

## Syllabus - ENGL 1302 - Composition II Spring 2016

ENGL 1302 - Composition II: Prerequisite: ENGL 1301 (Composition I). This course is a continuation of ENGL 1301 which includes an introduction to literature and collateral readings. It also teaches the student how to write a college-level research paper.

### Contacting the Instructor

#### **Mrs. Sharon Race, Assistant Professor of English, English Department Chairperson**

- **Office Location:** South Plains College Levelland Campus, Communications Building, Room 106
- **Office Hours:** Mon. 1:30-3:00, Tues. 1:30-3:00, Wed. 1:30-2:30, Thurs. 1:30-2:30, Fri. 10:00 AM-1:00 PM
- **Office Phone:** 806-716-2439 (leave a voice mail message if necessary)
- **Blackboard Email** is the best way to contact me. I try to answer emails within 24 hours Monday-Thursday and Friday morning, except over the weekend and during holidays.  
Here's how to use Blackboard Email inside our ENGL 1302 course:

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

### Course Goals

- You will practice and refine the skills of expository and argumentative writing already developed in English 1301.
- You will identify and analyze the major elements of literature as these are highlighted in selected readings from short stories, drama, and poetry: theme, setting, characterization, plot features, structure, point of view, symbolism, irony, tone, and so forth.
- You will apply critical thinking to the study of literature and write papers which demonstrate that critical thinking, such as summary, paraphrase, synthesis, and single-source assignments.

- You will learn to use a library for research purposes.
- You will learn to research and write an accurately documented paper using the *MLA* format.

### One Required Textbook

***Introduction to Literature: Custom Textbook for Professor Sharon Race, ENGL 1302.*** Boston: Pearson Learning Solutions, 2014.

**\*IMPORTANT: A couple of other instructors have a custom textbook for ENGL 1302 that have the exact same cover as mine--make sure you DO NOT purchase the textbook for Professor Glenda Bryant's or Professor Randy Wall's course. Make sure my name (**Professor Sharon Race**) is on the front cover.**

Our required textbook can be purchased directly from the South Plains College bookstores on the Levelland Campus, over the phone, or through the SPC bookstore website:

- Levelland Campus Bookstore: 806-716-2397
- Reese Campus Bookstore: 806-716-4690 (call before you go to see if they have the textbook)
- SPC Bookstore website: <http://www.sp-levbookstore.com>

### Required Computer Programs

- **Internet Browser:** Blackboard is designed to work best with the **Mozilla Firefox** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9 because some users experience browser related problems with Blackboard when 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.
- **A Word Processing Program:** You will need a good word processing program to create papers for this course (ex. *Microsoft Word* or *WordPerfect*). If your computer does not already have a word processing program, one option is to purchase Microsoft Office for Students at a discounted price. This package includes Word, PowerPoint, Excel, and much more. Visit this website to find out more: [http://www.microsoftstore.com/store/msusa/en\\_US/cat/ThemeID.33363200/categoryID.63433700](http://www.microsoftstore.com/store/msusa/en_US/cat/ThemeID.33363200/categoryID.63433700)
- **Microsoft PowerPoint or PowerPoint Viewer:** If your computer does not already have Microsoft Office with Powerpoint, you may download a **FREE** version of PowerPoint Viewer. PowerPoint Viewer lets you view full-featured presentations created in PowerPoint 97 and later versions. You can view and print presentations, but you cannot edit them in the PowerPoint Viewer 2007. You may download the **FREE** PowerPoint Viewer from this website: <http://www.microsoft.com/en-us/download/details.aspx?id=13> (Note that if you purchase the Microsoft Office University 2010 package, you will not need PowerPoint Viewer since the full program is included in the package.)
- **Adobe Reader:** Available to download **FREE** from this website:
  - Adobe Reader: <http://www.adobe.com/products/reader.html>

### Semester Calendar and Weekly Assignments

- The **Semester Calendar** 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 A.M. to Tuesday 8 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 Assignment sheets** are located in Weekly Assignments on the left side of the screen in our Blackboard course. 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 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, select the text, copy and paste to a Word document, and print.*

### Grades

#### **Grade Calculation:**

- Major Exams 30%
  1. Short Story Exam (15%)
  2. Drama Exam (6%)
  3. Poetry Exam (9%)
- Research and Writing Assignments 30%
- Quizzes 30%
- Discussion Forum 10%
- Extra-Credit: 6 SmartStarts Quizzes

#### **Grade Reports:**

- Click on the My Grades link in the Course Tools menu to view your grades and current average. I recommend you do this weekly throughout the semester so you are always aware of your grade status.

#### **Methods of Evaluation:**

- Your work will be evaluated by means of this scoring system: A (90-100); B (80-89); C (70-79); D (60-69); F (59 and below).
- Blackboard quizzes and parts of the major exams are graded electronically and your grades will be available either immediately after you submit the quiz or when I release the grades for that assignment.
- Papers and discussion forum posts can take from one to two weeks to be graded; I will usually notify you through an Announcement when I have finished grading those written assignments.

- I drop your lowest literature quiz score. The dropped grade is not flagged in the grade center, unfortunately, but the grade center is set to drop the lowest quiz grade from the beginning of the semester.

#### Turnitin:

- Turnitin is listed as a link under the Course Content menu. Turnitin is the link you will use to submit papers and essays. Written assignments will need to be formatted according to MLA style.
- Note that 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.
- Once your paper has been graded, you will be able to access Turnitin and view my comments and marks on each submission.

#### Late Work:

- ***I do not accept late work.***
- You do not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. Plan ahead, and do not wait until the last minute to complete weekly assignments. Have alternate computer locations already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before the 8 AM deadline each Tuesday.
- **Former students suggest pretending that the weekly deadline is Monday at midnight instead of Tuesday morning at 8 A.M.**
- You may make up a major exam only if you have made contact with me prior to the time of the regular testing and do have a dire circumstance, such as a death in the family. But keep in mind that you normally have at least a week or more within which to take an exam. So plan ahead; if you have to be out of town or at work right when the exam is due, take it earlier in the week.

#### Plagiarism and Cheating Policy

“Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers” (*SPC General Catalog*).

- *Cheating*: “Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, or from the examination paper of another students, assisting others to cheat, alteration of grade reports, illegal entry or unauthorized presence in an office are examples of cheating” (*General Catalog*). Some example of cheating are copying responses from another student’s paper or quiz, allowing someone else to take a quiz or exam for you, or receiving help from someone else to complete any quiz, test, or written assignment.

- *Plagiarism*: “Offering the work of another as one’s own, without proper acknowledgements, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student [or another person] is guilty of plagiarism” (*General Catalog*). Some examples of plagiarism are not writing your own papers; copying parts of your papers from others’; not giving proper credit for source information; not quoting, paraphrasing, or summarizing source material correctly; or not using proper MLA documentation.
  - **DO NOT PLAGIARIZE YOUR OWN WORK: If you have taken this ENGL 1302 course with me in a previous semester, you may not submit the same papers you created for the previous course attempt in this current course. In other words, you may not submit the same or a revised version of a paper you wrote when you took my class during a previous semester. Nor may you submit papers for our class that you have written for any other course you have already taken. In other words, you will be expected to write new, original papers for each written assignment you complete this semester. For example, for the character analysis essay, if you wrote about Mathilde Loisel during a previous semester of this course, you will need to choose a different character to analyze for this semester's character analysis.**

If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a zero for the assignment or be dropped from the course with the grade of "F" or "X," at my discretion.

#### Computer/Internet Issues and Technical Support

- In order to participate in this internet course, you need daily access to a computer with reliable, fast internet access. The SPC Instructional Technology department highly recommends that you use a high-speed internet provider. It will be the best investment you make in your internet course!
- Blackboard is designed to work best with **Mozilla Firefox** browser, so download this browser now and use it every time you access Blackboard to avoid many technical issues.
- Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now**; do not wait until you suddenly need them! You can find computers in the following places:
  - SPC Reese Campus Student Computer Lab (806-716-4666)
  - SPC Levelland Campus Student Computer Lab (806-716-2179)
  - SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays
  - your local city library, restaurants or cafes with free Wifi
  - neighbors or friends (line up at least three)
  - other university labs, like Texas Tech
- **For technical support with Blackboard, do not contact me.** Click on the **Help links at the top of each page or under the Course Tools menu.** You can also click on the **SPC Blackboard Support link under course Tools and look for** the link that says Blackboard Technical Support. Our SPC Blackboard support staff is very knowledgeable and helpful and will be quick to respond.

### Attendance Policy

- If you have not submitted any assignments by the 12<sup>th</sup> class day (end of Week 2), your access to the course will be blocked and the Registrar's Office will remove you from my class roll.
- Since this course is online, your attendance is monitored through completion of assignments. **Once you have accumulated five zeroes for five missed assignments, you will be dropped from the course with an X or F, at my discretion.**
- 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.
- **How to withdraw from this online course:** First, check the academic calendar on the [SPC home page](#) to see when the last day to drop is. Then log in to MySPC, click on Admissions and Records, find Student Forms and Tools, and download and print the Student Initiated Drop Form. Fill out and sign the form, and fax it to the SPC Registrar's Office. Call 806-716-2187 or 806-716-2375 for more information and the fax number.

### Discussion Forum

In the Discussion Forum, our class will have the opportunity to share ideas about some of the literary works we are studying. You will know when you need to visit the Discussion Forum and participate because I will list it in your Weekly Assignment Sheets.

Please observe the following guidelines to avoid being banned from the Discussion Forum and receiving a zero for that portion of your grade:

- Make sure your responses are written in Standard English and in complete sentences.
- Avoid abbreviations.
- Avoid curse words and rude, vulgar, obscene, or profane language.
- Be courteous and respectful of others.

### Student Conduct

- *Be Respectful*—show respect to yourself, your classmates, and your instructor. Be courteous in all of your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.
- *Communicate*—if you do not understand the assignment, call or e-mail me, but do so in a timely fashion. For example, if you have questions about a research assignment, do not call or e-mail on the day the assignment is due. Type QUESTION in the subject line of your e-mail so I can find it more easily. I am usually able to respond to e-mails within 24 hours, except on weekends and holidays.
- *Be Conscientious*—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and definitely not produce the best results.
- *Be Studious*—realize that internet courses require a great deal of self-discipline, organization, and self-motivation. You must set aside times each week that you “attend” your internet class. If you plan to “attend” this class only to take quizzes or exams, you will not do as well as

you desire. I recommend you access our Blackboard course and work on assignments at least three times a week.

### Disability, Discrimination, and Diversity Policies

#### **Note to Students with Disabilities**

- Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability 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 Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611. If you have a disability-related need for reasonable academic adjustments in this course, send or bring me your letter of accommodation from Disability Services Office, and we can privately discuss your specific accommodations.

#### **Discrimination Policy**

- I will do my best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

#### **Diversity Policy**

- In this class, I will endeavor to 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.

### Course Calendar Overview

See Weekly Assignments in the Course Content menu for specific assignments.

#### Week 1:

- Introduction to Blackboard
- Course Syllabus
- ENGL 1302 Pre-Test
- Begin Short Story Unit

#### Week 2:

- Short Story Unit (cont.)

#### Week 3:

- Short Story Unit (cont.)
- Introduction to SPC Library

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.)
- Using Direct Quotations

Week 7:

- Short Story Unit (cont.)
- Start Character Analysis Essay

Week 8:

- Short Story Exam
- Character Analysis Essay Due

Week 9:

- Begin Research Paper Unit

Week 10:

- Research Unit (cont.)
- Plagiarism

Week 11:

- Research Unit (cont.)
- Prospectus Due

Week 12:

- Research Paper Due

- Begin Drama Unit

Week 13:

- Drama Unit (cont.)
- Drama Exam

Weeks 14 and 15:

- Poetry Unit
- Poetry Exam
- ENGL 1302 Post-Test
- Extra-Credit: Six SmartStarts Quizzes 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.