Department of English & Foreign Languages

English 1302.2WB

Composition & Literature

I. Course and Instructor Information

Instructor: Claudia Philpott
Office Location: WH 230 (Wilkerson Hall-second floor)
Office Phone: 432-335-6554
Office Hours: Monday: 3:30 pm-5:30 pm; Tuesday/Thursday: 9:30-11:00am; 12:30-2 pm; Wednesday: 8:00am-noon
Email: cphilpott@odessa.edu

***NOTE**: Students in all of my courses are provided my home phone number with instructions that they should feel free to call me any evening of the week until 10pm.

Course Credits: Three (3) semester hours

II. Course Description

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.

III. Course Prerequisites

ENGL 1301 passed with a "C "or better or a satisfactory placement score.

IV. SCANS

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V. Required/Optional Course Materials

Required Textbook: *Literature: An Introduction to Fiction, Poetry, Drama and Writing, 6th ed.*, **Compact Interactive Edition,** Kennedy & Gioia, New York: Pearson Longman, 2010.

It would also be 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 BrownHandbook,* and *QA Quick AccessHandbook*.

VI. Course Objectives

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.

VII. Grading Policy

Please remember that I do not teach a self-paced class, either online or in the traditional classroom setting.

1. **Due Dates:** Essay assignments, grammar quizzes, etc., have assigned due dates. Daily work (journals, etc.) assignments not submitted by the assigned times and dates will receive a grade of 0. Late essay assignments will be penalized 10 points per day and will not be accepted after day three.
2. **Cheating/Academic Dishonesty:** Cheating on tests, assignments, etc., will result in a 0 for the first instance; subsequent behavior may result in an F in the course.
3. **Disruptive/Abusive Behavior**: Disruptive or abusive behavior will not be tolerated; the first instance will result in a grade of 0 on any assignment due at that time, and the student will be counted absent from class for that particular day, which will also result in a loss of course grade points. Please refer to **Classroom/Online Behavior** for more information.
4. **Plagiarism**: The first instance of plagiarism will be assigned a grade of zero (0). The second instance will result in an F in the course. If you do not understand the term or have any questions, first refer to the information which follows in this syllabus. If you still have questions, contact me immediately.

5. **Attendance and Grades:** Please refer to the **Classroom Attendance Policy** and **Blackboard Attendance Policy** for more information.

VIII. General Course Policies: Attendance, Expectations, etc.

Cell Phones/Texting: Use of cell phone or texting during class is strictly prohibited. Please turn off your cell phone and put it out of sight while you are in the classroom. If you have some kind of family emergency, and your cell phone MUST remain on, let me know before class begins. In that case, set the phone to vibrate and please do not disrupt the class as you leave to answer it.

Attendance: Grammar assignments, in-class work, etc., cannot be made up. If you are absent or do not turn in a graded assignment, the grade will be a 0. See grading policy above.

A. Classroom Attendance Policy: For students in face to face, web-enhanced, or hybrid courses

Classroom attendance is a key element in any college course, and my English classes are no exception. If you miss class, you are missing vital information and classroom participation which may directly impact your ability to pass the course with the grade you want to achieve. My goal is for every student to complete my courses with an A, but that does require a lot of effort on your part.

However, you do have one absence with no questions asked.

Please plan to arrive on time for class and be prepared to stay for the entire class period. Students who are consistently more than 20 minutes late for class will be verbally warned; if the behavior persists, the student will be counted absent and will receive a 0 for any activities due that day.

Please be aware that absences will mean points off your final course grade. If the class meets three times per week, each absence will reduce the final grade one point. If the class meets twice per week, the deduction will be 1.5 points per class. If the class meets once per week, then each absence will result in a loss of 3 points. In a summer course, each absence will result in a 3 point loss.

NOTE: If you are a student in a classroom-based course with an online component in Blackboard, and, even if you complete the online assignments on time, you will be penalized points for not being present in class on that particular day.

Exceptions to this rule are a serious illness/hospital stay, a death in the family, or an immediate emergency, such as being involved in a car wreck on the way to class. The final exception is for athletes who must miss class to participate in an athletic event.

In any of these cases, you are responsible for notifying me and providing official documentation no later than the second class day after your return to prevent such absences from impacting your final course grade.

BE PREPARED TO ACTIVELY PARTICIPATE IN ALL CLASSROOM ACTIVITIES!! I am a firm believer in group participation, and, at various times during the semester, you will be divided into small groups to work on various writing/grammar issues. Obviously, if you are not in class, you are not participating in these learning opportunities.

Please read **Blackboard Attendance Policy** (below).

Save a copy of all of your work somewhere. Computers crash. I suggest you buy a very inexpensive thumb drive or some other device. If all else fails, email your work to yourself.

If you're absent, it is your responsibility to find out what you've missed and come to the next class prepared. It is also your responsibility to log into Blackboard and complete any assignments, quizzes, etc., that were assigned in class.

B. Blackboard Attendance Policy: For students with online Blackboard component or full Web

Each week, you will be responsible for completing assigned grammar or writing topics in Blackboard. Failure to complete those exercises by the assigned due dates will result in a 0.

Keep your Blackboard username and password in a safe place and keep them private. NEVER give anyone else access to your Blackboard login information.

If you miss the in-class portion of class, you are still responsible for logging into Blackboard and completing any online assignments due that week. However, you will still lose points for being absent from the classroom (see **Classroom Attendance Policy**).

To successfully complete this course, students will need:

1. **Regular access to a computer**. You should have access to an alternate computer in case the primary computer crashes. A computer crash is NOT an excuse for late assignments. The Student Success Center has open access computers which are available for student use when the campus is open. Check their website for the hours: www.odessa.edu/dept/ssc/
2. **Regular access to the Internet**. Also in the Student Learning Center
3. **A working OC student email account**
4. **A word processing program of some type** (Word, WordPerfect, Works, etc.)
5. **Some type of storage device to save your work**. Always save a copy of your essays, etc. on your computer hard drive, but it is also a good idea to put everything on a thumb drive as a backup. If you have a computer crash, you don't want to lose all your work.

Helpful Hints:

1. Become familiar with the course at the very beginning of the semester. Spend some time clicking all the buttons to see how everything works in the Blackboard component. You will not break anything. If you don't understand how something works, let me know. I will be happy to answer all your questions. If necessary, you and I can arrange to work together over the phone or in person.
2. Keep up with the assignments by budgeting your time wisely. Set aside some distraction-

free time to devote your full attention to the material.

3. Interact with the course materials; don't just read handouts, assignments, etc. on the computer screen or misplace the handouts which I provide for you. If a handout is in Blackboard, I suggest you make a copy of it to use as a reference as you write.

4. **Remember: There are NO stupid questions! If you don't understand something, please ask. Because we are not always working together in a classroom environment and I cannot see the puzzled look flash across your face, I rely on you to let me know when you need help.** However, don't wait until the end of the semester to let me know you need help. By then, it may be much too late to salvage that "A."

5. **Stay in contact with me and don't just disappear from the course without a word of explanation**. There may be some way that you and I can work through the problem, whatever it is. However, if you make the decision to stop attending class, please remember that it is your responsibility to drop the course to avoid an F at the end of the semester.

6. Keep track of all due dates. These will be clearly posted on assignments as well as in Blackboard.

a. Classroom Students: You will ALWAYS be notified of due dates/testing dates well in advance. The only exception to this rule is "pop quizzes," and I reserve the right to give them at any time in the course.

b. Online Students: I always include a flexible testing schedule (tests remain open several days) to allow you to fit the assignments/quizzes into your busy home, school and work schedules without creating unnecessary stress.

HINT: I suggest that you create a master semester calendar for all your college classes. On it, mark all the due dates for all tests, projects, speeches, essays, etc., for each class. I suggest using a different color ink for each class. After you finish recording all the information on the master calendar, you can tell at a glance where the "hot spots" are going to be in the semester and begin to budget your time appropriately.

7. Keep a copy of the essays which you submit to be graded either on the hard drive of your computer or on are movable device of some type: disk, CD, thumb drive, etc.

HINT: Plan to attach your thumb drive to something, such as your keychain or a necklace of some type, to avoid leaving it in the computer at the end of class. It's your work, and you don't want to lose it.

Classroom/Online Behavior: You will be participating in traditional and/or computer-based class discussions this semester.

Please remember that you are always free to express your opinion on any subject, but you are not free to:

1. Be disrespectful of another person's opinion or attack someone else on personal grounds, even as a joke.
2. Be disrespectful of any religion, race, gender, age group, sexual orientation, or political

position, even as a joke.
3. Use language which may be classified as obscene or profane.

Grading Rubric: College level courses

A = An "A" paper is nearly perfect. It is well organized with a clear thesis, well developed with vivid details and examples, and contains a variety of sentence patterns. It has almost no grammatical or mechanical or spelling errors. Secondary sources are smoothly integrated. The vocabulary and diction are advanced.

B = A "B" paper is very well done. It is well organized with a clear thesis, well developed with vivid details and examples, and contains a variety of sentence patterns. It may contain occasional grammatical or mechanical or spelling errors, but they do not interfere with meaning or distract the reader.

C = A "C" paper is basically a simple paper. It is simply organized with a clear focus on the subject by the end of paragraph one (but may or may not contain a thesis or clear main idea). The development is basic with few examples, but it will lack vivid details to illustrate ideas. It lacks sentence variety, but may attempt it with basic compound and complex sentences. It may contain grammatical or mechanical or spelling errors, but they do not interfere with meaning or distract the reader enough to warrant a failing grade. There may be a few flaws, such as, run-ons and apostrophe errors, which the writer still must master

D = A "D" paper attempts the assignment. It may attempt a focus but may not clearly establish the subject or may wander from the subject. The development lacks specificity, but there may be an attempt to develop with simple examples. Grammatical and mechanical errors interfere with the meaning and distract the reader, or one serious error may overwhelm the paper. The writer needs to master many basic skills, such as spelling and sentence construction

F = An "F" paper is clearly below the expectations of Freshman English. There is no focus, little development, and numerous errors that interfere with meaning.

IX. Plagiarism

Plagiarism is the intentional or unintentional use of another person's work or ideas as your own without citing the source. Mistakenly, many students believe that by shuffling word order, changing or omitting a few words, or rewriting using their own words, they have not committed plagiarism, which is not the case. Any source you quote (words, numbers, charts, etc.) directly (book, journal article, Internet, etc.) MUST be enclosed within quotation marks. Additionally, if you borrow thoughts or ideas, you must still give credit to the original source.

Use ellipsis marks (...) to indicate where you have omitted something from the original; use square brackets ([ ]) to indicate changes or additions you have made in a quotation.

Take pains to identify the author of any quotation, paraphrase, or summary. Credit by name the originator of any fact or quotation you use no matter where it comes from. Please refer to **Plagiarism and the Internet** below.

Make sure you indicate where another writer's ideas stop and where yours begin using transition words: According to Jim Knox, author of Blowing Your Own Horn, "----------.?" However, in my own view, ----------. (Notice that Knox's words are in quotations while your words are not.

If, at any place, your written version looks close to the exact words of the original, carefully rewrite it in your own words.

The key to avoiding plagiarism is to give proper credit whenever the following are used:

- Another person's ideas, opinions, or theories
- Facts, statistics, graphs or other drawings or pieces of information that are not common knowledge
- Quotations of another's actual spoken or written words
- Paraphrases of another's spoken or written words

Plagiarism and the Internet: Many sources of information on the Internet appear to have no stated or obvious authors. However, this does not mean that the information belongs to the public domain or is general knowledge and not subject to documentation. **If the material you use in your writing is not your own words, thoughts or ideas, the source must be documented**. Since much of the information available on the Internet carries no specific author credit, authorship must be assigned to the organization or individual responsible for constructing and/or maintaining the Internet site on which the information appears.

Please also remember that ignorance does not excuse plagiarism. If you plagiarize an essay once, that assignment will receive a 0; if you plagiarize a second time, then you will be assigned an automatic F in the course.

If you have any questions about plagiarism, do not hesitate to contact me.

X. Course Requirements & Course Overview

- Research Essay = 10%
- Three tests (short fiction/poetry/drama) 20% each = 60%
- Blackboard component: Class discussion/short writing assignments/journal assignments, quizzes, etc. =20%
- Final exam: 10% *

*Failure to complete the final may result in an F in the course.

Unit One: Short Fiction

Course lecture and discussion will begin with an overview of fiction as literary genre, discussion and use of terminology associated with fiction, and themes such as initiation and social commentary. The unit concludes with unit test and research essay.

Unit Two: Poetry

The unit consists of an overview of poetry as literary genre, discussion and use of terminology and themes associated with poetry. The unit concludes with unit test and research essay.

Unit Three: Drama

Overview of drama as literary genre, discussion and use of terminology and themes associated with drama; the typical hero in literature. The unit concludes with unit test and research essay/presentation.

Final Exam:

Comprehensive final exam requires that students implement the various analytical skills which they have learned during the course of the semester.

XI. Special Needs

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.

XII. Learning Resource Center

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (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.

XIII. Student Email

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. **All correspondence should be through your Odessa College email account.**

XIV. Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

XV. Important School Policies

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, etc., can be found in the Odessa College Student Handbook.