HCC | **HOUSTON COMMUNITY COLLEGE**

Division of English and Communication
English Department
https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/english/

ENGL 1302: Freshman Composition II | Lecture | 12355
Summer I 2020 | 5 Weeks (6.8.2020-7.12.2020)
HCC Online | Eagle Online Canvas
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Winifred Adair	Office Phone:	713-718-5275
Office:	Online	Office Hours:	By Appointment
HCC Email:	winifred.adair@hccs.edu		

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 appointment requests via email at winifred.adair@hccs.edu 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 inspire you to continue to study and help prepare you for a successful academic and professional career, regardless of discipline.

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 to supplement in-class assignments, exams, and activities. Use Eagle Online Canvas (Canvas) to access reading material, writing prompts, examples, and an online booklet of information. You will also upload rough drafts and completed major essays, homework assignments, quizzes, discussions, 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 to 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.

HCC Online Information and Policies
http://www.hccs.edu/online/

The HCC Student Handbook
 http://www.hccs.edu/resources-for/current- students/student-
 handbook/ contains rules and procedures for all students.

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/125516

Instructional Materials

Course Reader Information

Writing Spaces Readings on Writing, Volumes 1, 2, 3 https://scholarworks.gvsu.edu/books/2/
https://scholarworks.gvsu.edu/books/3/   https://writingspaces.org/node/1708
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 an online environment. 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, 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 essays, journals, proposals, various quizzes and tests as well as 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. 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.

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

Grading Formula

Essay 1   20%
Essay 2   25%
Essay 3   30%
Portfolio   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		Course Introduction/Critical Analysis
2		Essay 1 Analysis
3		Essay 2 Proposal/ Research
4		Essay 3 Research
5		Final Project/Course Conclusion

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: "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." To fulfill this requirement, you will need to complete the Syllabus/Class quiz, and post information on the Introductions – Meet & Greet discussion board. The **Official Day of Record** for this class is **11 June 2020.**

The **Last Day to Withdraw** is **29 June 2020**.

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.

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

EGLS[3]

The EGLS[3] (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^3 surveys are only available for the Fall and Spring semesters. EGLS^{3}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
Dr. Alan Ainsworth, alan.ainsworth@hccs.edu, 713.718.7591