



**Division of English and Communications
English Department**

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

ENGL 1302: Freshman Composition II | Lecture | 23773

Spring 2021 | 15 Weeks (1.25.2021-5.16.2021)

WS | HCC Online | MoWeTh 12:52 – 1:40

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Winifred Adair	Office Phone: ###-###-####	
Office: Online	Office Hours: MoWe 11:30 – 12:00	
HCC Email: winifred.adair@hccs.edu		Th 10:00 – 12:00
		As otherwise scheduled

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 or concerns via email at winifred.adair@hccs.edu or through the Canvas Inbox. I will respond to emails within 24 hours Monday through Friday; however, any messages sent after 5 p.m. on Friday or during the weekend will be answered on Monday morning.

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 prepare and equip you for a successful academic and professional career as well as provide you with tools to help you navigate everyday life.

Prerequisites and/or Co-Requisites

Successful completion of ENGL 1301 or satisfactory score on the CLEP exam. 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 for all assignments, exams, and activities. Each week you will be required to complete various assignments, papers, discussions, and etcetera. All of this information, including due dates, can be found in the Canvas shell. I will use the Canvas platform to present lectures and notify you of any changes to assignments or projects. When accessing the course on Canvas, it is recommended that you use [FIREFOX](#) or [CHROME](#).

This semester, there are three modalities for English courses: *online Anytime* (WW), *online on A Schedule* (WS), and *flexCampus* (FC).

FC - The course modality of this class is *flexCampus*.

Faculty will hold class as per the assigned schedule, and students will be assigned to attend in person or online each class period utilizing Canvas Eagle Online.

On the days when you are not assigned to be in person, it is expected that you will attend virtually (online).

Attendance will be taken each class period.

WS - The course modality of this class is *online on A Schedule*.

Faculty will hold class as per the assigned schedule, and students will attend online each class period utilizing Canvas Eagle Online.

Attendance will be taken each class period.

WW - The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments.

This section of ENGL 1302 is **WS** *online on A Schedule* and meets on Monday, Wednesday, and Thursday, 12:52 p.m. – 1:40 p.m.

HCC Online Information and Policies

<http://www.hccs.edu/online/>

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/153935>

Instructional Materials

Course Reader Information

The Process of Research Writing, by Steven D. Krauss is your primary textbook.

<https://open.umn.edu/opentextbooks/textbooks/the-process-of-research-writing>

You will also be using Purdue Owl, and various online essays and sources.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in online and in-person environments. 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 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 or indicated materials, attending class, completing assignments in Eagle Online, participating in class discussions, or completing 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 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, but are not limited to, group work, homework assignments, essays, graded and ungraded quizzes, and a research project.

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 that I provide. Essays must be transmitted in a manner that maintains the proper format (doc, docx, rtf, or pdf) and uploaded to Canvas. **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. Make-up work and late assignments are submitted at my discretion. No extra credit, no curve.

Grading Formula

Quizzes	10%	Critical Analysis	20%
Group Work	10%	Final project	35%
Assignments	25%		

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	25,27,28 Jan	Course Introduction Writing Review
2	1,3,4 Feb	Introduction to Research
3	8,10,11 Feb	Develop Research Question
4	15,17,18 Feb	Sources
5	22,24,25 Feb	Sources
6	1,3,4 Mar	Analysis
7	8,10,11 Mar	Analysis
	15,17,18 Mar	SPRING BREAK
8	22,24,25 Mar	Group Work
9	29,31 Mar 1 Apr	Group Work
10	5,7,8 Apr	Research
11	12,14,15 Apr	Research
12	19,21,22 Apr	Research

Week	Dates	Topic / Assignments Due
13	26,28,29 Apr	Research Draft Due
14	3,5,6 May	Revision, Editing
15	10,12,13 May	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

The Attendance Requirement section, which is posted by the HCC Online Department, states that students are required to participate actively in the class in order to be counted as in attendance on the official date of record: "All students are expected to attend classes regularly, thus online students must log in to their course(s) on a regular basis. Online students who do not log in and actively participate before the Official Day of Record may be automatically withdrawn for non-attendance. An automatic withdrawal from a course does not erase the course from your record or excuse you from paying for the courses. Your instructor will define what 'active participation' is for your course."

To fulfill this requirement you will need to log on and actively participate during scheduled class periods. Non-participation is counted as an absence. You will also need to complete the Syllabus/Class quiz, and post information on the Introductions – Meet & Greet discussion board by the Official Day of Record. The Official Day of Record for this class is **5 February 2021**. The last day to withdraw is **7 April 2021**. If you do not attend class but fail to withdraw, you will receive a final grade of FX.

"If you are having technical difficulties and cannot log in, contact your instructor and the Eagle Online Help desk at 713-718-5275, option 3 for assistance."

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 environment, online or in person, just as it is not acceptable in the workplace. Disruptive behavior will not be tolerated and may result in administrative withdrawal without a refund.

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
- Ability 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

EGLS³

The EGLS³ ([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. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS³ 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/>

Ability Services

<https://www.hccs.edu/support-services/ability-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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