



Syllabus

Course Name: Composition II

Course Number: ENGL 1302

Semester & Year: Fall 2019

Instructor Information:

Name: Associate Professor Pamela Owney

Office: 215/Humanities Bldg.

Telephone: 903.823.3365

E-mail: pamela.owney@texarkanacollege.edu

Office Hours: **Monday: 8:45 -9:30 a.m. and 12:30-3 p.m.**

Tuesday: 8:45-9:30 a.m.

Wednesday: 8:45-9:30 a.m. and 12:30 – 3 p.m.

Thursday: 8:45-9:30 a.m.

Friday: 9-11 a.m.

Please call for an appointment at other times.

Note: ALL e-mail to me **MUST** be from the student's Texarkana College e-mail address. The subject line **MUST** have class name and meeting time. Other e-mail will not be opened.

➤ **Textbook Information:**

- *Writing about Literature*, ISBN 97807560293, Pat McKeague, 9th ed.
- *Short stories can be accessed through the TC Library web page. Instructions for accessing the stories will be given in class.*

➤ **Materials needed:**

Blue or black pens, notebook paper, notebook/folder, highlighters, and three scantrons.

➤ **Course Description:**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods: critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

➤ **Prerequisite:** Satisfactory completion of ENGL 1301

➤ **Student Learning Outcomes for the Course:**

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 ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

➤ **Student Requirements for Completion of the Course:**

Students will write at least four essays over the course of the semester that will include an extended literary analysis/research essay and an in-class essay. The extended literary analysis/research essay will be at least 4-6 pages in length, use Modern Language

Association (MLA) documentation and format, and require a minimum of five sources. Papers will be evaluated with Texarkana College English Dept. grading rubrics. Students will incorporate the literary elements and poetic devices to analyze various genres of literature. Students will complete one collaborative literary project. Students will take a Short Story Exam and the English 1302 Departmental Pre-test and Post-test (literary terms).

Three major essays and a literary project will be assigned including an extended literary analysis/research essay. Each essay will be worth up to 200 points with the exception of the extended literary analysis/research essay that will be worth 250 points. 50% of the overall grade will come from the essays and literary project. Reading quizzes over the assigned short stories, collaborative work, in-class assignments and other work as assigned (including planning and drafts of essays) will make up 20% of the grade. 30% of the overall course grade will come from one short story exam, a literary terms exam, a reading response journal, and one in-class essay. **Failure to turn in any one of the three essays or the reading response journal will result in a failing grade for the course.**

➤ **Student Assessment:**

Essays: 50%

Essays will be recorded as follows:

Character Analysis Essay – Content	100
Character Analysis Essay-Grammar	100
Literature Criticism Review	100
Literary Research Paper – Content	100
Literary Research Paper – Grammar	100
Literary Research Paper – MLA	50
Literary Project	100

Exams: 30%

Short Story Exam	100
Literary Terms Exam	100
Reading Response Journal	100
In-Class Essay	100

Daily Assignments: 20%

Short story quizzes	100
Prewriting/Drafts/Editing	100
Collaborative work/participation	100
All other assignments	100

Student Assessment:

Assignments and Assessments	Percentage of overall grade	# of Activities	Total Percentage of Final Grade
Essays/Project	50%	3 Essays 1 Project	50%
Exams Reading Response Journal In-Class Essay	30%	2 Exams 1 Journal 1 In-Class Essay	30%
Daily Assignments Short Story Quizzes	20%	Daily Work	20%
Total Points/Percentage Possible			100%

Grading Scale:

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

➤ Class Schedule:

Follow the Class Assignment Calendar that is handed out the first week of the semester. **The Class Assignment Calendar is considered an official component of this syllabus.** Note that any revisions to the assignment calendar will be announced in class. It is the responsibility of the student to be aware of these changes.

ABSENTEE POLICY

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. **Three tardies constitute one absence. In this class, students arriving more than 15 minutes after the scheduled start time will be considered absent. Students leaving early will be considered absent.** In some vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of certain workforce/vocational areas, such as nursing and cosmetology, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

Do not stop attending a class without formally withdrawing from the course by the institution's published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class. The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only types of absences that are considered excused by Texarkana College.

Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors

are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

Academic Classes

A COURSE THAT MEETS FOR THE FULL 16-WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Drop Date:

The official drop date for the course is **TBA**, which is the last date for the student to drop this course with a W. The instructor may drop the student at any time during the semester.

➤ **Make-up Policy:**

If a student misses on a day that an essay is due, **the student is still responsible for turning the essay in on time.** Major essays are due by the end of the day on the designated due date. After class time, students must hand in essays to the dropbox outside my office. Papers handed in elsewhere may be not be accepted. **Twenty points will be deducted for each day the essay is late.** With my permission, major exams or the in-class essay can be made up in the Testing Center. The Testing Center is located on the first floor of the TC Library. A student will have **one week** to make up the missed test or in-class essay. After one week, the student will receive a zero for the test. The student must speak to me about placing the test in the Testing Center and provide a legitimate excuse (at my discretion) for missing the test. **Daily work (including reading quizzes) cannot be made up;** however, the lowest daily grade will be dropped. If a student is excused for a Texarkana College extracurricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the professor. **Assignments must be completed prior to the excused absence.**

➤ **Note: I do not accept assignments by e-mail, and I do not e-mail missed assignments to students. If you miss a class, check the Class Assignment Calendar or with a classmate to see what you missed.**

➤ **Academic Dishonesty Policy: Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

➤ **Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If a student has an accommodation letter from the Recruitment, Advisement, and Retention Department indicating that he or she has a disability that requires academic accommodations, the student should present the letter to the instructor so accommodations can be made. ***It is best to request these changes at the beginning if not before the start of class*** so there is ample time to make the accommodations.

➤ **Major Essays:**

All major essays must have a TYPED and double-spaced rough draft unless otherwise specified in class. Rough drafts must be completed on the day assigned. On this day, each student will edit and revise essays. Each student must bring a copy of his/her rough draft in order to receive daily work points for that day. **Students who do not come to class with a rough draft ready on the due date may be asked to leave class and will receive an absence for that day.** Students must turn in all major papers in order to receive a passing grade in the class. **Students who fail to hand in the first major essay within two weeks of the due date will be considered noncompliant and may be dropped from the course. Reminder: Late penalty is 20 points per day. If a student fails to hand in the first two major essays, he or she will automatically be dropped from the course.**

Papers are submitted in MLA style:

- ✓ All papers **must** be typed and double-spaced using 12-point Times New Roman in black ink. **Papers that are not double-spaced will not be accepted for grading.** The second floor of the Humanities Building has a computer lab available. Computers are available in the library. Be sure to save all work! Printing kiosks are available around campus.
- ✓ Plan ahead! Computer emergencies can and do happen, but they will not be an excuse for a late paper.
- ✓ Rough drafts and final papers must be turned in together the day they are due. **No folders, please.** Remember to always retain copies of the essays.
- ✓ Each essay must have a header on the **first page**:
 - Student's Name
 - ENGL 1302.(Section Number)
 - Semester
 - Date
- ✓ Students should staple paper in top left corner and hand in as follows:
 - Final Draft with **THESIS STATEMENT HIGHLIGHTED**
 - **EDITED** Rough Draft (first essay must have tutor signature)
 - Planning/Prewriting Pages as instructed in class

- **For the first essay, students will be required to work with an English tutor in the Student Support Center and have a rough draft that is signed and dated by a tutor. Essays that are submitted without a rough draft with a signature from an English tutor will not be accepted for grading.**
- ✓ **Please do not hand in papers during class. If your paper is ready, you may place it on my desk BEFORE class begins or hand it to me after class on the designated due date.** Otherwise, use the dropbox outside my office door to hand in your papers. Remember, it is not due until the end of the day on the date the assignment is due. The end of the day means that when I arrive at my office the following day, the paper must be in my mailbox or it is considered late. 20 points will be deducted for each day the paper is late.
- ✓ **MAKE SURE YOU KEEP A COPY OF ANY WORK THAT IS HANDED IN TO THE DROPBOX! IF WORK “DISAPPEARS,” IT IS THE STUDENT’S RESPONSIBILITY TO HAND IN THE ASSIGNMENT AGAIN.**

Special Requirements for the Research Paper:

- **Research papers lacking in-text citations will receive a grade of 0 for all components.**
- **Research papers lacking printouts of sources with cited information highlighted will receive a 0 for all components.**
- **Research Papers lacking a Works Cited page listing sources that are cited in the paper will receive a 0 for all components.**
- **Research papers that do not include TC Literary database sources will receive a 0 for all components.**
- **Research Papers will not be accepted late. NO EXCEPTIONS!**

➤ **Daily Assignments:**

Daily assignments will include reading quizzes over the assigned short stories, in-class essay questions, chapter questions, textbook assignments, collaborative work, essay planning, drafting, and editing, and any other work assigned during class. **READING QUIZZES CANNOT BE MADE UP. STUDENTS WHO ARRIVE TO CLASS LATE WILL NOT BE GIVEN EXTRA TIME TO COMPLETE THE READING QUIZ.**

➤ **Non-compliance:**

Failure to complete major essays or other writing assignments within two weeks of the due date results in non-compliance. Non-compliance results in being dropped from this course – or a failing grade. Failure to complete any of the three major essays or the reading response journal constitutes non-compliance. **Essays that are not accepted for grading as outlined in assignment guidelines are the same as not handing in an essay. Generally, essays that are written in first person, that use internet sources (except where specifically allowed), that lack internal documentation, and/or lack a Works Cited page will not be accepted for grading.**

Viewing Grades:

Grades are available for viewing throughout the semester under the student’s MyTC portal.

➤ **TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

➤ **Student Support:**

Library Hours

M-Th 7:30 a.m. - 9 p.m. Friday 7:30 a.m. - 4 p.m. Sunday 2-9 p.m.

Student Support Services (Tutoring) in Library second floor

M-Th 8 a.m.-7 p.m. Friday 8 a.m. - 4 p.m. Sunday 2-9 p.m.

Testing Center (Library first floor)

M-Th 8:30 a.m. – 6 p.m. Friday 8:30 a.m. – 3:30 p.m. Sunday 2-6 p.m.

Directions for Accessing the Texarkana College Literary Databases:

1. Go to the Texarkana College Website.
2. Click Quicklinks/Library.
3. Click on Library Guides.
4. Click on English 1302.
5. Click on Suggested Databases. Choose from the Gale Virtual Reference Library (this database has an additional password, which is “student.”), Literary Reference Center Plus, Literature Resource Center, Literature Criticism Online, Poetry and Short Story Reference Center, Scribner Writers Series, or Twayne’s Authors Series. *Note: You may need to search several different databases when working on an assignment.*
6. Type in your Username and Password.

Once in the database, be sure to search for a full text.

➤ **Class Policies:**

- **Cell phones must be turned off and out of sight in the classroom.** If an emergency situation exists, please let me know about it before class. **Students will be warned if a cell phone is out and then asked to leave the classroom with an absence. Students can be dropped from the course if the problem persists.**
- Students are not allowed to use a laptop during class without permission.
- There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class. Also, students should not talk while the instructor is teaching. Much of this class calls for student discussion. Please be accepting of views that may differ from your own. A variety of viewpoints and lively discussion often leads to deeper understanding of literature.
- Children are not allowed in class. **This is Texarkana College policy.**
- Only plastic bottled drinks or cups with lids will be allowed in the classroom.
- Eating in the classroom is not allowed.
- If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior.

If any of the above problems occur, a student may receive a warning or may be asked to leave the classroom and will receive an absence. The student will also be reported to the Dean of Students, Mr. Robert Jones. Students can be dropped from the course for inappropriate classroom behavior.

Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.

**Please add the number for Campus Police to your cell phone.
The number is 903-798-3330.
All emergency calls should go to TC Campus Police.**

✓ **Concerns:**

Please know that you are welcome and encouraged to come to me in my office or call me with any concerns or problems you have with this class.

I am here to help you succeed!

Everything we do in this class is designed to help you have a successful college career. If something is going on in your life that interferes with your success in this class, I cannot help you if you do not communicate with me.

I am looking forward to working with each one of you this semester!!

***NOTE:** The above guidelines are subject to amendment at any point during the semester. Students will be notified in class if any changes occur. Students are responsible for any changes after they have been announced in class.*

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Retention, at 903.823.3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, human.resources@texarkanacollege.edu