



**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 1302: Freshman Composition II | Lecture | CRN 14411**

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)  
In-Person | MO City Campus, Rm 108 | MW 9:30 – 10:50  
3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Winifred Adair	Office Phone:	713-718-2185
Office:	MO City Campus Rm 113	Office Hours:	W 11:00 - 1200
HCC Email:	winifred.adair@hccs.edu		TT 11:00 – 1:00

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns or just to discuss course topics.

**Instructor's Preferred Method of Contact**

Please contact me with questions, concerns, or to request an appointment via email at [winifred.adair@hccs.edu](mailto:winifred.adair@hccs.edu) or use the Canvas Inbox. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings after scheduled classes.

**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 Composition II. Hopefully our journey together will inspire you to continue to study and help prepare you for a successful academic and professional career.

**Prerequisites and/or Co-Requisites**

Successful completion of ENGL 1301 or its equivalent. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Learning Management System

This section of ENGL 1302 will use [Eagle Online Canvas](#) and / or the [Learning Web](#) to supplement in-class assignments, exams, and activities. Use Eagle Online Canvas (Canvas) to access writing prompts, examples, and an online booklet of information. You will also upload completed major essays, homework assignments, and other work as indicated by the specified due date. Canvas will also be used to participate in group discussions and communicate with your fellow classmates or contact me. I will also use Canvas to notify you of any changes to assignments or projects. HCCS Open Lab locations may be used to access Eagle Online Canvas or the Learning Web. When accessing the Internet, it is recommended that you use [FIREFOX](#) or [CHROME](#).

### Scoring Rubrics, Sample Assignments, Other Resources

Look on your course website for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/courses/96974>

## Instructional Materials

### Course Reader Information

*Writing Spaces Readings on Writing, Volume 2*, Purdue Owl, and various online essays and sources.

<https://scholarworks.gvsu.edu/books/3/>

### 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 1302

English 1302 is an intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis is on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course.

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

ENGL 1302 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 1302

Upon successful completion of ENGL 1302, the student will be able to:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

## Student Success in ENGL

As you may know, 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.

## 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

### Written Assignments and Essays

Students will write a minimum of 5,000 words over the course of the semester. Your assignments will include in and out of class writing, a midterm, a group project, and a research paper.

Assignments must meet requirements as outlined in this document, verbally conveyed in class, and explained on assignment sheets. Essays must be typed (Times New Roman or Arial font, 12pt—black ink only), and will be formatted in accordance with MLA manuscript guidelines. Essays must be transmitted in a manner that maintains the proper format (doc, docx, rtf, or pdf). Assignments that do not meet requirements run the risk of getting an automatic zero. You may not submit a paper for a grade in this class that has been submitted for a grade in another class unless I give **prior** permission.

No extra credit, no curve. Make-up work is at my discretion.

### Late Work

Late work will lose a letter grade for every four (4) days that it is late.

### Assignment Submission

Essays must be submitted to **Canvas** by the due date or risk a reduction in grade. You **must** provide evidence of a verifiable writing process by turning in working drafts and feedback from online or writing center tutors on the specified due date. Students are required to use the writing lab or see tutors **before** turning in each major assignment. Failure to do so will result in a score of zero for the assignment.

## Additional Supplies

Students will also need a Blue Book, pen and paper, and a data storage device or other means of storing assignments.

## Grading Formula

Critical Analysis	10%	Midterm	10%
Annotated Bibliography	15%	Group Project	10%
Journal	10%	Final Project	45%

**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	26 – 28 Aug	Course Introduction, Writing Review DUE 28 Aug: Syllabus Quiz (online)
2	2 – 4 Sep	Research Process DUE 4 Nov: Begin Library Research
3	9 – 11 Sep	Research Process READ TB Vol 2: Haller, "Walk, Talk, Cook, Eat: A Guide to Using Sources" DUE 11 Sep: Research Question 9 Sep: Official Day of Record 11 Sep: Last day for 70% Refund
4	16 – 18 Sep	Sources READ TB Vol 2: Stedman, "Annoying Ways People Use Sources" <a href="#">DUE 19 Sep: Stedman, "Annoying Ways People Use Sources"</a> DUE 16 Sep: Journal
5	23 – 25 Sep	Sources READ TB Vol 2: Driscoll, "Introduction to Primary Research: Observations, Surveys, and Interviews" DUE 27 Sep: Plagiarism Quiz <a href="https://www.oercommons.org/courses/plagiarism-tutorial">https://www.oercommons.org/courses/plagiarism-tutorial</a>
6	30 Sep – 2 Oct	Annotated Bibliography DUE 30 Sep: Journal
7	7 – 9 Oct	Critical Analysis DUE 9 Oct: Annotated Bibliography (1)
8	14 – 16 Oct	Midterm 17 Sep: Last Day for 25% Refund
9	21 – 23 Oct	Counter Argument DUE: Critical Analysis

Week	Dates	Topic / Assignments Due
10	28 – 30 Oct	Group Work
		READ TB Vol 2: Barton and Klint, "A Student's Guide to Collaborative Writing Technologies" DUE 28 Sep: Journal
11	4 – 6 Nov	Group Work
		In-class work DUE 8 Nov: Counterargument
12	11 – 13 Nov	Group Work
		In-class work
13	18 – 20 Nov	Presentations
		DUE 18 Nov: Journal
14	25 – 27 Nov	Research
		In-class work DUE 25 Nov: Annotated Bibliography (Final)
28 Nov	1 Dec	Thanksgiving Break
15	2 – 4 Dec	Research
		Peer Review
16	9 – 11 Dec	DUE 9 Dec: Final Project

### 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/>

Plagiarism is an egregious misuse of the published or unpublished intellectual property of another person by attempting to pass the information off as your own. Every academic institution requires that you conduct yourself with integrity while completing your coursework. Your grade depends upon your ability to synthesize work without resorting to intellectual theft. Essays that contain plagiarized information will receive an "F" for the assignment.

### Attendance Procedure

Since class attendance is vital to the successful completion of this course, I expect you to make every effort to attend class. Failure to attend will negatively impact your overall grade. If you must miss class, you are responsible for the information covered. If you know you must be absent let me know **before class** and make plans to meet with me during office hours. If you have an emergency, send me an email. Although I have the ability to drop a

student for excessive absences or non-attendance, it is the **student's responsibility** to officially withdraw. If you fail to withdraw, you are subject to the FX grading policy. The last date to withdraw this semester is **1 November 2019**.

Do not disrupt the class by continually coming in late or leaving early. This is disrespectful to others in the class. If you arrive late, you need to contact me after class to ensure that you are marked present. If you have missed more than half of the class, you will be marked absent. If you must leave early, notify me at the beginning of the class period. If there is a pattern of late arrivals or early departures, you will be marked absent for every two occurrences. HCC Attendance and Withdrawal policies will be applied.

## Student Conduct

This classroom is a place where everyone will be treated with respect regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Diversity of thought is appreciated and encouraged provided you can agree to disagree. In other words, classroom discussion should be relevant to the topic as well as civilized and respectful to everyone. Discriminatory language and behavior is not acceptable in the classroom just as it is not acceptable in the workplace. Disruptive behavior will not be tolerated and may result in administrative withdrawal without a refund.

## Class Start

If I am not in class at class start time, wait 15 minutes for instructions from staff members. If a staff member fails to show, have everyone sign in on a sheet of paper with my name and the class identification number. Give the attendance sheet to the administrative staff. Utilize the time to work on your current essay or research paper.

## 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**

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