Harper College®

1200 West Algonquin Road
Palatine, Illinois 60067-7398

Liberal Arts Division
Building L, L203
847.925.6284
English Department
[English Department Home Page](#)

College Mission: *Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.*

ENG 102-W73 Composition (Section: 61102)
Spring Semester 2021 Course Syllabus
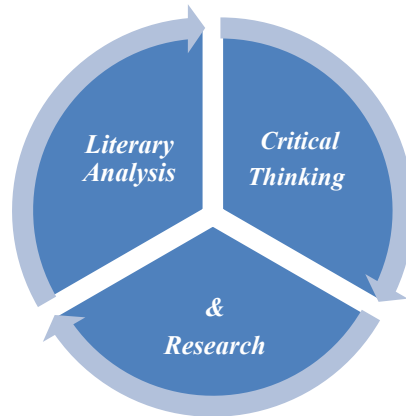
Welcome to English 102! This class meets asynchronous, which means you need not be online and logged in for live instruction but will complete and submit work by the assigned time and date that it is due. I am looking forward to a great semester and getting to know you as a thinker, writer, reader, learner, and a member of this prestigious college. I am committed to helping you succeed in this course. For this reason, this syllabus contains lots of important information that you need to know. The theme of this course is *Literary Analysis, Critical Thinking, & Research*. Reading and writing assignments will challenge us to examine and interpret various texts, thinking of ways we can use our experience, knowledge, understanding, and other skills we have learned to read critically and argue thoughtfully as we write academic papers. We will read, analyze, discuss, research, and write about visuals, videos, essays, and articles, uncovering how composers and authors of specific texts logically and persuasively present assertions, supported with reasons and evidence—arguments.

Syllabus Disclaimer: This syllabus is a *living document*. I reserve the right to make changes or adjustments to this document and our Blackboard course at *any time*. In the event that happens, you will be notified via an announcement on Blackboard or email.

General Course Information

Credit Hours: 3 Credit hours

Class Dates: Monday, February 15, 2021- May 21, 2021

Meeting Times: No required meeting times; class is asynchronous.

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Meeting Location(s): Our course in Harper College's Blackboard website

Modality: Fully online

Online Expectations: The ability to use blackboard for submissions of online discussions and assignment submissions. Online ANYTIME courses are delivered 100% online, with no required face-to-face sessions or scheduled virtual class times. Classes are taught entirely online following instructor timelines and learning outcomes. Students learn content through videos, and materials posted by the instructor. Interaction takes place through discussion boards and written messages. All assignments are submitted online.

Last Day to Drop for 100% Refund: February 22, 2021

Last Day to Withdraw: May 3, 2021

Instructor Information

Name: Isaac Ewuoso, Adjunct Professor English

Prefer to be Addressed As: Professor, Isaac, or Mr. E

Email: iewuoso@harpercollege.edu

Office Room: Zoom (Video Conferencing)

Virtual Office Hours: Mondays: 09:00 am – 10:00 am or by appointment

Preferred Method of Communication: I prefer to be reached via email (See "Communication Policy"). If you would like to schedule an appointment (phone or online web session), please send an email to initiate the meeting.

Course Description

Continues ENG 101. Reading literature and writing various types of prose. Introduces methods used in writing investigative papers.

Course Prerequisite

ENG 101 with a grade of C or better, or consent of instructor or department chair

Course Outcomes:

Upon successful completion of the course, you will be able to:

1. Write a total of approximately 6000 words of original prose in the following forms—written, formal essays; an academic research paper of approx. 2700-5000 words, and other forms of writing to be determined by instructor.

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2. Demonstrate proficiency in interpreting, analyzing, and responding.
3. Demonstrate proficiency in the academic research process, which includes gathering data, using the library, taking notes, evaluating source material, drafting, and revising the research paper, putting the research paper in finished form according to the MLA format.
4. Demonstrate an understanding of the elements of literature, such as structure, imagery/symbolism, point of view, setting/atmosphere, theme, and style.

Expected Technical Skills: You will be required to perform basic computer processes, such as creating and saving documents, working on a Microsoft Word or Google Document, and accessing Blackboard via the internet. If you need technical assistance, start with the Technical Support Information page for online students.

Instructional & Technological Information
Required Materials
- Lunsford, Andrea and Ruszkiewicz, John. *Everything is an Argument.* 8th edition. ISBN-13: 978-1319056278

Other Reading Materials
- **Supplemental materials are on Blackboard** (http://harper.blackboard.com)

Differentiated Instruction Strategies ("DIS")
Learning to write at a college level is difficult for everyone. We all learn to use spoken language quite easily, while learning to write well takes many, many years of schooling. **I don't expect perfection**. I **expect students to grow** as writers as they revise their essays and as they progress over the semester. Each of us has our own way of learning, so **we'll use a variety of methods of instruction to teach the class** ("DIS"). This may include at-home assignments, brief lectures, group activities, in-class writing, whole-class workshops, peer review, workbook-style exercises, multimedia presentations, reading experiments, individualized conferences, etc. Students will be required to meet one-on-one with me for a writing conference. In **writing conferences**, you bring a draft of your writing, we read it together, and discuss what works well and what can be improved. Writing conferences will be scheduled towards the end of the semester.

Technology:
Technology doesn't always work perfectly. If you're having a technical problem, please e-mail me first. If I cannot guide you through the problem, I will advise you to contact Harper College Service Desk. Lastly, I suggest a backup plan for your coursework. For example, a flash drive would be a great way to back up your course assignments. Students are responsible for ensuring that their work is completed and submitted promptly. This course will use the Blackboard learning management system to facilitate coursework and virtual classroom interaction. For the best experience with Blackboard, you will need a desktop or laptop computer with access to the internet and a compatible internet browser. Please visit Blackboard's Browser Support page to see the current list of browsers and browser versions that are supported. Contact the Student Service Desk at 847-925-6866 or studentsd@harpercollege.edu if you have questions or need help installing/updating one of these browsers. Blackboard has limited functionality on mobile devices, but there is a student Blackboard App available for iOS and Android devices in the Apple App Store and Google Play. Visit the Blackboard App website for more information.

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- All Harper College English Composition 101 classes use Harper's Blackboard Learning Management System. For technical support, please contact:
  - Blackboard Tutorials: http://ondemand.blackboard.com/students.htm
  - Tech Support (Blackboard, email, and student portal) 847-925-6866 or at studentsd@harpercollege.edu

- Access to a computer with the Google Chrome browser, version 54+ or the Firefox browser, version 49+ is highly recommended.

Course Assessments

In grading your work, I will consider the extent to which:

☺ Your work goes beyond expectations given in the assignment specifications, demonstrating **two or more** of the higher-level thinking skills[1] required by the assignment
☺ Your work (especially discussion board posts and peer responses) provides an additional thought, resource, **unique contribution demonstrated through constructive criticisms or reasonable concessions, or experience** with the issue at hand.
☺ Your work **directly addresses questions asked by the prompt** and/or provide examples to support your response
☺ Your work has been proofread, edited, and presented in professional format
☺ Your work (especially discussion board posts and peer responses) **does not merely dole out compliments or comments of superficial substance** regarding the issue or point of discussion.

☺ Your work is beyond satisfactory, provides some insightful comments, and meets some other specifications given but fails to complete **two or more** of the higher-level thinking skills required by the assignment

☹ Your work engages to a satisfactory degree, with **two or more** of the higher-level thinking skills required by the assignment but meets a few other specifications given
☹ Your work is **mostly out of scope** and barely demonstrates **two or more** of the higher-level thinking skills required by the assignment.
☹ Your work is below college-level writing, has not been proofread, edited, and is presented in an unprofessional format.

Assessment Overview

Tentative Grading Criteria:

Grading Categories	Points/Percentage*
1. Discussion Forum Posts/Online Activities	310
2. Literary Analysis Assignment	120

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[1] Higher-level thinking skills as per Benjamin Bloom's taxonomy of cognitive domain: *knowledge, comprehension, application, analysis, synthesis, and evaluation*

3. Viewpoint Summary & Argument Mapping Project	140
4. Room for Debate Essay	130
5. Final Research Paper Project & Activities	250
6. Final Reflection Essay Assignment	50
Total Points	**1000**

*There is no curve. Possible extra credit may be offered during the semester (watch out for announcements and opportunities on Blackboard). Changes in points may occur due to revision/addition/deletion of projects, activities, or assignments.

Grading Scale:

Final Grade	Points	Percentage
A	900-1,000	90% - 100%
B	800-899	80% - 89%
C	700-799	70% - 79%
D	600-699	60% - 69%
F	599 or below	59% or below

Letter Grade & Percentage Explained

A (90%-100%) is for superior work, original and thorough in content, clear and logical in structure, and aware and precise in writing. A level work needs little to no improvement in these three major composition areas.

B (80%-89.9%) is for solid work in content, structure, and writing. B level work may need minor improvement in one or more of these three major composition areas.

C (70%-79.9%) is for satisfactory work in content, structure, and writing. C level work may need major improvement in one or more of these three major composition areas.

D (60%-69.9%) is for less than satisfactory work in content, structure, and writing. D level work needs major improvement in two or more of these three major composition areas.

F (0%-59.9%) is for unsatisfactory work in content, structure, and writing. F level work needs major improvement in all three of these major composition areas.

Assignment Submission

Unless otherwise stated, **all assignments** for this class must be turned in electronically on Blackboard in a Microsoft Word document, not a Google Doc, PDF, or Apple pages. Failure to adhere to the assignment submission rules for this class can result in a student being given a zero or points deducted on such assignment. Microsoft Office is now free for Harper College students to download and install on their electronic devices (see "Student Service Desk" and "How to Download Office 365 Education Software for Free").

How to Download Office 365 Education Software for Free

Microsoft Office 365 Education software is available for free to students and educators with *.edu* email

accounts. To download Office 365 Education software on your individual computer desktops or laptops, follow these steps:

   a. Go to https://www.microsoft.com/en-us/education/products/office and
   b. Locate "GET STARTED" it is a small blue box right next to an empty spacebar
   c. Under "Enter your student email address," fill in your Harper College email address
   d. Hit enter and wait for more instructions to follow and complete on the page

How to Submit an Assignment on Blackboard

To submit an assignment or post to the class discussion forum, follow these steps:

   a. Go to harper.blackboard.com and log in with your username and password
   b. Click on the link for our course (ENG 102)
   c. Click on "Assignments" on the menu on the left and then select the relevant assignment
   d. Attach the file with your assignment and hit submit

Paper Format Requirement

Unless otherwise instructed, all papers must be word-processed in 12 pt. serif font (e.g., Times) double-spaced. Use 1 1/4 –inch margins. For citations, use MLA style 2016.

Communication Policy

Communication is two-way, not one way. I am flexible in communicating with students. As a rule, I communicate using my Harper email account to initiate or schedule virtual meetings or conferences with students. I am keenly aware that students have a variety of communication preferences (especially in the digital and social media age) and there is not a one-size fit all communication solution to this. In the pandemic age, electronic communication in academia is not limited to emails only. For this reason, I may choose to communicate by making a phone call to students or requesting a virtual meeting with them. Communication via email may not always be appropriate depending on the context. In general, I will use email to communicate important class announcements or briefly clarify assignment instructions. Students experiencing difficulties in the class, such as in comprehending or completing an assignment, or who know that their participation will dip due to some underlying issue, are strongly advised to request a virtual or phone call meeting with me as soon as conveniently possible to discuss their plan for the class. You have the right to have your communication preference, so does the instructor. But you do not have the right to ignore your responsibilities as an active student in the class. If I make an attempt to contact you through the combination of an email, a phone call, or Zoom meeting request, and you do not respond to me, you can be sure that I will make a decision with or without your response.

Feedback Policy on Assignments & Activities

To improve your writing, it is important to read and incorporate written feedback from the instructor. I put much time into individual feedback I give students. However, due to limited time, I cannot comment on every issue or problem associated with a paper. **I do not provide extensive written feedback on early drafts**. I will provide written feedback on the *final* drafts of essays, except in the following circumstances:

- The final draft was submitted late (without being excused).
- No early draft of the essay was submitted on time.
- No substantive revisions were made between the early draft and final draft.
- Final paper or early draft was plagiarized

Revision Policy: Low & High Stakes Assignments & Activities

Low stakes assignments and activities completed in this class cannot be revised unless the instructor grants students permission to do so. Essays and other high stakes assignments may be revised as per the course calendar schedule that specifically provides the timeline. It is my firm belief that writing is a process. Writing takes time and significant revision. In this class, you are expected to create outlines, write drafts, and transition from your earlier drafts, showing me that you have made significant revisions and thoughtful editing to your papers. You are expected to take an active role in your learning as a writer. Written work turned in that shows brazen disregard for feedback comments, lacks thoughtful revision, editing, and proofreading may result in significant point deduction on the paper.

Late Work Policy

Late work is **not accepted**. There is a reasonable exception to this policy. If something comes up that prevents you from turning in an assignment on time, you must contact me before the class meeting (in which that assignment is due). Contact me by email before the assignment is due (not after) to let me know of your circumstances. Papers are submitted through Blackboard at the date and time listed on the assignment (unless otherwise specified). I generally read all submissions at one time and comment on them. You are responsible for getting your papers in on time. I **do not hound students who do not do their work or fail to submit it on time. Lack of planning on your part does not constitute an emergency on mine.**

Absence

Though this course is virtual, you are still required to complete assignments and tasks by clearly stated deadlines in the course calendar or on Blackboard. There is a reasonable exception to this policy. Should you have a medical situation or any family emergency, you might be excused with the professors' permission. Students whose participation on the discussion forum or completion of assignments are inconsistent and dipping, are "virtually absent" and risk failing the class. **You do not get a free pass to skip assignments or readings due in the week you are virtually absent or incommunicado**. You are still required to do the assigned work for the day and take an **active role in your learning**. **If you have been placed with a group of peers for a project, you must reach out to them as well as this is only fair**.

Course Surveys (Student Opinionnaires of Instruction): Near the end of this course, you will be invited to participate in a survey. The feedback you provide is valuable to me, as your instructor, as well as Harper College. The comments you share are completely anonymous and the compiled confidential results will not be released until after final grades have been posted for the entire semester. You may access the survey through a link you will receive in your Harper College Gmail account or directly via Blackboard. Surveys are *usually* available three weeks before the last day of class. To check a survey's availability in Blackboard, select the SOI- COURSE SURVEY link in the course menu. Surveys are only visible when they are available. *Note: Course surveys are administered in Fall and Spring semesters only.*

Course Culture & Our Course

Over the course of the semester, you will do the following:
- ❖ Watch/**read and respond** to a variety of written or visual texts
- ❖ Create, **revise, and edit** a series of writings
- ❖ Reflect on **your own processes** as a critical reader, writer, thinker, and learner.

As a student in the course, **your responsibilities** include the following:
- ❖ **Prepare for and participate in class discussions**
- ❖ **Do the required work**
- ❖ **Take an active role in your learning**
- ❖ **Observe course protocols**

My responsibilities as your instructor include the following:
- ❖ Learn about your **needs and goals as a student writer**
- ❖ Shape the course to **fit those needs and those of your classmates**
- ❖ Help you further **develop your knowledge of academic culture**

Civility & Respect Policy

Because in this class we will be exploring academic arguments and debates, specifically in writings or videos that may be assigned during a week, it is anticipated that some of you might think or feel differently than your other peers about some of the viewpoints you encounter that challenge your worldview. In a holistic liberal arts education, this is commonplace. In a cosmopolitan nation filled with over 100 cultures, this is expected. Civility in the context of this class means showing consideration and respect for everyone. This is even more important when you are placed in a group to work with someone or when you are responding to a classmate's discussion post. Shaming, blaming, or calling out a classmate to put him or her down is uncivil and disrespectful. While you are strongly encouraged to freely express opinions in writing or when working with your peers, you must do so with consideration, care, and respect for everyone.

Netiquette for Discussion Forum Posts (and Online Class in General)

"Netiquette"[2] refers to rules of etiquette that apply to online communication. Follow these 15 rules of netiquette to make sure you sound respectful, polite, and knowledgeable when you post to your class's online discussion boards.

1. **Before posting your question to** a discussion board, check if anyone has asked it already and received a reply. Just as you would not repeat a topic of discussion right after it happened in real life, don't do that in discussion boards either.
2. **Stay on topic**: Do not post irrelevant links, comments, thoughts, or pictures.
3. **Do not type in ALL CAPS**! If you do, it will look like you are screaming.
4. **Do not write anything** that sounds angry or sarcastic, even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
5. **Always remember** to say "Please" and "Thank you" when soliciting help from your classmates.
6. **Respect the opinions of your classmates**. If you feel the need to disagree, do so respectfully and acknowledge the valid points in your classmate's argument. Acknowledge that others are entitled to have their own perspective on the issue.
7. **If you reply to a question from a classmate**, make sure your answer is accurate! If you are not 100% sure when the paper is due, DO NOT GUESS! Otherwise, you could really mess things up for your classmates and they will not appreciate it.
8. If you ask a question and many people respond, summarize all answers, and post that summary to benefit your whole class.

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[2] Source: Touro's College Online Education Department

9. **Be brief**. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read through it all.
10. **Do not badmouth others or call them stupid**. You may disagree with their ideas, but do not mock the person.
11. **If you refer to something your classmate said earlier in the discussion**, quote just a few key lines from their post so that others will not have to go back and figure out which post you're referring to.
12. **Check the most recent comments before you reply** to an older comment, since the issue might have already been resolved or opinions may have changed.
13. **Be forgiving**. If your classmate makes a mistake, do not badger him or her for it. Just let it go – it happens to the best of us.
14. **Run a spelling and grammar check** before posting anything to the discussion board. It only takes a minute, and can make the difference between sounding like a fool and sounding knowledgeable.

RULE OF THUMB: If you would not do or say something in real life, don't do it online either.

Blackboard Attendance and Blackboard Participation Policy: If you know that your participation is going to be impacted (or has been impacted) due to an emergency, illness, family responsibility, accident, please e-mail me to let me know. This course is designed so that both weekly Blackboard attendance and weekly Blackboard participation are necessary. For each week of class when the student attends and participates, the student will earn points of course credit toward the semester total of 1,000 points. Ways to attend and to participate include, but are not limited to, the following: submitting coursework, posting and/or replying to Blackboard discussions, and responding to follow up emails from the instructor and/or your group peers. If the student does not participate in at least one of the above ways during a given week of class, they risk failing the class. Following each subsequent week of non-Blackboard attendance and non-Blackboard participation, the non-active student will receive zeros on assignments or activities due during the said week.

Grievance Policy: In the unlikely event any significant problem should arise either with a fellow student or with the instructor, the student is encouraged first and foremost to contact the instructor by email as soon as conveniently possible. Ideally, doing so will enable the student and the instructor to address and then attempt to solve the problem as amicably and expeditiously as possible. I cannot read your mind if you have a grievance against me, a classmate, or some group of classmates, especially when you choose to say nothing about it. For a conflict to be resolved and a common ground attained, parties must have a clear understanding of each side's position, even if they do not agree with it. It is important that parties be able to state their claims clearly regarding the issue of concern based on the facts of the matter, not on gossips, rumors, or mere impressions. They should also affirm what they hope can lead to a resolution of the matter. In the event that a party cannot have his or her grievances resolved by the instructor or have exhausted their time doing so, students may, depending on the nature of the situation, initiate an academic complaint process (see below), schedule a meeting with their advisors, dean of students etc.

Behavioral Expectations: You can expect to have your academic performance evaluated fairly based on the standards communicated in this syllabus and any relevant program guidelines. You may utilize the Academic Complaint process if you have concerns with a decision made about your academic progress

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in the course. In exchange for this opportunity, you are expected to uphold the following behavioral expectations:

- Behave in accordance with the Student Code of Conduct and other applicable College policies
- Refrain from disrupting the ability of fellow students to learn or the instructor's ability to teach. Examples of disruption include:
  - Yelling, cursing, or engaging in other aggressive behavior
- When interacting online, communicate in a respectful fashion. This includes, but is not limited to:
  - Refraining from name calling, using profanity, posting inappropriate material, and typing in all capital letters
  - Sending multiple emails with one sentence
  - Avoiding rants or discussing non-relevant topics

Open discussion and disagreement are encouraged when done respectfully and in the spirit of academic discourse. There are a variety of behaviors that, while not against a specific College rule, may create disruption in this course. Students whose behavior is disruptive or who fail to comply with the instructor may be dismissed from the class for the remainder of the class period and may be required to meet with the instructor or Dean prior to returning to the next class period. If necessary, referrals may also be made to the Student Conduct process for violations of the Student Code of Conduct.

At Our College

Academic Dishonesty: The College reserves the right to set and communicate reasonable standards of behavior. Students are expected to uphold college standards related to academic honesty. The following behaviors, as outlined in the Student Code of Conduct, are considered academic dishonesty and are prohibited. Examples are provided to illustrate the specific prohibition and are not intended to be all-inclusive.

- Cheating (accessing or using unauthorized materials or information)
- Plagiarism (reproducing someone else's words or ideas without accurate acknowledgment)
- Falsifying information (providing untrue information)
- Unauthorized collaboration (getting assistance or sharing work without permission)
- Facilitating academic dishonesty (participating in an act that creates an unearned advantage for someone)

Student Code of Conduct: Harper College encourages the intellectual and personal growth of its students as scholars and as citizens. The College has both the authority and responsibility to maintain a campus community where the educational programs can flourish for all students and where individual rights, personal and collective safety, and College operations are appropriately protected. It is a choice to attend Harper College and by doing so, students assume the obligations (including standards for behavior) imposed by the College.

Harper College students and student organizations are expected to act in accordance with the policies, rules, regulations, laws, and requirements of Harper College, municipalities and counties,

the State of Illinois, and the United States. The Student Code of Conduct and related information at the Harper Student Conduct resource page outlines these expectations and provides resources and reporting options for students.

Equal Opportunity Statement: Harper College does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, disability or unfavorable discharge from military service. If you believe you have experienced discrimination or harassment (whether on or off campus) that affects your ability to participate in class or any of Harper College's programs, please seek assistance from any of the following resources:

- For gender-based or sexual misconduct (including sexual assault and sexual harassment) by any person, visit the Harper College Title IX resource page to learn more about your support and reporting options.
- For any other harassment/discrimination by an employee, contact the College's Chief Human Resources Officer at 847-925-6216.

Please be advised that faculty members are required to report to the College if they learn that a crime, harassment, or discrimination may have occurred.

Student E-mail Notifications & Privacy: All notifications related to student registration or other business activities are sent to students via their Harper College email account (XXXX@mail.harpercollege.edu) that is assigned to students upon registration. Students access this account via an icon in the student portal (where you registered for classes). Please check this e-mail frequently. To forward e-mails from this account to a personal email account please follow these instructions.

Please be advised that your education records are subject to a federal privacy law called the Family Education Rights and Privacy Act (FERPA). As a result, please be aware that you (not your parent(s), spouse, or other such person) will generally need to be the one to ask questions, file complaints, or otherwise interact with the College and faculty about your academic performance in this class.

Blackboard Privacy and Accessibility Statements: Blackboard is the learning management system used at Harper College. It provides a secure Web space for delivery of instructional course materials. Blackboard's privacy statement and accessibility statement are available for review.

Copyright Statement: The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated. For more information, please visit the Harper College Copyright/Fair Use resource page.

Student Support Resources (Student Success)

Access and Disability Services: Harper College 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 let Access and Disability Services (ADS) know immediately at 847.925.6266. ADS will privately discuss the options you have, possible

accommodations. You are welcome to register with Access and Disability Service by going to [Access and Disability Services](#) and filling out the application for ADS services. Once you have your accommodations approved by ADS, please make arrangements with the instructor as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

- Location: Building I, Room 103
- Phone: 847.925.6266
- Email: ads@harpercollege.edu
- To learn more visit: [Access and Disability Services](#)

Military and Veteran Students: The college recognizes the complexities of being a member of the military community and a student. If you are a member of the military community, please inform your instructor if you need accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you make your instructor aware of a complication, they will do everything they can to assist you or put you in contact with college staff who are trained to assist you.

Library: The library provides students access to resources through searchable databases and catalogs. Students can utilize the interlibrary loan service, laptop/calculator check-out, group study areas, computer workstations, and quiet study space.

- Location: Building F
- Phone: 847.925.6184
- Email: library@harpercollege.edu
- To learn more visit: [Harper College Library](#)

Student Service Desk (Computer Help): The Student Service Desk assists all students by providing information and support for Harper Student E-mail Accounts, MyHarper Student Portal, and Blackboard.

- Location: Building D, Room D116
- Phone: 847.925.6866
- Email: studentsd@harpercollege.edu

Computer Labs: Campus labs are staffed to assist students with logging on and off, accessing specific applications and printing their work. Labs are open to all currently enrolled Harper students.

- Locations: Building I, Room I223 & Avanté Center, Room Y203
- Phones: 847.925.6000 ext. 2372 and ext. 2870 (Building I) & 847.925.6966 (Avanté Center)
- To learn more visit: [Harper College Computer Labs](#)

Writing Center: The Writing Center tutors offer free writing assistance via walk-in or scheduled appointment. Students are welcome to bring in their writing assignments at any stage. A computer lab is also available so you can work on your writing assignments with the tutors.

- Location: Building F, Room F110
- Phone: 847.925.6796

- To learn more visit: [Harper College Writing Center](#)

Tutoring Center: Tutoring services are free for Harper College students in more than 100 courses. The Tutoring Center offers walk-in tutoring, tutoring by appointment, and final reviews in some courses.
- Location: Building F, Room F110
- Phone: 847.925.6539
- To learn more visit: [Harper College Tutoring Center](#)

Success Services: Success Services offers free, one-hour sessions to work with you on areas such as reducing stress, dealing with anxiety, building time management skills, becoming a more effective test taker, and more.
- Location: Building F, Room F110
- Phone: 847.925.6715
- To learn more visit: [Harper College Success Services](#)

Job Placement Resource Center (JPRC): Assists students to become successful in their search for employment opportunities. Help is available with resumes, interviewing, job search, co-ops and internships, and on-campus employment as Student Aides. Students can take advantage of JPRC services during walk-in hours or by scheduling an appointment.
- Location: Wojcik Conference Center, Room W207
- Phone: 847.925.6400
- To learn more visit: [Harper College JPRC](#)

Student Safety & Wellness

Counseling Services: Counseling Services promote the academic success and personal well-being of students by providing personal counseling, wellness support, career, and educational counseling. Services are available to currently enrolled students. All services are free of charge.
- To learn more visit: [Counseling Services](#)
- Location: Building I, Room I117
- Phone: 847.925.6393

Hawks Care: It can be hard to focus on school when you are worried about everyday life. Maybe you are not sure how you can pay for school, while also paying for everyday expenses or your monthly bills. Maybe you are worried about the cost of food, or if your car can reliably make it to and from campus. Maybe you don't have the supplies you need for school, like a laptop or Wi-Fi internet connection, etc. Hawks Care at Harper is here to help!
- Visit this link to learn how Hawks Care can help you succeed: [Hawks Care](#)

Harper Early Alert Team (HEAT): HEAT is a multidisciplinary campus threat assessment and behavioral intervention team that guides the campus community in effectively assessing and addressing threatening and/or concerning behaviors. HEAT strives to assist the campus in intervening with someone before their behaviors reach a critical level.

- To learn more or to report a threat: Harper College HEAT

Community Resources: A variety of community-based resources are available to help students in need: Community Resources for Students

Harper College Police: Contact the Harper College Police for emergency assistance or to report a crime.

- Phone: 847.925.6330

Save the Dates (Mark Your Calendars!)

Events	Dates
1. Second 13-week classes begin	February 15, 2021
2. Last day to drop for 100% refund for 16-week classes	February 22, 2021
3. Lincoln's Day Observed	February 12, 2021
4. Spring Break-Classes Not in Session	March 22- 28, 2021
5. Last Day to Withdraw from 13-week classes	May 3, 2021
6. Final Exams Week- Term Ends	May 17-21, 2021

Food for Thought

❖ "The greatest challenge to any **thinker** is stating the **problem** in a way that will allow a **solution**."

—Bertrand Russell, philosopher and logician

❖ "Watch your **thoughts**, they become your **words**; watch your words, they become your **actions**; watch your actions, they become your **habits**; watch your habits, they become your **character**; watch your character, it becomes your destiny."

— Lao Tzu

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