

Syllabus - ENGL 1302 - Composition II

COURSE INFORMATION

Course Description

ENGL 1302 - Composition II: Prerequisite: "C" or better in ENGL 1301 (Composition I) . This course is a continuation of ENGL 1301 and an intensive study of and practice in the strategies and techniques for developing researched-based expository and persuasive texts along with being an introduction to literature. The course emphasizes effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of a sampling of literary, verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.
5. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
6. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
7. Read and view videos of works of literature; participate in class discussions of the readings; and be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.

Contacting the Instructor

Mrs. Sharon Race, Professor of English

Use the Mail link (located inside our Blackboard ENGL 1302 course under Course Tools) to contact me. I try to answer emails within 24 hours Monday-Thursday and Friday morning.

How to send me a Mail message inside our Blackboard English course:

1. Click on Mail under the Course Tools menu on the left side of the screen.
2. Click on the Create Message button.
3. Click on the TO button and find my name in the Select Recipients box (Sharon Race - Instructor).
4. Click on my name and then click on the right arrow to move my name to the Recipient box.
5. Scroll down to the message area.
6. Type YOUR NAME and the SUBJECT OF YOUR MESSAGE in the Subject box (example: Jane Doe - Question about "Araby").

7. Type your message in the message area. Click on the ABC button with the check mark under it to check your spelling.
8. Click the Submit button to send your message.
9. If you want to make sure a mail message has been sent successfully, check your Sent folder in Mail.

TEXTBOOK, COMPUTER SOFTWARE, AND SPC EMAIL ACCOUNT

Course Textbook: Our course textbook (ebook) is called *Mindtap Literature 2.0*. It is included in the cost of this class, so you don't have to buy a textbook. No access code is required. Follow instructions in Week 1 Assignments folder to register in *Mindtap Literature 2.0*.

Inclusive Access:

- **Textbook:** The textbook and resources for this course are available in digital format through the Inclusive Access textbook program at South Plains College. That means the digital textbook is provided in the Blackboard portion of our course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
- **How to opt out of Inclusive Access:** As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program and obtain access to *Mindtap Literature 2.0* on their own. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

Required Computer and Internet Access: In order to participate in this online course, you must have daily access to a computer or laptop with reliable, fast internet access.

- Blackboard is designed to work best with Mozilla Firefox browser, so download this browser now and use it every time you access Blackboard to avoid many technical issues.
- Computer or internet connection problems may occur for you at some point this semester. Understand that it is your responsibility to find alternate computers you may use to submit your work on time. Find your alternate resources now; do not wait until you suddenly need them! You can find computers and/or Wi-Fi in the following places:
 - SPC Reese Campus Student Computer Lab (806-716-4666)
 - SPC Levelland Campus Student Computer Lab (806-716-2179)
 - SPC Levelland Campus Library Computer Lab (806-716-2299)
 - your local city library
 - restaurants or cafes with free WiFi
 - neighbors or friends (line up at least three)

Computer Help: need help with your computer, laptop, email address, or SPC username/password?

- helpdesk@southplainscollege.edu

- 806-716-2600

Mindtap Help:

- You will probably need to disable pop-up blockers on your internet browser to access Mindtap the first time.
- Cengage Support: <https://www.cengage.com/help-center/>

Blackboard Help:

1. E-mail: blackboard@southplainscollege.edu. Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem. The blackboard@southplainscollege.edu account is monitored from 8:00 AM – 10:00 PM, Monday – Sunday. You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. Phone: 806-716-2180 (available between 8:00 AM and 4 PM Monday through Friday, except on holidays).
3. Online: click on the Help link listed under the Course Tools menu.

Required Computer Software:

1. **Internet Browser:** Blackboard Learn is designed to work best with the Mozilla Firefox browser. Visit this website for a free download of the Mozilla Firefox browser: <http://www.mozilla.org/enUS/firefox/new/>. Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
2. **Office 365: Word and PowerPoint:** As a member of the SPC community, you have free access to Office 365. Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or install to your PC, Mac, or mobile device. Adobe Reader: Available to download **FREE** from this website: <http://www.adobe.com/products/reader.html>
3. To access Office 365, go to <https://www.office.com> and sign in with your SPC username and password: SPCusername@southplainscollege.edu and your Blackboard password.
4. You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but SPC also sends many important messages to your SPC email address.

- Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).
- Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
- To access your SPC email account, log in to MySPC (<https://portal.southplainscollege.edu/>) and click the **Unread Messages: South Plains College O365** link at the bottom of the page.
- You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.

- Check with the SPC Help Desk for assistance: 806-716-2600.
Do not confuse our course Blackboard Course Messages with your SPC Student Email account; they are separate. For all communication with me, use Blackboard Mail inside our Blackboard course.

COURSE ORGANIZATION AND POLICIES

Course Calendar

The ***Calendar & Assignments*** is the entry page for ENGL 1302 and is available as a link in the Course Content menu as well.

PowerPoints and Handouts

Frequently, the *Calendar & Assignments* will direct you to course materials in the *PowerPoints* or *Handouts* sections of the course, which are links under *Course Content*. I encourage you to print out the PowerPoint Outlines, or you may wish to print out the PowerPoints themselves (with six slides per page, in black and white; instructions are in the PowerPoints section).

Grades Grade Calculation:

- 50% Research and Writing Assignments:
 - 8% Article Summary Paper
 - 7% Short Essay
 - 5% Quotation and Paraphrase Quiz
 - 5% Mindtap Activity: Using Sources Responsibly
 - 5% MLA 8 (2016) Paper Format and Documentation Quiz
 - 20% Character Research Paper
- 50% Literature Quizzes:
 - 45% Course Syllabus Quiz, Short Story Quizzes, Poetry Quiz (lowest quiz grade is dropped)
 - 5% *Trifles* Drama Quiz
- OPTIONAL EXTRA CREDIT: Earn up to 3 extra points to be added to your final average by completing six extra-credit Grammar and Punctuation Quizzes.

Grade Reports:

Click on the *My Grades* link in the Course Tools menu to view your assignment grades and current course grade. I recommend you do this weekly throughout the course so you are always aware of your grade status.

Methods of Evaluation:

- Your work will be evaluated by means of this scoring system: A (90-100); B (80-89); C (70-79); D (60-69); F (59 and below).
- Your literature quiz results will not be available until **after their due dates**, but I encourage you to log in and go over your quiz results at that time.

- Papers can take up to a week or sometimes more to be graded; I will usually notify you through a Blackboard Mail message when I have finished grading those written assignments.
- I will drop your lowest literature quiz grade. The *Trifles* Quiz cannot be dropped.

TURNITIN:

- You will submit papers to the TURNITIN link under the Course Content menu.
- TURNITIN accepts the following file types: *Microsoft Word, WordPerfect, PDF, RTF, OpenOffice (ODT), Google Docs.*
- TURNITIN is a powerful program that helps detect plagiarism or improper use of sources in papers.
- Once your paper has been graded in TURNITIN Feedback Studio, you will be able to view my comments and marks on your paper.

How to Submit a Paper to TURNITIN:

1. TURNITIN accepts several different file formats, but the two best ones seem to be Microsoft Word and Rich Text Format. If you don't have Microsoft Word (.doc or .docx file ending), save your paper as a Rich Text Format file. It will have an .RTF file ending. **Microsoft Works** files are NOT compatible with TURNITIN.
2. Click on the TURNITIN link in the Course Content menu on the left.
3. Click on the View/Complete link under the assignment you wish to submit.
4. Make sure the option is set to submit paper by single file upload (do not use cut and paste)
5. In the drop-down menu under author, select your name > type your legal first and last name > type assignment name as your submission title
6. Browse for and double click the file containing your essay.
7. Click the Upload button.
8. Next you will see a screen that gives a preview of your paper. Check to see that you have submitted the correct file, but do not be alarmed if the formatting appears to be messed up. The formatting is usually fine when I view the paper in TURNITIN Feedback Studio.
9. IMPORTANT STEP: Click the Confirm button below the preview.
10. The next screen says: "Congratulations - your submission is complete! **This is your digital receipt.**
11. Save and/or print a copy of the digital receipt, so you will have documentation that your paper was submitted correctly before the deadline. It happens from time to time that TURNITIN gives a "successful submission" message, but the paper does not actually submit properly, so **to prove that you submitted your paper before the deadline, you must have this receipt for documentation.** See the instructions below for how to save/print your digital receipts.
12. You may resubmit the paper multiple times before the deadline if you suddenly discover an error you need to fix.
13. After the paper is graded, be sure to open up your paper again in TURNITIN to view my comments and marks.

REQUIRED EACH TIME YOU SUBMIT A PAPER TO TURNITIN: Check for Your TURNITIN Digital Receipt:

1. From time to time, TURNITIN will display a successful submission screen after you submit a paper, but the paper did not actually go through properly. **You MUST have a way to prove that you submitted the paper before the deadline, and a digital receipt is the documentation you must have.** The digital receipt is an automated response to **successful** submissions.
2. The digital receipt is e-mailed to your South Plains College email address, as well as appearing on screen after you submit. **Immediately, check your South Plains College e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt mail.** If you do not see a digital receipt, then your submission was **not** likely received by TURNITIN, and you will need to resubmit your paper immediately.

Many students make the mistake of uploading the paper and thinking it's done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt. **Without a digital receipt, you cannot prove that you submitted your paper before the deadline.**

MLA 8th Edition (2016) Documentation Style:

- All papers must be formatted according to **MLA 8th edition (2016)** style.
- For MLA 8th edition (2016) documentation and bibliography guidelines, click on the **MLA 8 (2016) Style** link under *Course Tools*.

Late Work:

- **Late work is not accepted.**
- You do not receive credit for a late assignment, nor should you ask to take a quiz or submit a paper after the deadline because you have had or do have computer problems. Plan ahead, and do not wait until the last minute to complete assignments. Have alternate computer options already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before the deadlines.

Plagiarism and Cheating Policy

"Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers" (*SPC General Catalog*).

- **Cheating:** "Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, or from the examination paper of another students, assisting others to cheat, alteration of grade reports, illegal entry or unauthorized presence in an office are examples of cheating" (*General Catalog*). Some example of cheating are copying responses from another student's paper or quiz, allowing someone else to take a quiz or exam for you, or receiving help from someone else to complete any quiz, test, or written assignment.
- **Plagiarism:** "Offering the work of another as one's own, without proper acknowledgments, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student [or another person] is guilty of plagiarism" (*General Catalog*). Some examples of plagiarism are not writing your own papers;

copying parts of your papers from others'; not giving proper credit for source information; not quoting, paraphrasing, or summarizing source material correctly; or not using proper MLA documentation.

-
- **DO NOT PLAGIARIZE YOUR OWN WORK: If you have taken this ENGL 1302 course with me or another instructor in a previous semester, you may not submit the same papers you created for the previous course attempt in this current course. In other words, you may not submit the same paper or a revised version of a paper you wrote when you took my class during a previous semester. You may not submit papers for our class that you have written for any other course you have already taken. In other words, you will be expected to write new, original papers for each written assignment you complete this semester. For example, for the character paper, if you wrote about Mathilde Loisel during a previous semester's attempt of this course, you will need to choose a different character to analyze for this semester's character paper.**

If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a zero for the assignment or be dropped from the course with the grade of "F" or "X," at my discretion.

Computer and Internet Requirements

- In order to participate in this online course, you need daily access to a desktop or laptop computer with reliable, fast internet access.
- Blackboard is designed to work best with **Mozilla Firefox** browser, so download this free browser now and use it every time you access Blackboard to avoid many technical issues, especially on quizzes. Mac users may use *Firefox* or *Safari*.
- **Always use a laptop or desktop to take quizzes and submit papers. Do not attempt to use your cell phone to submit these important assignments.**
- Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now**; do not wait until you suddenly need them! You can find computers/wifi in the following places:
 - SPC Reese Campus Student Computer Lab (806-716-4666)
 - SPC Levelland Campus Student Computer Lab (806-716-2179)
 - SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
 - your local city library
 - coffee shops or restaurants with free wifi (24-hour McDonalds)
 - neighbors or friends (line up at least three)
 - other university labs

Blackboard Technical Support

For technical support with Blackboard, do not contact me. Click on the Help links at the top of each Blackboard page or under the Course Tools menu. You can also click on the SPC Blackboard Support link under course Tools and look for the link that says Blackboard Technical

Support. Our SPC Blackboard support staff is very knowledgeable and helpful and will be quick to respond.

Attendance Policy

If you have not logged into our course by the fourth class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roll.

I recommend that you access our course daily Monday through Thursday to complete that day's tasks or assigned readings. To experience more success, do not procrastinate until the night before assignments are due.

How to withdraw from this online course

Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: <http://www.southplainscollege.edu/academiccalendar/index.php>

Students can drop or withdraw from courses through this date by emailing the following information to registrar@southplainscollege.edu from their SPC email address:

1. Full Name
2. Student ID #
3. Date of Birth
4. Course(s) they wish to drop or withdraw from
5. Reason for dropping or withdrawing

Student Conduct

Be Respectful—show respect to yourself, your classmates, and me. Be courteous in all of your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.

Communicate—if you do not understand the assignment, send me a message through Blackboard Mail, but do so in a timely fashion. For example, if you have questions about a writing assignment, do not message me the night before the assignment is due. I am usually able to respond to emails within 24 hours, except on weekends.

Be Conscientious—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and definitely not produce the best results.

Be Studious—realize that online courses require a great deal of self-discipline, organization, and self-motivation. You must set aside times each week that you “attend” your online class. If you plan to “attend” this class only to take quizzes or exams, you will not do as well as you desire.

Disability, Discrimination, and Diversity Policies

Disability Policy

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call

or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Discrimination Policy

I will do my best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy

In this class, I will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves.

Course Policy and Calendar Changes As instructor, I reserve the right to make changes in course policies or the calendar at my discretion.