Houston Community College
Course Requirements

Professor D. Gordon
English 1301-CRN 19492ALP – Class meeting: 9:30-11 a.m. AND 11-12:30 pm
Scarcella Building, Room E100
E-mail – Primary method of contact: writingandenglisharefun@gmail.com.
E-mail – Alternate contact method: Canvas Instant Messaging.
[These are the two methods of contact for communicating with Prof. Gordon.]
Every student must include your CRN in subject line and body in every instance of communication.
Office hours: **Tues: 10:00 A.M. – 11:00 A.M.; Mon/Wed: 1:00-3:00 P.M.– Learning Hub 305**
Learning Web site - http://learning.hccs.edu/faculty/donna.gordon

We will not be using a textbook for this course. If you purchased a textbook, please return it As Soon As Possible. We will access information and reading selections from open sources online and from those designed specifically for this course. If you would like a recommendation for a handbook, please see me for specific information. I will also supplement the course with handouts that I have created and other readings available online. These materials or links to these materials are posted in EO Canvas.
<u>Other Required Materials</u>
File saving device**;** Syllabus; Paper and pens; College-level dictionary and thesaurus

<u>REQUIRED READING</u>:
ALL DOCUMENTS POSTED FOR THIS COURSE ARE REQUIRED READING MATERIALS.

NOT READING DOCUMENTS FULLY WILL NOT BENEFIT THE STUDENT WHO ENROLLS IN THIS ONLINE COURSE.

PLEASE READ EVERY DOCUMENT COMPLETELY IN ORDER TO ENSURE YOU ARE DOING YOUR BEST TO ACHIEVE GREAT RESULTS IN THIS COURSE.

<u>ASSIGNMENT DETAILS AND COURSE INFORMATION</u>
Eagle Online Canvas – https://eagleonline.hccs.edu/login/ldap – is the HCC Learning Management System which will be used to post all assignments, as well as to update information about the course as necessary. Please ensure you have efficient and effective access to the system and can fully access our EO2 class environment immediately upon enrollment and at all times for the duration of the course.

<u>SUBMISSION SITE FOR COMPLETED ASSIGNMENTS</u>
Turnitin.com [tii] will be used as the only means to submit completed assignments as required. Posted assignments will be made available 24 hours prior to the posted deadline for each assignment that is required for submission. This site, tii, will be utilized to provide feedback for graded assignments. Again, this platform, tii, is the only means by which students will submit work to be graded and the site from which students will review comments/feedback on graded assignments. Any attempt to submit work for this course by any other means will result in a grade of zero for such work.

<u>The email address for effective communication with Prof. Gordon regarding this course is writingandenglisharefun@gmail.com</u>

Eagle Online Canvas URL: https://eagleonline.hccs.edu/login/ldap
Eagle Online Student User ID: Your Eagle Online login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID, you can look it up by visiting the HCC home page:

•   From www.hccs.edu, click on the "Student System Sign In" link
•   Then click on "Retrieve User ID" and follow the instructions.
•   Or use the direct link to access the Student Sign-in page:
•   https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG – click on "Sign in to PeopleSoft" link to access the Student Sign-in page
•   To locate your course, click on the link below or copy/paste this URL in the browser: https://eagleonline.hccs.edu/login/ldap

EO Canvas Support – For Eagle Online documentation, tutorials (including movies), phone and chat support, go to the HCC Eagle Online support website. Phone support: 713-718-2000, options 4, 2, 3 (available 24 x 7).

Required registration for following websites: All students enrolled in this course must enroll for participation on these sites by determined deadlines posted in EO Canvas:
EO Canvas: https://eagleonline.hccs.edu/login/ldap
Turnitin (tii): www.turnitin.com; --Required registration details provided in EO CANVAS on the first day of class
Prezi: www.prezi.com; Register for this site –SELECT "FREE ACCESS" OPTION
Tutoring Service@HCC: http://www.hccs.edu/continuing-education/students/tutoring/
HCC Library Databases online: http://library.hccs.edu/home;
HCC Library 'Begin Research' library tutorial: http://library.hccs.edu/begin_research

DIAGNOTIC ESSSAY REQUIREMENT: The Diagnostic Essay is required in order to proceed with the course. The Diagnostic Essay assignment details, prompt, instructions and deadline will be posted and announced accordingly in EO CANVAS. Completion of the Diagnostic Essay before the due date/time is required in order to proceed with the rest of the course. Students should be prepared to write an essay within the first week of the term.

The Diagnostic Essay will be timed and availability will be limited. Please pay close attention to posted information in EO CANVAS to ensure you are completing this assignment in a timely manner. Should a student not complete the Diagnostic Essay, subsequent assignments will not be accepted. Any assignment considered as 'missed' by the student, consequently, will earn a grade of zero. Ultimately, not completing graded assignments and not participating in the course will be cause for you to be dropped from this course.

Do not overlook this important assignment.

Grade Percentiles

10% Essay #1: Critical Analysis Essay
20% Essay #2: Research Proposal Essay + Working Bibliography
15% Essay #3: Visual Rhetoric / Rhetorical Analysis Project
15% Essay #4: FINAL exam essay
15% Journals as assigned
10% Discussion Quiz posts
15 % Eagle Online Canvas activities, Prezis, etc., as assigned by Professor
NOTE: All assignments and values are subject to change as deemed necessary and appropriate

COURSE REQUIREMENTS: For course assignments, refer to the English 1301 Course Schedule of Assignments document for weekly assignments you are required to complete. *If you do not attend class daily and/or do not log on and fully participate consistently online, you may be dropped from the class. If you log on and do not contribute to the Discussion Board and do not submit ALL homework assignments in turnitin.com consistently, you may be dropped from the class.*

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TECHNOLOGY POLICY—COMPUTER BACK-UP/TECHNOLOGY INFORMATION:
Major papers will be due per the calendar, syllabus, and assignment guidelines on specific dates. Each student is required to meet specific deadlines for all assignments. <u>Late submissions will not be accepted—no exceptions.</u> If students miss the deadline, they will receive a 'zero' for the assignment. Technology can and will fail. Students need to make arrangements to post major assignments early to allow for technological issues that may arise. In this way, students will have an opportunity to obtain assistance or use another computer in the event of this type of problem. Have a "back-up" plan for computer failure – i.e. you need to find a computer alternative "in advance" so you will be prepared to continue working in the class in case of personal computer problems. Locate a nearby HCC Campus to use its open lab; a nearby public library; a coffee shop with Internet access; a good friend or relative who has a "spare" computer you can use, etc. <u>Do not wait until your computer "crashes" or your Internet service goes out to have a back-up plan –set this up now to avoid receiving zeros on assignments that are not submitted within the due date/time.</u>
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Attendance Policy: Students are required to attend all class meetings and log in and <u>actively participate</u> in the class online in EO CANVAS. You are also required to read <u>all</u> of the posted documents and read and respond to all discussion postings as required. You are required to post ALL homework assignments in turnitin.com, keep up with the reading assignments, and work with other members of the class on peer assignments and group work.

Withdrawal: 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[6]** 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 AS POSTED IN THE ACADEMIC CALENDAR AT www.hccs.edu   you will receive the grade that you are making as the final grade rather than a "W." This grade (due to missing classes and missing work) will probably be an "F." See an HCC counselor or HCC Online Student Services to learn what, if any, HCC interventions might be offered to assist you to stay enrolled in the class and improve your performance ***If you stop attending class and do not complete the withdrawal process, you will LIKELY earn the grade of "FX" at the end of the semester*.

HOW TO DROP
o   **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**
o   **HCC and/or professors may withdraw students for excessive absences without notification**.
o   Please contact the HCC Registrar's Office at 713.718.8500 and complete the withdrawal process prior to the withdrawal deadline— AS POSTED IN THE ACADEMIC CALENDAR AT www.hccs.edu.
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Grades of "W" and "I": A grade of "W" is given for a "withdrawal." A grade of "I" is given for "incomplete." An "I" is for emergencies only. You have one semester to complete the missing work.

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.

HCC Student Email Accounts: All students who have registered and paid for courses at HCC automatically have an HCC email account generated for them. Please click on the link below to review how to access and utilize your email account:
https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=4&ct=1471605123&rver=6.6.6556.0&wp=MBI_SSL&wreply=https%3a%2f%2foutlook.office.com%2fowa%2f%3frealm%3dhccs.edu%26exch%3d1&id=260563&whr=hccs.edu&CBCXT=out&msafed=0#

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.

Ability Services: Houston Community College is committed to creating an accessible learning community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. Ability Services strives to empower students, foster independence, and promote achievement of the student's career and educational goals.

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. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. For questions, click on the following link: http://www.hccs.edu/district/students/disability-services/ada-counselors/

Ability Counselors by campus:

Central College: 713.718.6164; **Coleman College -** 713-718-7376; **Northeast College -** 713-718-8322;

Northwest College - 713-718-5667; 713-718-5408; **Southeast College -** 713-718-7053

Southwest College - 713-718-7909

Adaptive Equipment/Assistive Technology - 713-718-6629; 713-718-5604

Interpreting and CART services - 713-718-6333

Meningitis Immunization Requirement: 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. For classes that begin after January 1, 2014, the age requirement has been lowered to under the age of 22. The immunization must be administered at least 10 calendar days before the start date of your classes and must have been received within the last five years. The immunization must have been received within the last five years and be administered at least 10 calendar days before the start date

of the session in which you are enrolling, regardless of your actual first day of class. Also, the immunization is valid for only five years. For information regarding this important policy requirement prior to registration for any HCC courses, please visit the HCC Online site: http://www.hccs.edu/district/students/apply/

Campus Carry @ HCC: During the 84th Texas Legislature, lawmakers passed a law we know as the "Campus Carry" Bill (Senate Bill 11). It allows licensed individuals to carry concealed handguns on academic campuses. The law will take effect on August 1, 2016 for all institutions of higher education except for community colleges. The effective date for HCC and community colleges across the state is August 1, 2017.

Many of you have asked about our plan to deal with this new law. The implementation of such an important change in law requires careful consideration. HCC will seek input from our stakeholder groups, including faculty, staff and students, to responsibly assess our options for adherence to the law, while protecting the safety of those whom we serve on our campuses.

As we collectively work toward compliance, it is helpful to consider that our implementation date in August 2017 affords us the opportunity to benefit from lessons learned from four-year colleges and universities that must comply with the law one year earlier than the community colleges. We will pay careful attention to the actions of those institutions regarding this matter, as they work towards compliance, while effectively gathering information and assessing our environment and compliance with the law. Please access the HCC site for details, videos and accurate policy information regarding Campus Carry @ HCC: http://www.hccs.edu/district/departments/police/campus-carry/

Tutoring, Counseling, Library, Computer Labs:

Southwest College Writing Centers: The Southwest 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 convenient, 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. In one-on-one consultations lasting about thirty minutes, tutors collaborate with students in understanding a writing assignment, developing ideas, shaping content, writing a thesis, drafting, revising, self-editing, and learning to proofread. Tutors will also assist students with learning about research and using sources. Furthermore, the Writing Centers offer access to computers and interactive websites for improving grammar skills. At the Southwest College Writing Centers, each tutoring session becomes a learning experience.

The Southwest College Writing Centers are located in the Scarcella Center at the Stafford Campus and at the West Loop Campus. A schedule of all HCC tutoring locations, days, and hours will be available during the first week of classes.

HCC Upswing Online Tutoring: https://hccs.upswing.io/ - HCC's online tutoring, strives to foster educational autonomy through asynchronous guidance in the writing process. It 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 https://hccs.upswing.io/. This is a required tool for this course; a quiz grade is associated with this site and must be completed before the due date/time detailed in the 'Course Calendar'.

Counseling – On-campus - 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. Please see me if you have any questions or need additional information regarding counseling.

Counseling – Online - Counseling is available online at http://www.hccs.edu/online/student-services/

Library (Learning Resource Center): http://library.hccs.edu/ - 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 and/or update an HCCS Library Card (this is your student picture id card).** You must have access to your Library Bar Code in order to utilize the HCC Library Databases, as required, for all research for this course. The prompt to provide student library information is linked: https://librus.hccs.edu/patroninfo~S23. Students are HCC students and will be required to utilize the HCC Library Databases for all research.

Online Library Orientation: Complete the online Library Orientation "Begin Research" linked-- http://library.hccs.edu/begin_research -- before Week #2 as research will begin on shortly for this course! The results for both the Pre-Test and Exit Quiz will be directly sent to me upon correct completion of your information at the registration point of "Begin Research" orientation.

Open Computer Lab: All HCC students have free access to the Internet and word processing in the open computer labs at all HCC locations. Check on the door of the open computer labs at each campus location for hours of operation.

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, 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. Look for the survey to be available as part of the Houston Community College Student System online near the end of the term: http://www.hccs.edu/district/students/egls3/

Inclement Weather - During inclement weather conditions, monitor major local channels for updates on school closings. Please check the HCC website for campus openings/closings in severe weather events: http://southwest.hccs.edu/

Academic Honesty - *Plagiarism* results in a grade of zero ("F") on that project. Consult your on-line student handbook on scholastic dishonesty. Cheating and/or collusion also result in a grade of zero ("F") on that project. Two instances of plagiarism will sabotage the course grade and will result in an "F" in the course. *'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. Again, consult your on-line student handbook for more details on scholastic dishonesty: http://www.hccs.edu/district/students/student-handbook/. No opportunities for rewriting/resubmitting the plagiarized project will be given.

Student Organizations
Three organizations of interest to students taking English classes are Southwest Writers, Phi Theta Kappa, and the Gender Studies Club. The Southwest Writers is 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 Christopher Dunn at christopher.dunn@hccs.edu. Phi Theta Kappa is the honor society of two-year colleges. Students must earn a 3.5 grade point average and accumulate 12 credit hours at HCCS. HCCS has an internationally recognized chapter: Omega Sigma. Numerous transfer scholarships are offered through this honors organization. Contacts are available at www.omegasigma.org . The Gender Studies Club meets 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. The organization promotes awareness of gender issues on campus, encourages research and discussion of gender issues, hosts prominent speakers in the field, and serves the community. Faculty advisor is Ms. Marie Dybala (marie.dybala@hccs.edu).

HCC ENGLISH DEPARTMENT COURSE DESCRIPTION, PURPOSE, AND OBJECTIVES

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.

ENGLISH 1301 COURSE DESCRIPTION
English 1301 is a more extensive study of the skills introduced in English 1301 with an emphasis on critical thinking, research and documentation techniques, literary and rhetorical analysis. English 1301 is a core curriculum course. English 1301 is a prerequisite for this course.

HCCS CORE CURRICULUM INTELLECTUAL COMPETENCIES AND EXEMPLARY EDUCATIONAL OBJECTIVES -- ENGLISH 1301 AND 1302
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I. 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.

II. EXEMPLARY EDUCATIONAL OBJECTIVES: ENGLISH 1301
By the time they have completed English 1301, students will
• demonstrate the ability to use consistently and effectively **t**he 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 6,000 words during the semester.

IV. English Program Student Learning Outcomes
(Composition, Literature, Creative Writing, and Technical Writing)

1. Write in appropriate genres using varied rhetorical strategies.
2. Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
3. Analyze various genres of writing for form, method, meaning, and interpretation.
4. Employ research in academic writing styles and use appropriate documentation style.
5. Communicate ideas effectively through discussion.

III. STUDENT LEARNING OUTCOMES: ENGLISH 1301
1. Demonstrate knowledge of writing as process.
2. Apply basic principles of critical thinking in analyzing reading selections, developing expository essays, and writing argumentative essays.
3. Analyze elements such as purpose, audience, tone, style, strategy in essays and/or literature by professional writers.
4. Write essays in appropriate academic writing style using varied rhetorical strategies.
5. Synthesize concepts from and use references to assigned readings in their own academic writing

COURSE POLICIES

Participation - Your participation is required in all activities. Please participate in class in order to maximize your learning experience. Participating will affect your grade positively. Conversely, not participating will affect your grade negatively.

Use of Cameras and Recording Devices - Use of recording devices, including camera phones and tape recorders, is prohibited in class settings such as classrooms, laboratories, faculty offices, online 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.
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VIRTUAL CLASSROOM CONDUCT – EO CANVAS
As with on-campus classes, all students who log into Eagle online courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the ONLINE INSTRUCTION Student Handbook (http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-1-2013%29.pdf), and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with your professor and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms, or even removal from the class.
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Essays, Journals and Email messages
Submission Requirements for All Essays (E#_) and Journals (J#_) is detailed below. Please read this information carefully. Each E and J will be saved in a particular format and uploaded to turnitin.com. Always

have documents available via flash drive in case the assignment is not properly uploaded or required at a later date/time for any reason.

Essays/Journals:
The format for all work will be MS Word or Rich Text Format. The extension for these documents are .doc/ .docx or .rtf., respectively.
The attachment will be labeled as follows: Yourname_CRN_Assignment name. For example:
o Santa Clause_CRN 12345_E#271.doc [FOR AN ESSAY]
o Santa Clause_CRN 12345_J#492.doc [FOR A JOURNAL]

Essays - All essays will be outlined in a separate assignment sheet. Each essay will put into practice a particular section or unit discussed in class. All essays will be typed in Times New Roman 12 point font following MLA format. Since dates on the syllabus may not coincide with due dates on the assignment sheet for each essay, please follow dates on the assignment sheet for each essay to ensure you are submitting each essay on the correct date. Additionally, dates in EO will be updated as deemed necessary by the professor; review updates regularly and post accordingly. Grade criterion will be provided for each essay along with the assignment sheet. MLA format information is discussed in the class environment and available online via Eagle Online.

Journals - All journals will be typed in Times New Roman 12 point font following MLA format. **To receive full credit [100 points] All journals will adhere to assignment requirements outlined in EO; some assignments may be longer than others, so please pay attention to instructions to ensure a successful experience.** Please clarify any questions you have BEFORE your journals are submitted for a grade. **Journals are due on a 'will call' basis; 'will call' means that journals will be turned in WHENEVER the Professor asks for them.** Each journal should be completed on the day it is assigned. It is the student's responsibility to complete journals in a timely manner and as specified above. Journals will be called for at various times, as deemed necessary by the professor. Students must have journals available via electronic saving device for submission at the time the journals are called for. Students will submit journals on a specified day and within a certain time frame; therefore, students must have electronic access to journals at any given time. A grade of zero [0] will be assigned for journals not submitted appropriately.

EMAIL MESSAGES: writingandenglisharefun@gmail.com -
The standard email subject line will be as follows: YourName_CRN#_E# or J#doc.
o Saint Nick_CRN12345_E#271 [FOR AN ESSAY]
o Saint Nick _CRN 12345_J#2 [FOR A JOURNAL]
o Saint Nick_CRN 12345-Question for Essay #456 [FOR EMAIL MESSAGES]

Late Paper Policy
In addition to being posted in the syllabus, a due date will be posted on each assignment sheet and in EO. Occasionally, the due date may be adjusted, so please refer to the essay assignment sheet and EO for 'due date' questions. **Because of the stringent policy stated below, PLEASE arrange a conference with me to discuss the reasons or issues relating to assignments and due dates. You must be aware of this policy in order to be serious-minded about each of your assignments:**

**LATE PAPERS/ESSAYS WILL NOT BE ACCEPTED;
LATE QUIZZES OR DISCUSSION QUIZZES/POSTS ARE NOT PERMITTED.
THE EQUIVALENT TO A LATE ASSIGNMENT IS A ZERO.
DO NOT WAIT UNTIL THE LAST MINUTE TO TRY TO POST ASSIGNMENTS.
WORK DILIGENTLY TO POST PRIOR TO ASSIGNMENT DEADLINES.**

Reading Quizzes

Students are responsible for reading all assignments provided in EO. Quizzes will be derived from materials assigned. No make-up quizzes will be given. If a student does not complete the quiz, discussion or assignment before the due date/time, he or she will earn the grade of zero [0] for that quiz. NO quiz grades of zero [0] due to tardiness or absence can be made up or changed for any reason.

Presentations-**Grade criteria will be provided prior to the dates of presentations**
Students will participate in various presentations using PREZI. Please register for the FREE site at
https://prezi.com/signup/public/
Presentations of a visual and written arguments based on specified criteria and forms of media, as assigned by Professor, will be completed by all class members. Groups will be assigned for various presentations.

Other Course Policies
1. Averages at the end of the semester: 89.4= B; 79.4 =C; 69.4=D.
2. All assignments must be typed. No handwritten work will be accepted.
3. The time to discuss an essay grade is after it is returned, not at the end of the semester.
4. When you email me, follow instructions below:
✓ Include your name and CRN in the subject line of each email you send;
✓ Use correct English and proofread your message;
✓ Write complete sentences, capitalize proper nouns, and use correct punctuation;
✓ Do not write "b4" for "before" or "u" for "you" or use any other shortened word format;
✓ Write as if you were at your professional place of business and producing text acceptable in the Houston business community.
✓ I do not respond to any emails that do not adhere to Standard Written English.
5. Professional and courteous behavior are expected and appreciated.
6. Disruptive behavior inhibiting quality learning and student success will not be tolerated. After one appropriate warning, the student will be dropped from the course.
7. Good learning attitude, cooperative demeanor, and courteous behavior all go a long way with me!
8. Don't forget: You Will Have Fun!

Grade Percentiles

10% Essay #1: Critical Analysis Essay
20% Essay #2: Research Proposal Essay + Working Bibliography
15% Essay #3: Visual Rhetoric / Rhetorical Analysis Project
15% Essay #4: FINAL exam essay
15% Journals as assigned
10% Discussion Quiz posts
15 % Eagle Online Canvas activities, Prezis, etc., as assigned by Professor
NOTE: All assignments and values are subject to change as deemed necessary and appropriate
by Prof. Gordon

TENTATIVE COURSE CALENDAR

NOTE: The items listed next to each Week # indicate the topics to be covered for class that week; assignments will be due according to the schedule. Assignments will be submitted for a grade to turnitin.com. Please consult EO CANVAS to ensure you are up-to-date on all assignment instructions. All assignments, dates, requirements, details, etc. are subject to change without notice as deemed necessary by Prof. Gordon at any given time during the term.

WEEK 1 – Diagnostic Essay; Discussion Quiz [DQ] posts; Reading Block [RB] #s 1-3; turnitin.com registration [turnitin=tii] – check Eagle Online [EO] for turnitin.com Course ID & password;

WEEK 2 – RB#s 4-6; DQ posts; Submit J#1 to turnitin.com

WEEK 3 – Library Research Orientation; Essay #1 [E#1] assigned; DQ posts

WEEK 4 – Library Quiz – post to turnitin.com; Prezi Orientation; Prezi quiz on turnitin.com; DQ posts; E#1 due;

WEEK 5 – RB#s 7-10; Research Proposal Essay + Working Bibliography [RPE+WB] assigned; DQ posts;

WEEK 6 – RPE+WB Supporting + Opposing Viewpoints; DQ posts; J#2-due;

WEEK 7 – RB #s 11-13; DQ posts;

WEEK 8 – RB#s 14-17; DQ posts; RPE+WB Due

WEEK 9 – RB#s 18-20; DQ posts; E#3 -Research Proposal Essay assigned

WEEK 10 – J#3 assigned; E#3-Research Proposal Essay workshop; DQ posts;

WEEK 11 –RES PAPER – Peer/Askonline tutor submissions; J#3 due; DQ posts;

WEEK 12 –E#3-Res Proposal due; DQ posts; RB#21;

WEEK 13 – E#4 + Prezi assigned; DQ posts; J#4 assigned and due;

WEEK 14 – E#4+Prezi due; DQ posts;

WEEK 15 – Final exam review; DQ posts;

WEEK 16 – FINAL EXAM –

Fun, fun, fun! – GREAT JOB! CONGRATULATIONS for completing this assignment-packed, fun-filled course! You have to admit: You Did Have Fun!