requisites**

A satisfactory assessment score, completion of INRW 0420 or (for non-native speakers) or ESOL 0360. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### **Learning Management System**

This section of English 1301 will use [Eagle Online Canvas](#). You should log in and complete work in Eagle Online Canvas several times a week. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas or the Learning Web. It is recommended that you use [FIREFOX](#) or [CHROME](#) as your browser.

### **Scoring Rubrics, Sample Assignments, Other Resources**

Look on 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, <https://eagleonline.hccs.edu/>, and logging in with your HCC username and password.

## **Instructional Materials**

### **Course Reader Information**

You do not need to buy textbooks for this course. Links to reading materials are provided in Eagle Online Canvas.

### **Other Instructional 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](#) 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 <http://library.hccs.edu>.

#### **Supplemental 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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview for ENGL 1301

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.

### Core Curriculum Objectives (CCOs) for all ENGL Core Courses

ENGL 1301 satisfies three (3) hours of the communication requirement in the HCCS core curriculum. The HCCS English Discipline Committee has specified that the course 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.

### Program Student Learning Outcomes (PSLOs) for all ENGL courses

Can be found at:

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

### Course Student Learning Outcomes (CSLOs) for ENGL 1301

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.

## Student Success in ENGL

As with any three-hour course, expect to spend **several hours per week** reading and studying the material. I will provide assignments to help you use the time wisely. Additional time will be required for written assignments. Successful completion of this course requires a combination of reading the assigned materials, attending class, participating in class activities, and completing assignments in class and in Eagle Online Canvas. 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.

## 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

## Assignments

For the best chance of success, you should follow the weekly schedule and read the online texts, study the course materials, and complete work assigned for each week. I encourage you to complete all readings and assignments on time. Missing assignments can severely affect your grade. For example, some students do not complete a major essay, which can lower their passing grades to failing grades. Please complete all assignments to give yourself the best chance of passing the course. A brief overview of assignments is provided below. More detailed explanations of assignments are provided in Eagle Online Canvas.

### Essays

This course requires students to write a minimum of 5,000 words during the semester. The writing requirement will be satisfied through essays, written discussions, and other writing exercises.

You will write three major essays, including a critical analysis paper and a research paper. The essays will require the use of MLA style. The essays will give you an opportunity to explore various rhetorical modes and apply your composition skills.

### Quizzes

To help you assess your understanding of texts and the course content, you will be given some quizzes. Some of the quizzes will cover the required course readings, and some of the quizzes will cover content that has been covered in class or other course materials.

## Final Project

The class will have a final project. The project will give you an opportunity to incorporate your writing, critical analysis, and research skills. More details will be provided in Eagle Online Canvas.

## Other Work

Other work in this class includes participation, discussions, 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. 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.

## Grading Formula

15% Essay #1  
 18% Essay #2  
 22% Essay #3  
 10% Final Project  
 15% Quizzes  
 20% Other Work

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic / Assignments Due
1	Aug. 26 – Sept. 1	Class introduction, writing diagnostic Readings and discussions from online texts
2	Sept. 2 – Sept. 8	Reading and writing fundamentals Readings and discussions from online texts
3	Sept. 9 – Sept. 15	Readings and discussions from online texts
4	Sept. 16 – Sept. 22	Readings and discussions from online texts Essay #1 final draft due
5	Sept. 23 – Sept. 29	Introduction to critical analysis Readings and discussions from online texts
6	Sept. 30 – Oct. 6	Readings and discussions from online texts
7	Oct. 7 – Oct. 13	Readings and discussions from online texts
8	Oct. 14 – Oct. 20	Readings and discussions from online texts Essay #2 final draft due
9	Oct. 21 – Oct. 27	Introduction to research Readings and discussions from online texts
10	Oct. 28 – Nov. 3	Readings and discussions from online texts
11	Nov. 4 – Nov. 10	Readings and discussions from online texts
12	Nov. 11 – Nov. 17	Readings and discussions from online texts

<b>Week</b>	<b>Dates</b>	<b>Topic / Assignments Due</b>
13	Nov. 18 – Nov. 24	Readings and discussions from online texts Essay #3 final draft due
14	Nov. 25 – Dec. 1	Final project
15	Dec. 2 – Dec. 8	Final project
16	Dec. 9 – Dec. 15	Course Wrap-up

#### HCC Calendar Dates

August 26: Classes Begin

September 2: HCC Closed – Labor Day

September 9: Official Day of Record

November 1: Last Day for Administrative/Student Withdrawals

November 28 - December 1: HCC Closed – Thanksgiving Break

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

### **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.

### **Instructor's Policies**

#### **Academic Integrity**

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

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>.

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, 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.

#### **Attendance Procedure**

Attendance, preparedness, and participation are essential for your success in this course. According to HCC policy, all students are expected to attend classes regularly. If you are not in class, you are absent. Students who do not attend by the official day of record will be automatically withdrawn from the class. 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 12.5% of class hours, which is

equivalent to 6 hours of class, 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.

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 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 absences 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'll be considered absent.
- An absence is not an excuse for missing a due date or for being unprepared for the next class. When you miss class, you are still responsible for what happens in class. 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, 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. 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.

### **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.
- Come to class prepared. Being prepared means
  - Reading and annotating materials before class so that you are ready to discuss.
  - Bringing pens and paper (8.5"x11" loose leaf - no spiral tabs) to each class.
  - Bringing course readings and 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.

### **Assignment Policies**

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 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. Students must complete and submit both the rough draft and final draft of each essay.
- 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 one of the following file formats unless otherwise stated on the assignment: MS Word .doc or .docx. Assignments 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 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 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.

### **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.
- Work is due at the beginning of the class on the due date unless stated otherwise on the assignment or course calendar. For assignments that are due in class, work must be typed, printed in hard copy, and submitted in class during the class period unless stated otherwise on 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.
- Quizzes, exams, the final project, discussions, rough drafts, peer reviews, in-class activities, 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.

## Computer Literacy and 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 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, 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.

### Email Format

The best way to contact me is via email. When composing your email, please include your name, class, and section in the subject line. Here is an example of an appropriate subject line. SUBJECT: Jane Smith, English 1301 Online, CRN 54321. Please use proper English; correct your grammar and spelling. Use professional email format; more information about this format is on the course website.

### HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> 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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) 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. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

### **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](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Office of Institutional Equity**

<http://www.hccs.edu/departments/institutional-equity/>

### **disAbility Services**

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

### **Title IX**

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

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

### **Department Chair Contact Information**

Dr. Alan Ainsworth, [alan.ainsworth@hccs.edu](mailto:alan.ainsworth@hccs.edu), 713.718.7591