

English 1302
Composition and Literature

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A course syllabus is a contract between instructor and student. Remaining a student in a course means you agree to abide by all policies found in the syllabus. These policies exist to ensure fairness through clarity. They are direct and firm in order to deter abuse. If you feel that a situation warrants exception from any of the policies in this syllabus, you will be required to provide written documentation of the situation.

I do not have official office hours during summer courses. If you would like to meet with me, the easiest way to set up a meeting is via email. **All responses, whether to emails, notes, or phone messages, will be sent via email to your OC email account.** Give me at least 24 hours to respond before you send additional inquiries. I may have to ask someone else or address a technical issue, either of which takes time.

COURSE DESCRIPTION (from OC catalogue)

Consists of reading and analyzing selected works from the principle genres of literature and introduces research techniques. Requires analytical papers on literature, research exercises, supplemental readings, and examinations. (SCANS 1, 2, 9) Prerequisite: ENGL 1301.

This is a literature course, which means you will have to read numerous works by various authors. You will not do well in this course if you do not read!

REQUIRED TEXT

Kennedy, X.J., and Dana Gioia. Literature: An Introduction to Fiction, Poetry, Drama, and Writing. 11th ed. New York: Pearson Longman, 2007.

It would also be incredibly beneficial to either own or have unlimited access to a handbook that includes MLA style guidelines. A reliable online source for this information is the OWL at Purdue: <http://owl.english.purdue.edu/owl/resource/557/01/>.

My third suggestion is to purchase/acquire access to an English handbook. It will help with research in this course and basic skills for any other college course you take. It is not required but is definitely a good idea. Some possibilities are: *Hodges' Harbrace Handbook*, *The Little Brown Handbook*, and *QA Quick Access Handbook*.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to

1. Read, analyze, and recognize characteristics of fiction, poetry, and drama and identify essential details and facts in those works.
2. Demonstrate the ability to read assigned texts closely, develop interpretational analyses of these texts, and clearly articulate the findings of these critical interpretational analyses;
3. Write analytical papers on one or more literary works in a given genre or genres.
4. Demonstrate an understanding of standard terminology to describe genres.
5. Summarize the essential elements of each genre and each literary selection in standard literary terminology
6. Organize library research materials and other resources and write a literary research

project or paper which demonstrates the proper use of quotations, citations, and a list of works cited;

7. Demonstrate continuing mastery of conventional English.
8. Articulate ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

SUMMARY OF ASSIGNMENTS & ACTIVITIES

Specific due dates are announced as the class progresses, as class progress depends on student learning.

Item	Description
Poetry Unit	Study of poetry genre; focuses on analyzing a selection of poems using given terminology; concludes with a unit test
Fiction Unit	Focuses on analyzing a selection of short stories for evidence of concepts including initiation, social commentary, and reliable narration; concludes with unit test
Drama Unit	Focuses on analyzing three plays, each representative of a specific era in the history of drama; concludes with a unit test
Research Essay	Requires demonstration of understanding of and ability to apply knowledge from each unit and notes on research techniques
Final Exam	Will be comprehensive

All assignments in this course will include a written portion of some sort. The last page of this syllabus is a rubric explaining the criteria I use when grading any written work.

GRADE DETERMINATION

Grades are weighted as follows: 3 unit tests x 18%; research essay x 18%; daily work x 10%; final exam x 18%.

At the end of the semester, grades will be determined based on the following scale:

A = 100 – 90

B = 80 – 90

C = 70 – 79

D = 60 – 69

F = 59 and below

Note: A D in this course qualifies you to take sophomore English courses at Odessa College. However, it most likely will not transfer to another institution or satisfy the requirements of specific programs (i.e. nursing program).

TESTING POLICY

You will know ahead of time when tests will be given. For students needing to make-up a test, a 5-question, all essay make-up test will be offered. Any make-up test must be taken within one (1) week of the original test date. At the instructor's discretion, you may be required to complete a proctored make-up test. This means you may have to come to the OC campus to take the make-up test. No make-up test will be offered for the final.

NON-TEST ASSIGNMENTS

You will know ahead of time when any non-test assignments are due. Late submission of these assignments is at the discretion of the instructor. My decision will be based on the policies in this syllabus. **I do not accept any work via email.** If there is a problem with Blackboard, I will address the issue and send out an email with instructions for what you need to do. Anytime you submit a file for the course, be sure it is saved as a Rich Text

Format file (this is not the file name; it is the file type). This ensures I am able to open your work no matter what program you use to create it. When the due date and time for each assignment passes, the assignment will become unavailable in Blackboard. You will have to contact the instructor to find out if you have any options for any missed assignments.

COMPUTER ACCESS

You need to have access to at least two computers. If one computer breaks, gets a virus, or is incompatible with the course delivery system (OC uses Blackboard), you will still be held responsible for turning in any and all work by the given due dates and times. There are several computers/computer labs available on the OC campus.

Your instructor cannot arrange due dates/assignments around every student's computer, internet access, and/or work schedule. Do not expect to be given extensions on assignments or tests due to computer, internet access, and/or work schedule issues.

Be sure you check your computer's compatibility with Blackboard prior to attempting to complete any work in any course. For help with Blackboard basics (logging in, what buttons mean/do), go to <http://www.odessa.edu/blackboard.htm>. If you have problems logging in, opening files, etc., let me know, and I will let you know what to do or whom to contact.

COMMUNICATION:

Odessa College provides every student a free email account. This email system is the official, mandatory communication method at the college. It is your responsibility to monitor the account given to you by OC, either directly or by forwarding email to an external account. Failure to monitor your OC email account is not an acceptable reason for missing due dates or important information. For help with your OC email account, go to <http://www.odessa.edu/gmail/>. If you still have issues with your OC student email account, let your instructor know, but requests for help must be addressed to the Student Success Center at 432-335-6878.

ATTENDANCE

You will not be able to successfully complete this course without regular, quality interaction with other students and the instructor. If you have a question, it is your responsibility to ask in a timely manner. Those who regularly attend/login and interact with classmates and the instructor perform better than those who do not.

I reserve the right to restrict your access to the class if your behavior is disruptive to other students. Disruptive behavior includes but is not limited to making inappropriate remarks or comments in course discussion boards.

Some situations do warrant exemption from syllabus policies. However, not everything that happens is a crisis or emergency. Crises or emergencies include severe illness requiring a doctor's visit or hospitalization, death in the family, or college-excused events (which must be approved ahead of time). They do not include not feeling well, forgetting, poor time management, or needing help from or for a friend, roommate, family member, or pet. As stated in the opening paragraph, you will be required to provide documentation (an email from you is not documentation) of any situation you believe warrants exemption from a syllabus policy.

ACADEMIC HONESTY

Plagiarism, whether by commission, omission, or collusion, will not be tolerated. The fact that the information was very easily accessed or came from a personal source does not negate your responsibility to give credit to the source of the information. The first time a

student is caught plagiarizing, they will receive a 0 (zero) on the assignment. The second time, they will receive an F in the course. Not knowing is not an excuse.

A reliable website for information on plagiarism is <http://plagiarism.org/>.

LEARNING RESOURCES CENTER

The library, known as the [Learning Resources Center](#), provides research assistance via the LRC's [catalogue](#) (print books, videos, e-books) and [databases](#) (journal and magazine articles). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a librarian](#)" service provide additional help.

SPECIAL ACCOMODATIONS:

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at (432)335-6861 to request assistance and accommodations.

Without paperwork from the Office of Disability Services, I cannot make accommodations.

Other school policies can be found in the [Student Handbook](#).

GRADING STANDARDS FOR ALL WRITTEN WORK

"A": Excellent / outstanding / fluent / thought-provoking / original

Follows all instructions, addresses question asked, carefully organized, contains an effective thesis, fluent style, clear and concise writing, few if any mechanical errors, shows thought and analysis, present original insights independent of the teacher/text, in-depth and detailed, goes well beyond what was expected

"B": Good / above average / clear / well-organized

Follows all instructions, addresses question asked, contains a thesis, mechanical errors are not distracting to the reader, contains some detail, shows little thought or analysis independent of information given by teacher/text

"C": Average / adequate / competent / fair / unoriginal

Follows most of the instructions, addresses most of the question asked, weak thesis, lacks clarity, mechanical errors are obvious but do not interfere with reader's understanding of the work, little if no detail, thought or analysis; THIS IS AVERAGE WORK FOR ALL COLLEGE STUDENTS

"D": Below average / inadequate / ineffective / unclear / under-developed

Follows only the most basic assignment requirements, addresses question on a very general level, shows insufficient understanding of the material, significant mechanical errors make communication of ideas ineffective, no thesis, lacks organization

"F": Failure / blocked communication / plagiarism-cheating / major errors / illiteracy / directions not followed / badly underdeveloped

Instructions were not followed, question not addressed, no thesis, no organization, mechanical errors make work unreadable and/or incapable of being understood, some or all of the content was plagiarized, fails to address the given topic, no detail, thought, or analysis