

**Odessa College**  
**Humanities Division**  
**Department of English and Foreign Languages**

**ENGL 1302.Y3 online– Composition Two**

**Instructor – Ms. Christy Henegar, [chenegar@odessa.edu](mailto:chenegar@odessa.edu), (432) 335-6551**

**Class Meeting:** Online/ Web based

**Course Hours:** 3 credit hours

**Prerequisite:** ENGL 1301. (Word Processing)..

**Catalog Description:** 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 ENGL1302, 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. (ICOs1, 2, 3, 4, 5, 6)

**Textbook:** Literature: *An Introduction to Fiction, Poetry, Drama, and Writing* , 7<sup>th</sup> compact edition, by X.J. Kennedy and Dana Gioia. Longman/Pearson, 2010. ISBN-13: 978-0-205-69878-3 (Available in campus Bookstore).

**Learning Outcomes:** Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative research processes;
- Read, analyze, and recognize characteristics of fiction, poetry, and drama and identify essential details and facts in those works;
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence;
- Demonstrate the ability to read assigned texts closely, develop interpretational analyses of these texts, and clearly articulate the findings of these critical interpretational analyses;
- Write analytical papers on one or more literary works in a given genre or genres.
- Summarize the essential elements of each genre and each literary selection in standard literary terminology
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays;
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.) including the proper use of quotations, citations, and a list of works cited;
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action;
- Demonstrate continuing mastery of Edited American English when articulating ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

**Attendance Policy:** Regular attendance / class participation is expected. Any unexcused absence or period of non-participation may result in a lowered final grade. When you are absent it is **YOUR** responsibility to get the assignments and or information that you missed from class either by accessing Blackboard or taking initiative to contact me or a class mate. See the Instructor Information Sheet for further information. ***If you have an absence related to your school, be sure to have a class facilitator contact me with the excused absence, so arrangements may be made.***

**Computer Access:** You will need to have access to a computer for this class. All essay assignments must be computer generated, and all assignments are submitted via email through file attachments according to instructions. You will be expected to use a word processor to submit assignments through Blackboard as instructed. Instructions and materials including some assignments will be posted through Blackboard, and I recommend that you keep file copies for your reference. Online discussions will be used through Blackboard as part of your participation in this course and they affect your grade.

**Plagiarism:** Please refer to the OC Instructor Information Sheet (found in Course Documents) concerning this policy.

**Classroom Behavior:** Please refer to the Instructor Information Sheet concerning my policies for expected class behavior.

**Student Assistance and Academic Support:** Odessa College offers free tutoring services through the Student Learning Center which is located on the 3<sup>rd</sup> floor of the LRC. Online instruction is also available. It is each student's responsibility to seek assistance if needed. You may call (432) 335-6878 or drop by. Be sure to take your book, notes and the assignment if seeking help from the tutors so that the complete information is available.

**Student Evaluation of Instruction:** The SEI process for face-to-face and online courses is scheduled for the week of November 26<sup>th</sup>.

**ADA Policy: 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 335-6861 to request assistance and accommodations.

**Course Requirements:**

1. At least three to four major essays throughout the entire semester as assigned on various topics dealing with literature, its interpretation, structure and related terminology.
2. Reading assigned literary works throughout the semester from various examples of the 3 major genres of literature: fiction, poetry, and drama.

3. Discussions concerning the concepts, terminology and patterns found in various examples of literature.
4. One writing project in a research format in one of the 3 genre areas.
5. Quizzes and 3 unit tests over the material, terms, and evaluation of provided examples of the genres of literature.
6. Journals as assigned for the 3 major sections of literature.
7. A 2 ½ hour final examination which contains both objective material and an essay. The Final Exam will carry more weight than any single normal, daily grade but not more than 20% of the course grade.
8. All writing assignments must be computer generated and submitted; hand written work will not be accepted.

### **Course Grade Evaluation:**

**Course participation** (5% of final course grade) includes attendance, timely arrival and submission of assignments with discussion.

**Fiction section** (25% of final course grade) includes discussions, assigned essays (analytical and interpretive), quizzes, response journals and the Fiction Unit Test.

**Poetry section** (25% of the final course grade) includes discussions, assigned essays/poetry analysis and explication, Bio Poem and Haiku journals along with the Poetry Unit Test.

**Drama section** (10% of the final course grade) includes discussion, and assigned essays.

**Research** (15% of the final course grade) includes an approved topic within one of the three major genres of literature with proper MLA documentation and citation.

**Final exam** (20% of the final course grade) will consist of a comprehensive exam both objective portions, short answer and a final interpretive/analytical essay.

Late assignments will receive a 10 pt. / day deduction if submitted past the posted assignment due dates, for up to one week past the due date. Once the assignment is over one week late the assignment will not be graded. The only exceptions are the Research paper and Final Exam essay which will not be accepted late, no exceptions. **If I receive an assignment within 24 hours of the posted deadline it will only be 5 points off for lateness.**

Each week, I will provide grades or scores and comments on assignments through reply emails and the Gradebook in Bb. After I send feedback each week, I post grades in the companion Blackboard section for this class. Late assignments receive a 10% deduction for each day that they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Once the assignment is one week overdue, it will no longer be accepted/graded. The only exception to the late work acceptance policy is the Research paper and Final exam - no late submissions will be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor. The Final Course Grade is determined by this rubric: 90 through 100 = A; 80 through 89 = B; 70 through 79 = C; 60 through 69 = D; below 60 = F.

### **Learning Resource Center (Library):**

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.

**Student E-mail:** Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

**Student Portal:** Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

**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](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

**Important School Policies:** For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

### **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