



TEXARKANA COLLEGE

Syllabus

Course Name: Composition II

Course Number: ENGL 1302 OOS (Online on a Schedule)

Semester & Year: Fall 2020

Instructor Information:

Name: Associate Professor Pam Owney

Office: Virtual Office via TEAMS - 215 Humanities

Telephone: 903.823.3365

E-mail: pamela.owney@texarkanacollege.edu

Office Hours: Monday: 8:45 -9:30 a.m. and 12:30-2:30 p.m.

Tuesday: 8:45-9:30 a.m. and 12:30-2 p.m.

Wednesday: 8:45-9:30 a.m. and 12:30 – 2 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.*

➤ 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.

Course will meet via TEAMS during scheduled class time.

Attendance will be taken.

All coursework will be completed in Moodle.

➤ **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.)

➤ **Computer Requirement Policy:**

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at:
<https://www.texarkanacollege.edu/coronavirus/>.

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

Student Assessment:

| Assignments and Assessments | Percentage of overall grade | # of Activities | Total Percentage of Final Grade |
|---|------------------------------------|--|--|
| Forum Posts | 20% | Varies | 20 % |
| Response Paragraphs | 20% | 5 | 20 % |
| Essays | 50% | Character Analysis Literary Criticism Review Literary Research Paper | 50 % |
| Final Exam | 10% | | 10% |
| Total Points/Percentage Possible | | | 100 % |

Grading Scale:

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

- **Forum Posts (10 points each)** –We will read several short stories this semester, and I will post discussion prompts for most of them. Your response can explore the social or psychological significance of the story as well as respond to the literary elements. These responses take the place of classroom discussion and are expected to be well written and substantive. These count as 20% of your grade. **FORUM POSTS CANNOT BE SUBMITTED FOR A LATE GRADE.**
- **Response Paragraphs (100 points each)** – Five times throughout the semester, you will respond to a writing prompt related to the assigned reading. These should be more substantive than the discussion question responses and will be worth 20% of the final grade. **RESPONSE PARAGRAPHS CANNOT BE SUBMITTED FOR A LATE GRADE.**
- **Major Essays** – Students will write three essays throughout the semester, and these will count for 50% of the final grade.
 - **Character Analysis (200 points: 100 points content/100 points grammar)**
 - **Literary Criticism Review (100 points)**
 - **Literary Research Paper (250 points: 100 points content/100 points grammar/50 points MLA)**

The central focus of the research paper will be a research-based discussion of one or more of the elements of fiction, along with the theme of one of the

assigned short stories. In addition, students may select to explore the historical, social, or psychological context of a particular story. This will be a 4- to 6-page paper and will include a Works Cited page with at least four database sources. **No internet sources are allowed for this assignment.**

Essays will be graded using Texarkana College Grading Rubrics for this course. Grammar and mechanics will be assessed using an online program that also checks for plagiarism.

- **Final Exam (100 points)** – Students will take this online with a time restriction (*unless otherwise instructed*). The final exam counts as 10% of your final grade.

Note:

Failure to turn in either one of the first two major essays (Character Analysis or Literary Criticism Review) within two weeks of the due date may result in being dropped from the course. Handing in a paper that is deemed not acceptable for grading (i.e. handing in a paper with no in-text citations) is the same as not handing in a paper at all. Late papers will be assessed up to a 20-point per day late penalty.

Special Requirements for the Research Paper:

- **Research papers lacking in-text citations will receive a grade of 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!**

➤ **Class Schedule:**

Posted in Moodle Classroom.

➤ **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 **Friday, November 20**, 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:**

Forum Posts and Response Paragraphs cannot be submitted for a late grade. You may hand in one late essay per semester (except the Literary Research Paper). Up to a 20-point per day penalty will be deducted for late papers.

➤ **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.

➤ **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:**

(See additional information about access to tutoring in the Moodle Classroom.)

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:

“Netiquette” is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.

When communicating in an online course, you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission to from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered “shouting” in the online classroom.
- Aim for clarity and readability in your text.
- Use proper English and remember to spell check.
- If you do not understand the assignment's directions or the posts of your classmates, don't be afraid to ask for clarification.
- The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.
- Always be prepared for class! Students should be prepared to turn in work, listen, and complete assignments. By having textbook and other supplies each class period, a student increases his or her ability to be successful in the course.
- 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.

- Students should be respectful to the instructor and other students during class time. This includes not talking while the instructor is teaching and not walking around the classroom during class instruction.

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 report 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.*

➤ **Special Announcements:**

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

- **Thanksgiving Break**

Following Thanksgiving break, all classes at the college will be taught through virtual and/or online course delivery (including final exams) for the remainder of the fall semester, November 30-December 14. No face to face classes will be held on campus during this time.

- **Alternate Operations during Campus Closure**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

- **COVID-19 Online/Virtual Environment Instructional Commitment**

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

COVID -19 Protocols for Exposure

At Texarkana College, our mission is to advance our community through attainable higher education and lifelong learning. We cannot fulfill our mission without our most important resource: people. Our top priority is to provide a working and learning environment that is safe and reassuring to those who are the most vulnerable among us. This plan represents a gradual, phased approach to return to work or class on the TC campus as safely as possible.

I was around someone who tested positive to COVID-19. Now what?

Some very important questions need to be asked if you were around someone who tested positive for COVID-19...

- Were you within 6 feet of someone who has COVID-19 for at least 15 minutes?
- Have you provided care at home to someone who is sick with COVID-19?
- Did you have direct physical contact with the person (touched, hugged, etc.)?
- Did you share eating or drinking utensils?
- Did they sneeze, cough, or somehow get respiratory droplets on you?
- Are you feeling symptomatic?

If you answered YES to any or all the questions above, it is recommended that you...

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

Remember, the wearing of face masks, frequent hand sanitization, and social distancing has proven to significantly decrease the likelihood of transferring COVID-19.



Special note for Healthcare Workers and Emergency Responders

*In your workplace setting, you may have been exposed to someone who has tested positive. You may continue to come to campus IF you maintained all protocols required by your employer so long as those protocols include the mandatory wearing of PPE.

If you answered NO to all the questions on this sheet...

- Continue with your daily routine, but have a heightened awareness of your health.
- Maintain your distance from others (at least 6 feet).
- Continue with good preventative measures that include:
 - » Cloth face coverings
 - » Hand hygiene and respiratory etiquette
 - » Staying home when appropriate

For more information, please visit <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>



How does this impact me as a student at TC if I have potentially been exposed?

- Monitor your health closely for fever or other symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
- Notify your instructor if you get tested for COVID-19 and receive a positive test result. Your instructor will notify the Division Dean and Vice President of Instruction. Your confidentiality will be maintained.
- Every class offered at TC has at least some (if not all) capacity for online learning. Your instructor will assist you in converting to a fully online classroom setting so that you may complete your coursework from home.
- Contact the VP of Administrative Services, Phyllis Deese, at phyllis.deese@texarkanacollege.edu or call 903-823-3355 to report that you have tested positive.
*The purpose of this is to ensure that Texarkana College can take all precautionary measures to prevent further spread.

**FOR ANY OTHER QUESTIONS YOU MAY HAVE,
VISIT [TEXARKANACOLLEGE.EDU/CORONAVIRUS](https://www.texarkanacollege.edu/coronavirus)
OR EMAIL HUMAN.RESOURCES@TEXARKANACOLLEGE.EDU**

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