*welcome* Spring 2023

**Class: ENGL 1302 Composition II Dual Credit**

**Instructor:** Wendy Esch

**Office:** CM 103C, Levelland Campus

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**Telephone:** (806) 716-2446

**Office Hours:**

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 10:45-1:00 p.m. 2:15-2:45 p.m. | 10:45-11:45 a.m. | 10:45-12:00 p.m. | 10:45-11:45 a.m. | 9:30 – 11:30 a.m. |

**Course Description:** 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. **Prerequisite:** Grade of "C" or better in ENGL 1301.

**Course Purpose:** English 1302 has a two-fold purpose: it encourages critical writing by introducing the students to research and writing from sources, and it introduces the students to the study of literature, including short stories, drama, and poetry.

**Credit:** 3 **Lecture:** 3 **Lab:** 0

**Ebook Access:** The eBooks required for this course will be provided to you through our Inclusive Access program. **You will not need to purchase them. Both eBooks will be available to you through Blackboard on day 1 of the course.**

0. *Norton Introduction to Literature*, Shorter 13th edition, edited by Kelly J. Mays
   **Ebook ISBN: 978-0-393-69117-7**
1. *The Little Seagull Handbook with Exercises*, 4th edition
   **Ebook ISBN: 978-0-393-53701-7**

**Technology Requirements:**
1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password

2. **SPC student email access:**
   - **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 you must use it to communicate with me.
     - 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 here
     - 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.
3. **Regular access to a computer and reliable internet service:**
   - Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
   - 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! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
   - Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: https://southplainscollege.blackboard.com
5. **Office 365: Word and PowerPoint**: You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have <u>free access</u> to Office 365. Office 365 provides free 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 download for free and install to your PC, Mac, or mobile device.
   - To access Office 365 for free as an SPC student, go to https://www.office.com and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
   - 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.
6. **Adobe Reader:** Available to download <u>free</u> from this website: http://www.adobe.com/products/reader.html

**Computer Help:** need help with your computer, laptop, email address, username/password?
- helpdesk@southplainscollege.edu
- 806-716-2600

**Ebook Help:**
- Norton Help: https://wwnorton.com/help
- VitalSource Information (Inclusive Access): https://get.vitalsource.com/inclusive-access
- VitalSource Help: https://support.vitalsource.com/hc/en-us/requests/new
- SPC Bookstore: tfewell@texasbook.com or agamble@texasbook.com

**Blackboard Help:**
0. **Get Help by Email:** 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 a.m. – 10:00 p.m., Monday – Sunday.
    - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
1. **Get Help by Phone**: 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
2. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

**Tutoring Help:**
- **SPC TUTORS**
  Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.
  http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php
- **TUTOR.COM**
  You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times: Monday – Thursday: 8pm-8am and 6pm Friday – 8am Monday morning.
  For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

**Course Syllabus and Organization:**
- This syllabus is available on the **Syllabus and Schedule** page in our Blackboard course.
- The course is organized into seventeen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.
- Each course week runs from 9:00 AM Tuesday to 9:00 AM of the following Tuesday.

**Assignment Deadlines:** The weekly assignment deadline is Tuesday at 9:00 AM unless otherwise noted.

**Supplies:** Access to computer with printer and Internet access

**This course satisfies a Core Curriculum Requirement:** Yes—Communication Foundational Component Area

**Core Curriculum Objectives addressed:**
- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

**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. Use edited American English to 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; analyze the use of literary devices (plot, point of view, theme, characterization, setting, symbolism, tone, etc.); 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.

**Grade Calculation:**

| Assignment | Weight |
|---|---|
| Article Summary | 10% |
| Character Analysis Essay | 10% |
| Annotated Bibliography | 10% |
| Research Paper Outline | 5% |
| Research Paper Rough Draft & Peer Review Workshop | 5% |
| Research Paper Final Draft | 15% |
| Quizzes/Assignments Average: *(lowest quiz score is automatically dropped in Blackboard)* | 20% |
| Discussion Boards | 10% |
| Midterm Exam | 7% |
| Final Exam | 8% |
| TOTAL | 100% |

**Assignment Submission:**
1. **I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment tool in the Blackboard modules.**
2. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will incur the late deduction associated with late assignments.

*Please contact the Computer Help Desk at (806)716-2600 or Blackboard Help at (806)716-2180 with any problems related to technology. They are the experts on this.*

**Grading time frames:**
I grade all work as efficiently and quickly as possible (may take up to two weeks). When your assignments are evaluated, you will have them back.

**Essay Assessment Guidelines:**
Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. Instructors may also include process assignments and drafts in their assessment of the final grade.

**"A" Essay (Superior)**
To earn an "A," a paper meets all of the criteria below:
1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support**: Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

**"B" Essay (Strong)**
To earn a "B," a paper meets all of the criteria below:
1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support**: Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

**"C" Paper (Acceptable)**
To earn a "C," a paper meets all of the criteria below:
1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).

2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay's purpose and audience are adequately conveyed.
3. **Support**: Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

**"D" Paper (Developing)**

To earn a "D," a paper will exhibit *one or more* of the weaknesses below:
1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support**: Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.
4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

**"F" Paper (Unacceptable)**

To earn an "F," a paper will exhibit *one or more* of the weaknesses below:
1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support**: Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper

difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an "F."

**Student Responsibilities:** Students are expected to *[May vary by instructor but usually include the following]*
1. Access our class regularly on Blackboard.
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Submit all assignments in accordance with due dates, formats, and requirements
6. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
7. Ask questions when something is unclear.

**Attendance Policy:** I recommend that you access our course **at least three times a week** to work on the week's assignments. To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due.
You should log in to Blackboard frequently and check your Course Messages, Announcements, and SPC email daily. I will post announcements and send emails regularly.
If you have not submitted any assignments by the twelfth-class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roster.
Be advised – I will accept late work but it will incur a deduction.

*Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.*

*It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.]*

**Dropping our class:** Before you withdraw from our class, please contact me or talk to your advisor. There may be a way for you to get back on track.

- 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

- To drop this class, fill out and submit this form online: https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWeIqAmJdCCqVjMnZs6h15Nrs0pqCo_sElUODExTUFXS0JOODhJOTlYM0NEV1kzRk9GMSQlQCN0PWcu
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.
- For additional information regarding schedule changes, drops and withdrawals, click here.

**WITHDRAWAL POLICY:** The last day to withdraw/drop from a course this semester is listed here. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades are continually available in Blackboard each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php .

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:
2. Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
3. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
4. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
5. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
6. Missing in-text citations.

Cheating violations include, but are not limited to, the following:
7. Obtaining an examination by stealing or collusion;
8. Discovering the content of an examination before it is given;
9. Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
10. Entering an office or building to obtain unfair advantage;
11. Taking an examination for another;
12. Altering grade records;
13. Copying another's work during an examination or on a homework assignment;
14. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
15. Taking pictures of a test, test answers, or someone else's paper.

**COVID-19:** For information and resources about COVID-19, please visit https://www.southplainscollege.edu/emergency/covid19-faq.php.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: https://www.southplainscollege.edu/syllabusstatements/.