Instructor: Wendy Esch

Office: CM 103C, Levelland Campus

Email: wesch@southplainscollege.edu

Telephone: (806) 716-2446 (emergencies only)

Zoom: https://zoom.us/j/7683091604
Click this link to access me for an online meeting.

Office Hours:

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Office Hours	10:00 – 11:00 a.m.	1:00 – 2:30 p.m.	2:15 – 4:15 p.m.	1:00 – 2:30 p.m.	9:00 – 11:00 p.m.

Course Description

This course is a continuation of English 1301, which includes an introduction to literature and collateral readings. It also teaches students how to write a college-level research paper.

Scope/Purpose

English 1302 continues the purpose of English 1301: to help students to think well by helping them to write well. Unlike English 1301, English 1302 has a two-fold purpose: it encourages critical thinking by introducing the students to imaginative literature, to the modes of artistic thought, and to critical responses appropriate to these modes of thought.

Instructional Objectives

By the end of the course, students should have written a multiple source paper and at least two analytical papers in APA style which demonstrate the ability:

- To practice and refine the skills of expository and argumentative writing already developed in English 1301;
- To understand the major elements of literature as these are highlighted by the instructor;
- To apply critical thinking to the study of literature and to write essays which demonstrate that critical thinking, such as summary, paraphrase, synthesis, and single-source assignments;
- To use a library for research purposes; to research and write an accurately documented paper.

Requirements

1. Students will read numerous short stories and poems, will participate in class discussions of the readings, and will be tested over their understanding of the readings through quizzes, examinations, and/or written assignments.
2. Students will complete one or more written assignments which may include, but not be limited to, one multi-source research paper, two or more shorter papers (summary, synthesis, critique, explication), or a series of research questions or projects.
3. Individual instructors may also require major examinations over the readings or any part of the course content.

4. Individual instructors may occasionally use film, stage productions, or other art forms to support the text, in which case students may also be tested over their understanding of content or of differences between the written text and the alternate presentation of that text.

Textbook and Supplies

The following textbook and access code are **requirements** for this course. Your access codes have been included in your tuition and will be delivered to you in your school.

LITERATURE 2.0-MINDTAP ACCESS

Author: CENGAGE LEARN.
Edition: 2ND 18
Published Date: 2018
ISBN: 9781337092999
Publisher: CENGAGE L

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection
- Internet Browser: Blackboard Learn is designed to work best with the Mozilla Firefox browser. Blackboard experts do not recommend using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: http://www.mozilla.org/en-US/firefox/new/. Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
- Blackboard account
- Mindtap account
- Office 365: Word and PowerPoint: You will need a good word processing program to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or install to your PC, Mac, or mobile device.
    1. To access Office 365, go to https://www.office.com and sign in with the following format: SPCusername@southplainscollege.edu and your MySPC password.
    2. You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
- Adobe Reader: Available to download FREE from this website: http://www.adobe.com/products/reader.html

Communication

You can reach me in one of three ways: you can send me a Course Message in Blackboard, email me at wesch@southplainscollege.edu, or call my office at 806-716-2446 and leave a message.
I try to respond to you within 24 hours. However, I may not be immediately available to you should you need something, so please do not wait until the last minute to complete assignments.
Your South Plains College Course Messages or SPC Email are the official communication for this course. Plan to check it every day.

How to send me a message inside our Blackboard English course:

Click on Course Messages under the Course Tools menu on the left side of the screen.
Click on the Create Message button.
Click on the TO button and find my name in the Select Recipients box (Sharon Race - Instructor).
Click on my name and then click on the right arrow to move my name to the Recipient box.
Scroll down to the message area.
Type YOUR NAME and the SUBJECT OF YOUR MESSAGE in the Subject box (example: Jane Doe - Question about "Araby").
Type your message in the message area. Click on the ABC button with the check mark under it to check your spelling.
Click the Submit button to send your message.
If you want to make sure a mail message has been sent successfully, check your Sent folder in Mail.

Attendance Policy

I recommend that you access our course at least three times a week to work on the week's assignments. To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due.

You should log in to Blackboard frequently and check your Course Messages, Announcements, and SPC email daily. I will post announcements and send emails regularly.

If you have not submitted any assignments by the twelfth class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roster.

Be advised – I will accept late work but only within a week of the due date.

Semester Calendar and Weekly Assignments

Calendar & Assignments is the entry page for ENGL 1302 and is available as a link in the Course Content menu as well. The course material is released in weekly segments (ex. Week 1, Week 2), and each week runs from Tuesday 8:00 A.M. to Tuesday 8:00 A.M. of the following week.

It is very important that you keep up with which week of the semester we are in so you will know when that week's assignments are due. So, for example, let's say that Week 1 begins on Tuesday, January 20; all assignments for Week 1 would be due by 8 A.M. on Tuesday of the following week, January 27.

Weekly Assignments are normally posted by Tuesday of each week and detail the readings, discussion forums, exercises, quizzes, tests, and papers to be completed. Due dates are normally 8:00 A.M. on Tuesday of the following week. I recommend you print out the weekly assignment sheets and keep them in a three-ring binder, along with all the other handouts you will be getting in this course. Use the assignment sheet as a checklist for the week. To print a Blackboard page, use the Print option in your internet browser.

Grading Policy

Final grades will be assigned based on the following percentages:

Literature Quizzes and Tests (35%)
Short Story and Literary Term Quizzes (25%) Your lowest literature quiz score is dropped. The Grade Center unfortunately does not flag the dropped grade, but it is set to drop the lowest literature quiz grade from the beginning of the semester. Midsummer Night plot quiz cannot be dropped.
Drama Test (5%)
Poetry Test (5%)
Research Skills and Grammar Assignments (30%)
Quotation and Paraphrase Quiz (4%)
MLA 8 (2016) Paper Format and Documentation Quiz (4%)
Plagiarism Quiz 1 (2%)
Plagiarism Quiz 2 (2%)
MLA Works Cited Format Quiz (4%)
Mindtap Research & Grammar Skills Assignments (14%) Your 2 lowest Mindtap quiz/assignment scores in this category are dropped. The Grade Center unfortunately does not flag the dropped grades, but it is set to drop the 2 lowest grades from the beginning of the semester.
Writing Assignments (35%)
Short Essay Assignment (5%)
Article Summary Paper (5%)
Character Analysis Essay (7%)
Research Paper Outline (3%)
Research Paper (15%)
OPTIONAL EXTRA CREDIT: Earn extra points by completing extra-credit assignments.
It is up to you to monitor your average and course progress. You can find your current average via the 'Gradebook' link in Blackboard.

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found in the course modules in Blackboard.

Reading Quizzes

It will be particularly important for you to read the fiction assignments at the beginning of each module so that you may participate in class discussion. To ensure that you're doing this, you will be required to take a reading quiz at the beginning of each module. The quizzes are in Mindtap. Be sure – before you start the quiz – to read the stories/selections very carefully. You will not have time, once the quiz begins, to look up answers. I do not accept late work for any reason.

Additionally, I do not reset quizzes because of technical difficulty. Be sure you have a stable, high-speed Internet connection before beginning the quizzes.

Writing Assignments

You will be required to write a short story essay, article summary paper, and character analysis essay for this course. Instructions for these assignments can be found in Blackboard.

Discussions

Collaboration and communication is essential to success in both the academic and professional setting. To practice these skills and further our knowledge of the subjects we cover in this course, each student will be required to participate in weekly video discussions.

There are two parts to each module discussion assignment. The first is an **initial post**. The second part includes **responses** to your peers, which will be due in the second half of each module.   A 5-point deduction will be applied to initial posts not posted by the first deadline, and no response posts will be counted for credit after the second deadline.

Research Project

You will be required to complete a multi-part research project over the course of the semester. Details for these assignments can be found in Blackboard. Late work will incur a large deduction.

Due Dates

Due dates are posted on the course calendar*. **Late work will be accepted but only for a week past the due date and will incur a point penalty at the discretion of the instructor.**

As an online student, you assume the responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date and make sure it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether or not you thought the paper had submitted.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will still not able to submit the assignment late.
4. You are responsible for making sure your work has been submitted properly.

Assignment Submission

TURNITIN is where papers are submitted and graded inside our Blackboard course.

- TURNITIN accepts files saved in the following formats: Microsoft Word, WordPerfect, Rich Text Format (.rtf file ending), and PDF. TURNITIN does NOT accept Microsoft Works documents. Do not submit Text documents (.txt file ending) because they will not retain the proper MLA formatting.

- Please note:
  Many students make the mistake of uploading a paper and thinking they are done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt.

- After you submit a paper to TURNITIN, you must immediately check your South Plains College e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt email. If you do not see a digital receipt, then your submission was not likely received by TURNITIN, and you will need to resubmit your paper immediately.

- Once your paper has been graded, click on the View/Submit link to view my comments and marks.

- I cannot accept any assignment via email, for any reason. It is your responsibility to make sure the assignment submitted properly *before* the due date. No documents will be accepted after the submission deadline has passed, for any reason.

- Please note: any composition submitted that is not at least half of the minimum required length will receive a grade of a zero.

- Additionally, all files must be submitted as .docx documents (Microsoft Word) . If you submit anything other than a .docx file, you will be given a 0 for that assignment and will not be allowed to make it up.

As an online student, you assume the responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date and make sure it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether or not you thought the paper had submitted.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will still not able to submit the assignment late.
4. You are responsible for making sure your work has been submitted properly.

Style Guide

We will use the MLA style guide for formatting and documentation in this course. All papers must be formatted according to MLA 8th edition (2016) style. For MLA 8th edition (2016) documentation and bibliography guidelines, click on the MLA 8 (2016) Style link under Course Tools.

Academic Integrity

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension.   Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.
Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such. I have zero tolerance for cheaters.

Disclaimer

Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Diversity Statement

In this course, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should be and can be.

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 806-894-9611, extension 2529.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email cgilster@southplainscollege.edu for assistance.

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**. Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.**

Spring Schedule

See Calendar & Assignments in the Course Content menu for specific weekly assignments.

Week 1:

Introduction to Blackboard
Course Syllabus
Begin Short Story Unit

Week 2:

Short Story Unit (cont.)

Week 3:

Short Story Unit (cont.)
Short Essay due

Week 4:

Short Story Unit (cont.)
Introduction to MLA Format
Start Article Summary Paper

Week 5:

Short Story Unit (cont.)
MLA Format (cont.)
Article Summary Paper Due

Week 6:

Short Story Unit (cont.)
Quotation and Paraphrase

Week 7:

Short Story Unit (cont.)
Start Character Analysis Essay

Week 8:

Finish Short Story Unit
Character Analysis Essay Due

Week 9:

Begin Research Paper Unit

Week 10:

Research Paper Unit (cont.)
Plagiarism

Week 11:

Research Paper Outline Due
MLA Documentation
Research Unit (cont.)

Week 12:

Research Paper Due
Begin Drama Unit

Week 13:

Drama Unit (cont.)
Drama Test

Weeks 14 and 15:

Poetry Unit
Poetry Test
ENGL 1302 Post-Test
Extra-Credit Assignments due (optional)

Week 16:

Course Wrap-Up

**Course Policy and Calendar Changes
As instructor, I reserve the right to make changes in course policies or the calendar at my discretion.