

# Course Syllabus

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**Department** : English & Foreign Languages  
**Course Title** : Composition and Literature  
**Section Name** : ENGL\_1302\_W3C  
**Start Date** : 07/14/2014  
**End Date** : 08/14/2014  
**Modality** : Online  
**Credits** : 3

## Instructor Information

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**Name** : Catrina Moody  
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**OC Phone #** : (432) 335-6692

## Course Description

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The principal genres of literature fiction, poetry, and drama are studied, along with the techniques of research. Emphasis is on analysis of literary elements and the particular qualities that differentiate the three genres. Analytical expository papers on literature, a research project, supplementary readings, and examinations are required.

## Prerequisites/Corequisites

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English1301

## ICOs

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Scans 1, 2, 3, 4, 5, & 6

## Course Objectives

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

- Read, analyze, and recognize characteristics of fiction, poetry, and drama and identify essential details and facts in those works.
- 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.
- Demonstrate an understanding of standard terminology to describe genres.
- Summarize the essential elements of each genre and each literary selection in standard literary terminology
- 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;
- Demonstrate continuing mastery of conventional English.
- Articulate ideas in well-organized, lucid prose that exhibits the application of the aforementioned skills.

## Required Readings/Materials

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a) You must purchase the following **required** readings/materials:

Kennedy, X.J. and Dana Gioia. *Literature: An Introduction to Fiction, Poetry, and*

*Drama*. Compact Interactive Edition. Sixth Edition. New York: Pearson Education, Inc., 2010.

## Course Requirements (Lectures, Assignments and Assessments)

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The following units will be covered in English 1302:

Unit One: Short Stories

Lecture notes will cover the history of the short story and the major literary elements of a short story.

Select works will be covered.

Unit Two: Poetry

Lecture notes will cover the major types of poetry and the terminology/ literary concepts associated with poetry.

Select works will be covered.

Unit Three: Drama

Lecture notes will cover the three major influences of drama and the major literary elements of drama.

Select work swill be covered.

Unit Four: Research

Research will be introduced in 1302 with a written product resulting.

### Course Evaluation

#### Letter Grade Explanation:

The learner's grade will be determined by weighted activities.

90 to 100	= A
80 - 89	= B
70 – 79	= C
60 – 69	= D
59 and below	= F

***Policies and Procedures:***

**Testing:** Tests are handled through Blackboard on-line unless you request to take the test on campus. The dates are fixed and the exams are timed, and this is non-negotiable except for extreme situations. When there is an exception, a late test penalty is imposed. The highest possible grade for a late test is a 70. You will not be required to come to any campus for testing unless there is some question of plagiarism/cheating or a question of whether the student who has signed up for the course is really the student taking the exams and turning in work.

IMPORTANT: I reserve the right to require you to come to the OC campus (or to a campus near you) for proctored testing if this should occur. You need to know two things:

- a) that this has happened, and I have required proctored testing; and
- b) that all I need is to suspect cheating to require this of you.

**Written Work/Essays:** Your analytical paper/s will follow standard MLA guidelines for documentation. Writing components should illustrate an appropriate level of critical thinking, which incorporates independent thought, self-awareness, recognition of relevance, intellectual curiosity, and academic integrity. All assignments and course activities that you submit to me must have the following in the name of the file: Your last name/ Section # and Assignment Name. All essays must be submitted in Rich Text (RTF) format. If you submit in an incorrect format, your work will be counted late. Work submitted incorrectly will be counted as late. Work is submitted through the “Assignment” Tool in BB. The Digital Drop Box is reserved for late and/or revised papers.

***Late Submission Policy for Written Work:***

An essay needs to be submitted on or before the deadline. Late work is not accepted on essays or tests or assignments unless extenuating circumstances occur. I have sole discretion over whether the circumstances warrant and extension and a late penalty of a no higher than a 70 can be earned. No late papers, etc. will be accepted after five consecutive days (including weekends).

**Disabilities:** In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with disabilities should contact the ADA Accommodation/Support counselor, Becky Rivera-Weiss, directly: [brivera@odessa.edu](mailto:brivera@odessa.edu) All requests, including VCT, for accommodations must be channeled through the Accommodation counselor.

**Withdrawal Policy:** See the current schedule for withdrawal policy criteria. Students who cannot complete the course must take the responsibility upon themselves to drop. The instructor will not drop students. Failure to drop before the deadline (see catalog or schedule of classes for the deadline) will result in a grade of F.

**Incomplete Policy:** An Incomplete (I) may be given only if the student has earned a passing grade on all submitted coursework and if the student has completed a minimum of 75% of the required coursework. A grade of “I” will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. Furthermore, it is the student’s responsibility to contact the instructor to complete the missing assignments. Remember, an Incomplete will automatically roll to an F at the end of the first long semester after the Incomplete was issued.

**Instructor Response Time:** I check my email daily and will respond to your email within 48 hours. If you do not receive a timely response from me, please assume that I did not receive your email and resend it.

### **Plagiarism/Cheating:**

If you plagiarize or cheat, you will receive an "F" in the course. Here is an excellent source of information in regard to plagiarism: <http://www.plagiarism.org/>

### **Grades:**

All OC learners must access their grades through Web Advisor.

### **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.