

**ENGLISH III/1301
WEST LOOP
HCC FALL 2010 18 WEEKS**

HCC Policies, Course Descriptions, Essay and Final Exam Schedule

Professor: DF Brown

Voice Mail Ph# 713 869 8372 - please leave time, date, and return phone number

email address: Dbrown6@houstonisd.org

Office Hours –Tuesday and Thursday 3:30-4:30

This course meets on Fridays for CECHS students.

Required Text: *Literature: An Introduction to Reading and Writing* by Edgar V. Roberts and Henry E. Jacobs, 1998. Challenge Early College will sign these books out to juniors.

Other Materials:

A notebook with loose leaf paper for notes and handouts, a folder with pockets, paper and blue or black pens, (see below for details), a flash drive, or other file saving device, {college level dictionary optional}

Grade Percentages:

- 10% Essay #1 Expository Essay
- 10% Essay #2 Expository Essay
- 10% Essay #3 Critical Analysis Essay (in-class midterm)
- 30% Essay #4 Persuasive Essay (research paper)
- 10% Essay #5 Creative Writing Essay
- 10% Reading quizzes
- 10% Journal assignments
- 10% Final Exam (in-class)

Prerequisite Reminder:

Students must have completed **English 1301** to be eligible to enroll in **English 1302**. Any students who have not completed these required courses will be withdrawn from the course. Students must have completed **English 1301 and English 1302** to be eligible to enroll in literature 2000 level courses.

HCC Withdrawal Policy: The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university. To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor may “alert” you and counselors that you might fail a class because of excessive absences and/or poor academic performance.

You (the student) may drop yourself online through the HCC Student Center prior to this date:

After the deadline to drop yourself, you MUST provide an email request to your professor, PRIOR to the withdrawal deadline to receive a “W” on your transcript.

After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F”. It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may contact a counselor.

Final Withdrawal Deadline:

You should visit with your instructor, an HCC counselor, or HCC Online Student Services to learn what, if any, HCC interventions might be offered to assist you to stay in class and improve your performance. Such interventions could include tutoring, child care, financial aid, and job placement.

Student Course 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.

Use of Cameras and 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.

Late Paper Policy: All assignments are due at the beginning of class on the due date. Those dates are posted in the course syllabus. Late papers will be docked 10 points per day late and will not be accepted more than a week late. Please Note: The English Department regards a two week turnaround for the return of major essays an appropriate timeframe.

Make-up Policy: If you miss an in-class essay, contact me immediately to schedule a makeup. No make ups on daily quizzes.

Paper Format:

- Blue or black ink only (in class handwritten assignments)--**Please note-In Lab Classes--all work will be typed*
- White notebook paper only - no frayed edges
- Handwritten work should be written on one side only
- Length -- two to three full pages (approx. 500-750 words) on in class handwritten essays (single spaced, one side only for handwritten work)
- Out of class typed Journal/Reading Notebook Entries – 300 typed words, double-spaced, courier new 12 point font only
- out of class typed “short” essays (approx. 750-1,000 words); Individual Research Paper (rough draft 1,000 typed words min./final draft of Research Paper 1,500-2,000 typed words min.)
- Partner Project (individual rough drafts of each partner and final combined draft 750-1,000 typed words)
- Do not use white out/liquid paper on in class essays
- Hand in “messy” rough drafts (typed drafts showing proofreading marks) with final drafts – for all out of class typed papers
- Typed papers must adhere to MLA style format
- 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” or in “Rich Text Format”. Please talk to me if you are unsure of how to save your work.

Other Course Policies:

*Please turn off cell phones and beepers prior to entering the classroom.

*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.

*Please do not bring children, boy/girl friends, family members, etc. to class with you -- only students registered in the class may attend.

*Please do not chat with class colleagues during discussion.

*Please do not pack up books and belongings prior to being dismissed -- I will announce when class has been completed and it is time for you to leave.

*If you should miss class for any reason, it is your responsibility to make up the work you missed and to contact me for any special instructions on work you missed. It is also strongly recommended that you obtain the phone number of a classmate to aid you in this situation. *Attendance will be checked daily. Excessive tardies will not be tolerated. Excessive is defined as more than two tardies and/or more than 10 minutes. If a student misses more than 30% of the class by coming late or leaving early, this will count as an absence. 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.

New Policy on Repeating Courses:

"NOTICE: Students who repeat a course three or more times will be charged an additional fee at HCC and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades."

Special Conditions:

If you have any special conditions, extenuating circumstances, or needs that may affect your progress in this course, please notify me. I would be happy to discuss them with you in person. Also inform me of any special accommodations that you have documented through the Disability Support Services Counselors so that we 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 the Disability Services Office at the respective college at the beginning of each semester. The DDS counselor for Southwest College may be reached at ph. (713) 718-7910. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office.

Free English Tutoring

*The Southwest College offers you free tutoring at our tutoring centers where you will receive individual attention with any of your writing concerns. I have posted the summer tutoring schedule with locations, times, & days on my HCC Learning Web page for your convenience [<http://learning.swc.hccs.edu/members/sabrena.belz/tutoring-information/Summer%202010%20Tutoring%20Flyer.xls/view>]. 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>. The HCC online tutoring service is free of charge to all registered HCC students. The home page has a link to a video you can watch in order to learn how to submit and retrieve essays from this free website.

Open Computer Lab

You have free access to the Internet and word processing in the open computer lab in the Scarcella Science Center (Stafford Campus), the Alief Campus, and the West Loop Campus. Check the door of the open computer labs for hours of operation. I have also posted a link with phone numbers, locations, etc. for open labs on my HCC Learning Web page [<http://learning.swc.hccs.edu/technology/open-computer-labs/southwest-college-student-open-computer-labs/>]. All HCCS students are welcome to utilize this resource. The Stafford Campus Library in the Learning Hub is another location where you can use computers and print documents. A fee is charged for printed work (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 Learning Resource Center 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 or update an HCC Library Card for this course. <http://library.hccs.edu/>

Student Organizations

One organization of interest to students taking English classes is Southwest Writers, a group of students who write and read their works (in a public forum as well as on the Internet) and receive peer support and constructive criticism. Students in this group create a supportive network to create poetry, fiction, drama, and non-fiction prose. Contact advisor Dr. Chris Dunn at: christopher.dunn@hccs.edu. Another organization of interest for English students is the Gender Studies Group. The Gender Studies Club will meet each month and online to discuss the roles of women and men in society and to investigate how sexual differences and cultural constructions of gender may affect identity. We promote awareness of gender issues on campus, encourage research and discussion of gender issues, host prominent speakers in the field, and serve the community. Contact Ms. Marie Dybala at marie.dybala@hccs.edu and/or Ms. Ileana Loubser at: Ileana.loubser@hccs.edu if you are interested in joining this HCC student organization. In addition, Phi Theta Kappa is the honor society of two-year colleges. Students must earn a 3.5 grade point average and accumulate 9 credit hours to join this group. HCCS has a very active chapter: Omega Sigma. Contact: Ms. Eunice Kallarackal at: eunice.kallarackal@hccs.edu for more information.

Inclement Weather

During inclement weather conditions, monitor major local channels for updates on school closings and refer to the HCC homepage for emergency closing information.

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.

SCHOLASTIC DISHONESTY:

According to the 2006-2009 Student Handbook for the Houston Community College System :

“Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

‘Scholastic dishonesty’ includes, but is not limited to, cheating on a test, plagiarism, and collusion. ‘**Cheating**’ on a test includes:

- Copying from another student’s test paper;
- Using materials during a test that are not authorized by the person giving the test;

--Collaborating with another student during a test without authority;
--Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;

--Bribing another person to obtain a test that is to be administered.

'Plagiarism' means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

'Collusion' means the unauthorized collaboration with another person in preparing written work offered for credit" (34-35).

Please note the possible consequences of such dishonesty, as stated in the 2006-2009 Student Handbook: Possible punishments for academic dishonesty may include a grade of "0" or "F" for the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System (35).

Plagiarism Policy

Plagiarized papers or projects will receive a grade of "0" (zero) -- no exceptions. Cheating or collusion will also result in a grade of "0" (zero) on that paper or project. Plagiarism or collusion on a second major assignment will result in a zero in the course. Students need to be aware that the instructor will be utilizing plagiarism software and internet sources to check student work for potential plagiarism. This will be discussed in more detail during class lecture.

ENGLISH 1301 COURSE DESCRIPTION

English 1301 is a course devoted to improving the student's writing and critical reading. The course involves writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources.

English 1301 is a core curriculum course.

COURSE PURPOSE

English 1301 is designed to help students write multi-paragraph expository, analytical, and argumentative essays that have the following qualities:

- clarity in purpose and expression,
- appropriate and sensible organization,
- sound content, including applications of concepts from and references to assigned readings,
- completeness in development,
- unity and coherence,
- appropriate strategies of development,
- sensitivity to audience,
- effective choice of words and sentence patterns,
- grammatical and mechanical correctness, and
- appropriate MLA citations format.

EDUCATIONAL OUTCOMES (COURSE OBJECTIVES) FOR ENGLISH 1301:

By the time the students have completed English 1301, they will:

- understand writing as a connected and interactive process which includes planning, shaping drafting, revising, editing, and proofreading;
 - apply writing process to out-of-class writing;
 - apply writing process as appropriate to in-class; impromptu writing situations, thus showing an ability to communicate effectively in a variety of writing situations (such as essay exams and standardized writing tests like the TASP);
 - apply suggestions from evaluated compositions to other writing projects;
 - understand and apply basic principles of critical thinking in analyzing reading selections, in developing expository essays, and writing argumentative essays;
 - apply concepts from and use references to assigned readings in developing essays;
 - analyze elements of purpose, audience, tone style, and writing strategy in essays by professionals writers
 - complete short writing assignments, journal entries, readings quizzes, and other activities to strengthen basic thinking an writing skills
 - understand and appropriately apply various methods of development in writing assignments;
 - avoid faulty reasoning in all writing assignments;
 - fulfill the writing requirements of the course, writing at least 6,000 words during the semester.
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Week One August 23-27 Discovering Ideas

- Brief introduction to English 1301 with policy and syllabus review
- Diagnostic in class essay
- *Assignment for August 30:* Read Chapter 1 carefully, take comprehensive notes and prepare for Chapter 1 exam and practice essay

Week Two August 30-September 3 Reading, Responding to and Writing about Literature

- Review and discussion of Chapter 1— Writing About Responses using annotations, response journals, and writing process
- Writing by hand or word processor and Use of present tense when referring to actions and ideas, and Using the names of Authors
- Elements of Fiction, Genres and Expectations
- *Assignment for September 7:* Read and study Chapter 2, take comprehensive notes and prepare for exam and class discussion

Week Three September 7-10 Fiction: An Overview

- Modern Fiction and the Short Story
- Verisimilitude and *Donnee*
- Character, plot, setting, symbols and theme
- The Writer's Tools
- *Assignment for September 13:* Read Chapter 3 and take comprehensive notes in preparation for exam, discussion, and Expository Essay #1 due September 20

Week Four September 13-16 The Development and Organization of Stories

- Plot, motivation and causation in fiction
- The structure of fictions
- Writing about plot
- Special writing topics for studying plot and structure
- *Assignment for September 20:* Read Chapter 4 and take comprehensive notes for exam and class discussion

Week Five September 20-24 The People in Fiction

- Character traits
- Distinguishing between traits and circumstances
- How is character disclosed in fiction?
- *Assignment for September 27:* Read Chapter 5, take comprehensive notes and prepare for class discussion, practice, and exam

Week six September 27-October 1 Point of View

- Conditions that affect point of view
- Kinds of point of view
- Mingling points of view
- Guidelines
- *Assignment for October 4:* Read and study Chapter 6 carefully
- Expository essay #2 due October 11

Week Seven October 4-8 Setting

- The background of place, objects and culture in stories
- The Literary uses of setting
- Writing about settings
- Assignment for October 11: Read and study Chapter 7

Week Eight October 11-15 Style

- Diction: author's choice of words
- Rhetoric
- Style in General
- Assignment for October 18: Read and study Chapter 8

Week Nine October 18-22 Tone

- Tone and Attitude
- Tone and Humor
- Tone and Irony
- Weds/Thurs in Class mid Term Essay #3
- *Assignment for October 25:* Read and study Chapter 9

Week 10 October 25-29 Symbolism and Allegory

- Symbolism
- Allegory
- Fable, Parable and Myth
- Allusion in Symbolism and Allegory
- *Assignment for November 1:* Read and study Chapter 10

Week 11 November 1-5 The Meaning and The Message

- Ideas and assertions

- Ideas and values
- How to find ideas
- Persuasive Essay #4 (research projects) due November 22
- *Assignment for November 8*: Read and Study Chapter 13

Week 12 November 8-12 Meeting Poetry

- The Nature of Poetry
- Writing a paraphrase of a poem
- Writing an Explication of a poem
- *Assignment for November 15*: Read and study Chapter 14

Week 13 November 15-19 Who, What, Where, and When in Poetry

- Characters in poetry
- Settings
- Writing about characters and settings in poetry
- Assignment for November 22: Read and study Chapter 15

Week 14 November 22-23 and Thanksgiving

- Diction: Specific and concrete vs general
- Levels of Diction
- Denotation and connotation
- Assignment for November 29: Read and study chapter 16

Week 15 November 29-December 3 Imagery

- The poet's use of detail
- Imagery, Ideas, and Attitudes
- Classification of imagery
- *Assignment for December 16*: review notes for final exam

Week 16 December 6-10 HCC Finals

Week 17 December 13-17 CECHS Finals and English Class Study Hall