

Course: Composition II – ENGL 1302

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Office Hours: MW 9AM – 10AM

MW 1 PM – 3PM

TuTh 10AM – 12PM

Course Description

(23.1301.5112) (3-0) 3 hours

ENGL 1302 focuses on continuing to develop and apply the essential principles and techniques needed to produce college-level writing. The course emphasizes applying critical thinking in the reading and analysis of selected works from the principle genres of literature (fiction, poetry, and drama) and articulating those responses to literature in clear, organized, and grammatically correct prose. In ENGL 1302, students will use research and documentation skills in their writing. Requirements include analytical papers on literature, a research paper, assigned readings, a final exam, and other assignments as determined by the instructor. (ICOs 1, 2, 3, 5, 6)

Prerequisite: Successful completion of ENGL 1301.

Required Text: *Literature: An Introduction to Fiction, Poetry, Drama, and Writing*, Compact Edition, Seventh Edition; X.J. Kennedy and Dana Gioia

Course Objectives

Learning Outcomes

Upon successful completion of this course, students will:

Demonstrate knowledge of individual and collaborative research processes.

Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.

Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.

Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.

Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

Encouragement

I very much want you to succeed in this class, and I know that you can do it. I have high expectations for my students and set high standards. I want to help you develop analytical reading skills, your critical thinking skills, and to continue to develop your ability to clearly articulate your ideas. This will serve you not only in this and other classes but in your personal and professional development as well. If you have any questions, I encourage you to contact me during my office hours. If you cannot meet during that time, I will be happy to arrange a more convenient time. I look forward to a fun, interesting, and productive semester.

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during **the time I'm unavailable**.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - post grades for discussion postings within one week of the discussion thread closing.
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
 - **getting "kicked off" of the system during tests or quizzes;**
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and

requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and,
- access my course several times during the week to keep up with assignments and announcements.

The SEI process for face-to-face and online courses is scheduled for the week of April 28.

Computer Access

This is an online class, and you need to have regular access to a computer for this class:

Internet - You need to have **dependable** access to the internet.

Word Processor - All assignments should be typed, saved to your computer, and then submitted to Blackboard. If you don't have Word, most computers come with Works already loaded. Make sure to save documents in Rich Text Format. Some alternative word processors are the one on GoogleDocs or the free word processor available at www.openoffice.org.

Blackboard - You are responsible for any materials that can be found in our Blackboard course.

Odessa College email - When I send messages and reminders, they will go to this email. You are responsible for any information sent to your OC email.

Powerpoint - You can open Powerpoints in Blackboard. Here is a link for a free Powerpoint Viewer: <http://www.microsoft.com/downloads/details.aspx?familyid=048dc840-14e1-467d-8dca-19d2a8fd7485&displaylang=en>.

Adobe Reader - If you don't have this already, you can download the reader for free at <http://www.adobe.com/>.

Even if you do not own a computer, you do have access to computers and printers in the Student Success Center on campus. Not having computer or printer access is not a valid excuse for failing to complete assignments on time.

Classroom Behavior

"I hate rude behavior in a man. I won't tolerate it." –Captain Woodrow Call, *Lonesome Dove*

I expect you to be respectful towards other students and myself during class and in any online interactions such as discussion forums or on email. Please do not hold conversations about topics that are not relevant to this class. I do want you to make comments, to ask questions, and to raise class concerns, and I will give you opportunities to do so. We will have periodic group and class discussions, and I expect you to be respectful toward your classmates at all times.

If behavior occurs that violates this policy, I will ask the student(s) to correct the behavior. If I have to do this more than a couple times during the semester, or if the student refuses to correct the behavior at the time I ask, I will give the student an official warning. I will send a copy of this warning to the student and appropriate administrators.

If you violate any aspect of the classroom behavior policy again after the warning, or if there is any case of very disruptive or disrespectful behavior, the same penalties will be given, and I will consult the Dean of Arts and Science about further disciplinary action.

If you have questions or concerns regarding an issue that concerns the whole class, such as a question about assignment instructions, please ask. If you have questions or concerns regarding an issue that pertains only to you, such as a question about a grade on one of your papers, please discuss that with me during office hours, through

e-mail, or some other arranged time.

Attendance

Regular attendance is critical for your success in this class. If you are ill or have an emergency that prevents you from logging into the class, please let me know the nature of your problem. Failure to participate in the course will adversely affect your grade. This is an eight-week course, so it is important that you log in at least once a day.

Withdrawing from Class

April 16th is the last day you will be able to withdraw from a class with an automatic W. After that, you will receive the grade you currently have in the class. **Please come by and talk to me if you are considering withdrawing or dropping this class. More often than not we can find a resolution for your concerns.**

Required Readings/Materials

- Readings as assigned (Posted on Blackboard or distributed in class)
- Access to a computer - Internet, word processor, Blackboard, Odessa College email, Powerpoint
- A computer file storage device (preferably a USB drive)
- Thesaurus and dictionary (recommended)

Course Assignments

Each week you will have readings along with various activities, and you will generally have a paper you will be working on, so make sure to plan carefully.

Essays

30%

Each Essay Assignment will ask the students to write organized, coherent responses to given prompts. Each Essays Assignment will cover the assigned literature from the different genres of short story and poetry as well as the research process.

Daily Assignments/Class Participation

10%

Quizzes, short assignments, and class discussions will cover required readings.

Research Paper

20%

The major paper asks students to find similarities between characters from assigned works of literature from different historical periods.

Tests (2)

20%

Tests cover the assigned literature from the genres of short story and poetry.

Final

20%

Comprehensive final cover the assigned literature from the genres of short story and poetry as well as the research process.

Assignments

Assignments due dates are outlined on your class schedule. You will need to submit on Blackboard on this date. Your final grade will be determined by the average of 3 essays, daily activities and quizzes, and a final exam.

If you are unable to submit an assignment the day it is due and you have legitimate, serious documentation, please include this when you turn in your assignment. Otherwise, you will lose 10 points for every day your assignment is late. Please contact me as soon as possible if you have any questions or cannot turn in an assignment on time. If you know you will be absent on a due date ahead of time, contact

me as soon as possible to make arrangements.

Plagiarism

I have zero tolerance for plagiarism. Plagiarism is turning in work that you claim to be your own that is actually from another source. Give credit where credit is due and document your sources correctly. If you are caught plagiarizing, you will receive a zero on the assignment. If you are caught plagiarizing a second time, you will receive an F in the course. Additionally, this incident will be reported to the appropriate administrators. Plagiarism is simply not worth it. If you need help documenting a source, let me know. I am more than happy to help you.

Grading Policy

Percentage %	Grade
90-100	A
89-80	B
79-70	C
69-60	D
59-below	F

Special Needs

ADA Policy

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 335-6861 to request assistance and accommodations.

Academic Support

You can always come to my office hours or arrange a meeting with me if you need help on an assignment. I will also give feedback via email.

Free tutoring services are available in the Student Success Center, which is located in the LRC building. Tutoring services are available free of charge to OC students, and use of the Student Success Center is encouraged. The Center is located on the first floor of the LRC (Library Bldg).

Phone Number: 432-335-6878

Director Phone Number: 432-335-6714

Please refer to their website for more information about the Center. <http://www.odessa.edu/dept/ssc/index.htm>. Both walk-in and pre-arranged sessions are available. When you go see the English tutor, please take a copy of the assignment so that the tutor will know what you are working on. Also, try to go with some form of draft and/or specific questions - the tutor can give you more effective assistance if you have specific material to work with.

Schedule Adjustments

I reserve the right to adjust the schedule and policies if necessary. You will be notified of any changes and will be responsible for information that has been emailed and/or posted.