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Office Hours: By appointment
English 1302: CRN 70320
Meeting Days: TTH Times: 9:30-11:00am Location: Stafford Learning Hub 222
Fall 2013 Syllabus

Required Textbooks: Glenn, Cheryl & Loretta Gray, eds. *Harbrace Essentials*, Wadsworth, 2012. ISBN-13: 978-0-495-90836-4
Pike, David L. and Ana M. Acosta, eds. *Literature: A World of Writing*. 2nd ed. Pearson, 2014. ISBN 13: 978-0-205-88623-4
Main Link to OWL at Purdue: <http://owl.english.purdue.edu/>
This link provides useful information on MLA style and all other writing essentials.
Main Link to Eagle Online Login: <https://hccs1.mrooms3.net/login/index.php>
Regular Participation in Eagle Online Electronic Classroom is required for email, paper submission, and forum discussions.

<u>Grade Percentages:</u>	Essay 1: Short story analytical argument (750-1000 words)	20%
	Essay 2: Midterm in-class essay (500-750 words)	20%
	Research paper collaborative presentation	10%
	Research Paper process and documented essay (1500-2000 words)	30%
	In-class group activities, participation leadership and online forums, peer review, or quizzes	10%
	Final Retrospective Essay	10%

Supplies: A folder with pockets for class handouts and a separate section for class notes and workshop writing responses.
College Dictionary
Lab Classes: Flash drive or other file saving device
All major assignments must be turned in electronically in Eagle Online as a **Microsoft Word** file and a hard copy of the writing process, the annotated draft, and final manuscript must be turned in at the beginning of class on the due date.

Attendance: HCCS policy states that a student who is absent more than 12.5% (6 hours) of class may be administratively dropped from the course. This policy will be enforced. Coming in late or leaving early will constitute a tardy. All tardies will be counted toward your allotted absences. Your participation is required. Students who intend to withdraw from the course must do so by the official last day to drop Monday, November 11 by 4:30pm. Students who do not withdraw from the course by this date will be required to receive a grade in the course. Please arrange a conference with me before withdrawing from the course.
Students who prefer to receive an F rather than a W will need to attend classes throughout the semester and take the final exam or discuss the situation with the instructor before they stop attending the class.
Attendance will be checked daily. Excessive tardies will not be tolerated. Please note: tardies will have an effect on the grade you receive for the course (i.e. points for the work you miss such as quizzes, in class writing assignments, etc. will be deducted from your final grade average). Please make an effort to be on time to avoid losing points and disrupting the class.

Withdrawal Policy: The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to

pay extra tuition. Beginning in the Fall of 2007, the Texas Legislature passed a law limiting first time entering students to no more than **six** total course withdrawals **throughout** their academic career in obtaining a certificate or baccalaureate degree. There may be future penalties imposed. If you do not withdraw before the deadline, you will receive the grade that you are making as the final grade. The last day to withdraw is Monday 11/11/13.

HOW TO DROP

- **If a student decides to withdraw from a class upon careful review of other options, the student can withdraw online prior to the deadline through their HCC Student Center PeopleSoft link:**
<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>
- **HCC and/or professors may withdraw students for excessive absences without notification.**

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. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and any other transfer issues.

Scholastic Dishonesty:

Plagiarism results in a grade of zero on that project. Cheating or collusion results in a grade of zero on that project. Plagiarism or collusion on a second major assignment results in a zero in the course.

1] “Plagiarism”--the appropriation of another person’s work and the unacknowledged incorporation of that work in one’s own written work for credit.

2] “Collusion”--the unauthorized collaboration with another person in preparing written work for credit.

Copying information from a website without appropriate citations is plagiarism and also results in a 0. You may be asked to submit your paper via the internet to turnitin.com a plagiarism detection program. **Plagiarism of any section of an essay will result in a zero on the assignment.**

Special Conditions:

If you have any special conditions, extenuating circumstances, or needs that may affect your progress in this course, please notify me. Please inform me of any special accommodations that you have documented through the Disability Support Services Counselors so that I may better meet your needs. Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact Dr. Becky Hauri, Disability Support Services, Southwest College at 713.718.7910. To visit the ADA Web site, log on to www.hccs.edu and click “Future students,” scroll down the page and click on Disability Information. Professors are authorized to provide only the accommodations requested by the Disability Support Services Office.

Writing Centers:

The Southwest College offers free tutoring at our writing centers where you will receive individual attention with any of your writing concerns. The Southwest College Writing Centers are located in Room N-110 (Scarcella Center) at the Stafford Campus and Room C-218 at the West Loop Campus. Tutoring is available during each semester Monday through Thursday 10:00 – 5:00. Additional hours, including Friday hours, will be posted each semester. Be sure to bring your books and assignments with you when you go to the tutoring lab. HCC also provides an online tutoring program. The URL for this tutoring option is: <http://hccs.askonline.net>.

Askonline tutoring provides one-on-one feedback from faculty tutors on student writing in grammar, structure, content, organization, and critical thinking in all subject areas, not just English. Students can submit papers and questions 24/7/365 and can reasonably expect responses within 18 - 24 hours. All current HCC students can register at

hccs.askonline.net. All students are advised to view the 8-minute video on the log-in page before sending their first submission.

Important Dates:

September 21: Classes Begin, Drop/Add/Swap Fee (\$15.00) Begins
September 20: Last Day for Drop/Add/Swap. Registration Ends.
October 1: Official Date of Record
November 11: Last Day for Administrative /Student Withdrawals (Monday, 4:30pm)
November 28-Dec. 1: Thurs-Sun Thanksgiving Holiday (No night classes on the 27th)
December 8: Instruction Ends
December 9-15: Final Exams
December 15: Semester Ends
December 16: Grades Due by Noon
December 20: Grades Available to Students

Late Paper Policy:

All assignments are required to be turned in as Microsoft Word files **in the Eagle Online folder at the designated time.** Unreadable files will result in a grade of zero. Be sure to submit a .doc or.docx file. Late papers will not be accepted unless the student has discussed a special documented situation with me prior to the due date. Papers that are placed in my box are unacceptable. The due date will be posted on your assignment sheet for all major assignments, as well as on this syllabus. Occasionally, the due date on the syllabus may be adjusted, so please refer to the essay assignment sheet. **NO LATE RESEARCH PAPERS WILL BE ACCEPTED!** Please keep a copy of your papers for your own file; should a paper be lost, it is your responsibility to deliver another copy.

Make-up Policy:

Students will be allowed to take make-up exams if they have medical or unforeseen emergencies. Students will be responsible for contacting the professor and providing documentation of the emergency situation. Students are strongly encouraged to avoid taking this measure and the make-up exam will be an entirely different format from the original exam administered in class on the scheduled date. Make-up exams will not be allowed without documented evidence for absence and timely contact with the professor. **No late homework or make-ups for daily quizzes are allowed.**

Conferences:

Students are encouraged to arrange a conference with the professor to discuss their progress in the course at any time. **Immediately after the 4th absence, students are required to meet with the professor to determine their status in the course. Students who have no documentation of an illness or emergency will be required to withdraw from the course or receive an F for excessive absences if absent a 5th time or if accumulated tardies cause them to exceed the attendance policy. If students do not arrange a conference in a timely manner, they will be required to withdraw from the course or receive an FX for excessive absences.**

New Texas Policy for Course Repeaters:

Students who repeat a course three or more times face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing skills, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Reinstatement Policy:

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Students who are dropped from their courses for non-payment of tuition and fees who request reinstatement after the official date of record can be reinstated by making payment in full and paying an additional \$75.00 per course reinstatement fee. The academic dean may waive the reinstatement fee upon determining that the student was dropped because of a college error.

- Final Grade of FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline will be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as 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.
- Recording Devices: Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. These devices are also not allowed to be used in campus restrooms. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.
- Open Computer Lab: You have free access to the Internet and word processing in the open computer lab in the Stafford Learning Hub, the West Loop Campus and the Missouri City Campus. Check the door of the open computer labs for hours of operation. All HCCS students are welcome to utilize this resource. A fee is charged for printed work (10 cents per page).
- Counseling: Counseling is available at each campus. Check with the information desk at the particular campus for room numbers and consult your class schedule for telephone numbers.
- Library (Learning Resource Center)
The Southwest College has a Library at each campus for student use. The library provides electronic resources including a computerized catalog system as well as numerous data bases that contain full-text articles. Stop by your campus library to find out hours of operation. All students will be required to obtain and/or update their HCCS Library Card by acquiring a student photo ID. All students should have this ID while on campus: <http://library.hccs.edu/>
- Inclement Weather: During inclement weather conditions, monitor major local channels for updates on school closings. You can also check for school closings at: www.school-closings.net and at the HCC website: www.hccs.edu
- Meningitis Immunization: Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to <http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admissions-steps/submit-meningitis-documentation>
- Mission Statement of the English Department:
The purpose of the English Department is to provide courses that transfer to four-year colleges; introduce students to literature from diverse traditions; prepare students to write clear, communicative, well-organized, and detailed prose; and develop students' reading, writing, and analytical skills.

College Classroom Policies:

- Show respect and courtesy to the professor and one another at all times.
- Use appropriate academic language in all discussions and class activities.
- No cell phones, Blue-tooths, MP3 Players, or IPODS **in sight or in use inside the classroom** – cell phones should be **turned off prior to entering class and are not allowed in sight** – please place them in bags or pockets. Please remove ear buds/devices prior to entering class.
- Do not bring children, boy/girl friends, family members, etc. to class with you -- only students registered in the class may attend.
- **Type** all assignments. All work completed outside of class needs to be created utilizing **Microsoft Word**, so it will be compatible with the lab/instructor computer software – if you are using Microsoft Works or Word 2007, you will need to save your work as "Word for Windows 97-2003."
- Use a standard **12 point font (Times New Roman or Arial font)** for all assignments with one inch margins, complete heading, and original title.
- Limit talking unless during group assignments.
- Focus on class activities: do not use any cell phones or other recording devices in the classroom.
- Arrive on time and prepared to participate in the class assignment.
- Follow MLA Style for all major writing assignments.

College Classroom Computer Lab Policies:

- No food or drinks
- No unauthorized chatting
- No students allowed in the room without instructor
- No students allowed to print personal information (Students are only allowed to print class assignments per the instructor's directions.)
- No viewing of pornography or inappropriate websites on the college computers
- No hacking attempts or trying to access hacking sites
- No downloading of AOL.com

Please note -- the above rules are maintained to enhance the lab experience for all HCCS students. All computer lab activities will be monitored carefully by the instructor and HCCS IT personnel.

Course Description

English 1302 is a more extensive study of the skills introduced in English 1301 with an emphasis on critical thinking, research and documentation techniques, and literary and rhetorical analysis. English 1302 is a core curriculum course. English 1301 is a prerequisite for this course. You will not be allowed to remain in the class if you have not successfully completed English 1301. You may not take sophomore literature courses until you have completed English 1302. This class fully prepares students for sophomore level core curriculum literature courses English 2327-2374. English literature courses fulfill the core curriculum humanities requirement (3 semester hours) as well as the multicultural requirement (3 semester hours).

English 1302 Student Learning Outcomes

1. Apply basic principles of rhetorical analysis.
2. Write essays that classify, explain, and evaluate rhetorical and literary strategies employed in argument, persuasion, and various forms of literature.
3. Identify, differentiate, integrate, and synthesize research materials into argumentative and/or analytical essays.
4. Employ appropriate documentation style and format across the spectrum of in-class and out-of-class written discourse.
5. Demonstrate library literacy.

BASIC INTELLECTUAL COMPETENCIES IN HCCS CORE

- **READING:** Reading material at the college level means having the ability to analyze and interpret a variety of materials -- books, articles, and documents.
- **WRITING:** Writing at the college level means having the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. In addition to knowing correct grammar, spelling, and punctuation, students should also become familiar with the writing process, including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities are acquired through practice and reflection.
- **SPEAKING:** Effective speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.
- **LISTENING:** Listening at the college level means the ability to analyze and interpret various forms of spoken communication.
- **CRITICAL THINKING:** Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking used to address an identified task.
- **COMPUTER LITERACY:** Computer literacy at the college level means having the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

EXEMPLARY EDUCATIONAL OBJECTIVES: ENGLISH 1302

By the time they have completed English 1302, students will

- demonstrate the ability to use consistently and effectively the writing process for both in-class and out-of-class essays (thus reinforcing English 1301 instruction);
- understand and apply the basic principles of critical thinking—evaluation, analysis, and synthesis— as they write essays that persuade or argue;
- be able to analyze, in writing, readings by professional and student writers (for such elements as purpose, audience tone, style, writing strategy, and for much deeper meanings);
- be able to develop a critical and creative essay in response to an issue related to reading(s) or other class projects;
- demonstrate the ability to resist simplistic formulations, whether in their own or others' texts;
- understand the characteristics of imaginative texts and write effective analyses of various genres;
- be able to acknowledge, as appropriate, their own history, interests, and biases as they discuss a topic, thus placing themselves credibly in the discussion;
- develop the ability to research and write a documented paper;
- make effective stylistic choices (diction, tone, sentence structure) in all writing assignments, depending upon the audience and purpose of a piece of writing;
- apply suggestions, as appropriate, from evaluated compositions to other writing tasks; and
- fulfill the writing requirements of the course, writing at least 6000 words during the semester.

Week One

9/24

Introduction to Course /Review Syllabus/Course Description, Purpose, Objectives, Policies/Introduction to the Writing Process

Diagnostic Essay -- written in class

Purchase books & supplies

Assignment

	Prepare to introduce yourself to the class. Focus on your academic interests and the diagnostic essay topic. Discuss your academic skills and your traits or talents that prepare you to be an exceptional collaborative partner for group work. <i>Harbrace Essentials (HE)</i> : Skim chap 24-28 (reading, prewriting, drafting, revising), summarizing 273, "Avoiding Plagiarism" 274-75, <i>Literature A World of Writing (LAWOW)</i> "The Story of an Hour" 442-443 and "Hills Like White Elephants" 444-446.
<u>9/26</u>	Class introductions. Discuss summary, plagiarism, elements of argument, fallacies, thesis sentences, appeals and opposing views.
<u>Assignment:</u>	Select 5 quotes from each reading to prepare for discussion and prewriting for an argumentative analysis of "Hills Like White Elephants" or "The Story of an Hour."
Week Two	
10/1	Discuss short story analysis and the elements of a short story: plot, characterization, setting and point-of-view. Assign group discussion.
<u>Assignment:</u>	Respond to Eagle Online Essay One Forum
10/3	Participate in prewriting and sharing activities. Introduce essay one assignment and classical scheme of argumentation: Formal Outline
<u>Assignment:</u>	HE : Chap 24-25--Complete 2 prewriting activities to generate ideas for essay one thesis and use the form to type the tree diagram. See also OWL: Prewriting: http://owl.english.purdue.edu/owl/resource/673/2/ [PPT] Invention Presentation Link: http://www.google.com/search?q=Prewriting+Activities+site%3Ahttp%3A%2F%2Fowl.english.purdue.edu
Week Three	
10/8	Complete the first draft of essay one (5-8 typed paragraphs)
<u>Assignment:</u>	HE : Review chaps. 7-11 (Effective Sentences) and 12-14 (Effective Language) Instructor check of first drafts: writing workshop. Peer review meeting
10/10	HE : Read chaps. 33 in-text citations and works cited, 11, 12 b, 12c, 33b #19 in MLA style. Complete peer review and email in Eagle Online by Friday night. Bring hard copy of the review you wrote to class Tuesday.
<u>Assignment:</u>	
Week Four	
10/15	Workshop: Revision and mark-up of first draft. MLA style discussion
<u>Assignment:</u>	Complete marked up draft of essay one. Complete the final version of essay one. Complete all parts of assignment: prewriting activities, first draft with annotations on printed copy and a separate final essay that reflects the annotations on the draft. Include in-text citations and a works cited page. HE : Review chaps. 18, 32d, 33c MLA documentation
10/17	Essay One Due! Introduce midterm essay reading "The Lesson" 634-638 and "Axolotl" 656-659 and A & P 356-360. Present dramatic readings to examine the impact of the literary elements.
<u>Assignment:</u>	Participate in Midterm Essay Forum in groups and prepare for Discussion Leadership Grade: LAWOW : What is the major purpose of each reading? Select quotes to prove your argument.
Week Five	
10/22	Discussion Leadership : Present short story analysis discussion. Each student will present a quote from each story to the class to suggest its purpose and be prepared to answer questions about the literary elements of each story.
<u>Assignment:</u>	Prepare for Midterm essay on Tuesday 10/29

10/24	Midterm essay Preparation Day – Create three 3x5 index cards on the essay prompts with keywords or subtopic headings and page references for quotes. Three or more quotes required in midterm essay. Identify setting, characters, plot and point-of-view for each short story and the themes that they suggest. Consider the irony and ambiguities of each story. Prepare midterm discussion to present to class.
<u>Assignment:</u> Week Six	
10/29	Midterm Essay: Bring a Bluebook or a stapled set of 5 sheets of paper with a heading on the first page and header on subsequent pages in MLA style. Prepare for Reading Quiz : Be prepared to identify the major characters, setting(s), conflicts, plot development, and point-of-view of each reading (“Yellow” and “Sonny’s Blues”). Begin writing bibliography cards and note cards using the learning web research paper sources (5 primary source note cards and 5 secondary source note cards). Meet in research groups for preliminary planning session. Discuss potential panel discussion topics for research papers. Select roles and multiple point/counterpoint issues
<u>Assignment:</u>	
10/31	Continue discussion of midterm short stories Construct sample thesis sentences and supporting quotes to prepare for in-class midterm essay.
<u>Assignment:</u> Week Seven	
11/5	Midterm essay Preparation Day – Create three 3x5 index cards on the essay prompts with keywords or subtopic headings and page references for quotes. Three or more quotes required in midterm essay.
<u>Assignment:</u>	Participate in Eagle online forum.
11/7	Midterm Essay (written in class) Note that November 11 is the last day for student withdrawals from class.
<u>Assignment:</u>	Prepare for Reading Quiz : Be prepared to identify the major characters, setting(s), conflicts, plot development, and point-of-view of each reading (“The Yellow Wallpaper” 543-551 or “Sonny’s Blues” 258-274).
Week Eight	
11/12	Reading Quiz. Discuss quotes and details related to each reading. Form research paper groups. Discuss working bibliography, primary source note card and secondary source note card
<u>Assignment:</u>	HE : Review Unit 7 Research: Chaps 30-33. Create 5-10 primary source note cards.
11/14	Library Orientation : Meet in the online classroom in the library. Bring ideas for a narrowed topic and tentative thesis. Find 5+ sources for the research paper working bibliography.
<u>Assignment:</u>	Finalize research groups HE : Chapter 32-33—Read library sources and research article on the learning web and write the tentative thesis and 5-10 bibliography cards; begin creating 20 secondary source note cards.