



English 1302: Composition II

Southwest College, Missouri City Campus
Fall Semester – Lecture – Credit: 3 SCH
CRN: 36652 – MoWe 09:30 – 10:50 | Rm 107
CRN: 36648 – TuTh 08:00 – 09:20 | Rm 107
28 August 2017 – 17 December 2017 (16 weeks)

Instructor: Winifred Adair

Contact Information: winifred.adair@hccs.edu

Learning Web Page: <http://learning.hccs.edu/faculty/winifred.adair>

Office Hours: Monday, Tuesday 11:00 – 12:30

Textbooks: <http://digitalcommons.apus.edu/epresscoursematerials/2/>; *The Giver* (on reserve at Stafford Library);

Hurricane Harvey: “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 Students for support. Furthermore, please notify the professor if you are comfortable in doing so.” Listed below are several organizations where you can obtain information and assistance:

United Way

www.unitedwayhouston.org/assets/uploads/documents/news-publications/Greater-Houston-after-the-storm-2017.pdf

The HCC Counseling and CIS for emotional and psychological support

www.hccs.edu/harveystudentresources

The Disaster Distress Helpline for the Substance Abuse and Mental Health Service Administration (SAMHSA) crisis hotline for emotional and psychological support for victims of natural disasters.

Phone: 1-800-985-5990

Text: “TalkWithUs” to 66746

www.disasterdistress.samhsa.gov

The Houston Bar Association has volunteer attorneys answering questions and providing brief legal advice Monday – Friday, 3:00 p.m. until 5:00 p.m. Call 713.759.1133 or toll free at 1.866.959.1133 5 September through 29 September.

Course Materials: Students will also need Blue Books (2), pocket folder (for portfolio), pen and paper, access to a computer and printer (school equipment is available), and a flash drive or other storage device.

Course Description: Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis 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. Prerequisite: ENGL 1301 Composition I or its equivalent.

Student Learning Outcomes: Upon successful completion of this course, students will:

- 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.)

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 assignments 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.

Instructional Methods: Because not all students learn in the same way, a variety of instructional methods will be used. These methods include lecture, discussion, collaborative group work, presentations, multimedia, as well as graded and non-graded written responses.

Course Requirements: Students are required to complete all reading and writing assignments, individual and group work, assigned essays, midterm and final exams. Throughout the course, students will write approximately 5,000 words. Make-up tests are at my discretion.

Assignment Policies: Assignments must meet requirements as outlined in this document, verbally conveyed in class, and explained on assignment sheets. Assignments that do not meet requirements run the risk of getting an automatic zero. Late work will **lose a letter grade** for every **four (4)** days that it is late. 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.

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. Failure to turn in drafts will result in a loss of **ten (10)** points. 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. Failure to do so will result in a lower grade.

Students who **do not** have a “C” or better on the midterm **as well as** the final will not pass this course.

Assignments and Percentages:

Essay 1	10%	Midterm	10%
Essay 2	25%	Final	10%
Essay 3	25%	Portfolio	20%

Grading:

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.

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.

C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.

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.

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

Student Support Services:

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/district/students/disability-services/>

Libraries: 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 all available at <https://library.hccs.edu>. Additionally, many of the required texts are on reserve at the library. Find out library locations and hours here: http://library.hccs.edu/about_us/intersession_hours

Open Computer Labs: Students have free access to the internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

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. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we 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; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to **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 Houston Community College Writing Centers provide a student-centered environment where professional tutors support student success for all HCC students. The primary goal of the Writing Centers is to offer free, convenient, and personalized assistance to help students improve their writing at any stage of the writing process required in any courses at HCC. Tutors will also assist students with their job application letters, resumes, and scholarship/transfer essays.

Each session lasts about thirty minutes. Students should bring their professor's assignment/writing prompt, any printed rough drafts, their textbooks, and (if necessary) a flash drive.

Consult Find-A-Tutor at <http://ctle3.hccs.edu/alltutoring/index.php?-link=stu> for Writing Center locations and times, or hccs.edu/district/students/tutoring.

Important HCCS and Course Policies:

Please see <http://www.hccs.edu/district/students/student-handbook/> for any changes to HCC policies that might happen during the semester.

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 enforcing roles. You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. (See Student Handbook)

Attendance: Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. If you are not in class, you are absent. HCC Policy states that you can miss up to but not exceeding 12.5% of class hours, which is equivalent to 6 hours. 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. If you know you must be absent or if you have an emergency, let me know **before class** and make plans to meet with me during office hours. If you have more than four (4) absences before the official date of record **26 September 2017**, you may be automatically withdrawn from the course.

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 essay and research paper.

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/district/departments/police/campus-carry/>."

Campus Safety: If you are on campus and need emergency assistance call 713.718.8888 or 8-8888 from any campus phone. 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.

Census Date: "Students who have no recorded attendance before the Census Date (the Official Day of Record) will be automatically dropped from the class by the Registrar. Students dropped for nonattendance will not be reinstated. The Census Date varies according the session. Please refer to the Academic Calendar for the exact date for each session."

EGLS3 (Evaluation for Greater Learning Student Survey System): 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 www.hccs.edu/eqls3 for directions.

Electronic Devices: Official HCC policy states that "the use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly **prohibited**. If an instructor perceives such use as disruptive and/or inappropriate, the instructor has the right to terminate such use. If the behavior continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the dean of student services. Students must obtain consent from an instructor in order to audio or video record any portion of classroom time. If a student is receiving an accommodation for a disability, the student may be required to sign a statement assuring that the recording is only for personal use and cannot be distributed."

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 will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE 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.

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 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, if you have any questions about your visa status and other transfer issues.

Professionalism: 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.

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 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.

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.

Sexual Misconduct: 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. 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.

Title IX Discrimination: 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 & Diversity
3100 Main
Houston, TX 77266-7517
(713) 718-8271
or Institutional.Equity@hccs.edu

Withdrawal Policy. Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is **3 November 2017**. Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.

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This schedule is subject to change

If a reading or video assignment is given, it must be completed **before** class on the date indicated.

Week 1

11/12 Sep Course Introduction

File name for assignments: lastname.firstname.essay1

Writing Assessment

12 Sep LAST DAY FOR 100% Refund

13/14 Sep Critical Reading and Critical Thinking Review

DUE: MLA Quiz

READ: Kolbert, Elizabeth, "Hurricane Harvey and the Storms to Come" (11 Sep 2017) *The New Yorker*

13 Sep LAST DAY FOR 70% REFUND

Week 2

18/19 Sep Critical Analysis

19 Sept LAST DAY FOR

25% REFUND

20/21 Sep Critical Analysis

DUE: RESEARCH TOPIC

