



COURSE SYLLABUS

Course Information

Course Title: Composition II
Course Prefix & Number: ENGL 1302 WEB
Semester & Year: Summer 2021

Instructor Information

Instructor's Name: Associate Professor Pamela Owney
Email: pamela.owney@texarkanacollege.edu
Office Hours:
By appointment only – please email me for an appointment

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.

For this class, it is probably easiest for students to use the messaging function in the Moodle classroom.

**Help Desk – TC Login Problems
903-823-3030**

7:30 a.m. - 4:30 p.m. Monday-Thursday

How to access this class:

1. Log into [myTC](#).
2. Go to the **Student** tab.
3. Your classes will be under the **Jenzabar eLearning LMS** header.
4. Click the name of the class to enter the online classroom.

If you are able to log into myTC but are unable to enter your online classroom, try going to <https://tconline.texarkanacollege.edu/> and log in with your myTC username and password. If you are still unable to access your classes please contact the [Help Desk](#).

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.

Pre/Co-requisite

Satisfactory completion of ENGL 1301

Textbook & Course Materials

Required Text:

- *Writing about Literature*, ISBN 97807560293, Pat McKeague, 9th ed.
- Links to all assigned short stories are available through the TC Library web page. A handout with directions for accessing the stories is posted in the Moodle classroom. Links to short stories will also be posted in the Moodle classroom. Students may choose to print the short stories.
- **Microsoft Office:** Texarkana College offers Office 365 to all students. Instructions on how to download this free software can be located at <https://www.texarkanacollege.edu/helpdesk/install-office-2013>.

Computer Requirements

Access: **This is an online course. You must have access to a computer.** If you do not have access to a computer off campus, there are computers located in the Palmer Memorial Library that may be used by students. It is best if you have high speed internet access. If you have Dial-up, it may be difficult to download videos and other materials.

Operating System:

Windows Operating System		Mac OS X Operating System	
Minimum System Requirements		Minimum System Requirements	
Operating System:	Windows XP	Operating System:	OS X 10.6 (Snow Leopard)
Processor:	1.7 GHz	Processor:	1.83 GHz
RAM:	1 GB	Memory:	1 GB
Browser:	Firefox 4.0 Internet Explorer 8	Browser:	Firefox 4.0 Safari 4.0

Computer Hardware Requirements:

- Internet Access: High speed internet connection such as cable modem or DSL
- Processor: 2GHz processor
- Memory: 1GB RAM; 4 GB free hard drive space
- Some courses and/or assignments may require the use of a webcam.
- The learning management system is optimized for desktop displays; tablet and smartphone users should use the Mobile Apps. **Always** use a wired desktop or laptop to take you quizzes and exams on.

Browser: Texarkana College's Learning Management System (Jenzabar's eLearning) suggests that students use the most current version of the Internet Explorer browser.

ADDITIONAL COMPUTER POLICY GUIDELINES:

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 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 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.)

Communication between Instructor and Student

All communication in the course will be conducted through email. I will respond to emails within 24-48 hours. **Note: I am not available on weekends. If you email me over the weekend, I will reply on Monday.** If you have not received a reply within that time limit, please resend. **All email communications must be through your TC email account.**

Grading

Online Issues: This is not a self-paced class. An online course covers the same material as traditional “live” sections. You have some flexibility in determining WHEN you work on the class material, but there are regular and specific deadlines for assignments and “windows” for discussions. Be sure to keep up with the timing. In this online course, you may not have to be physically present at particular place and time as in a traditional class, but it does not demand less time or effort. **In fact, online classes tend to take MORE time and discipline than face-to-face classes.** I expect you to check your TC email once every 48 hours at a minimum, including weekends. This means that you will need to make sure that you have some way to be able to use the internet regularly. Have a backup plan in case your home computer/internet connection goes down. **Texarkana College is not responsible for issues related to your computer or internet service. Problems with your computer or internet service is not an excuse for completing your assignments by their deadline.**

Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

Student Assessment:

Assignments and Assessments	Percentage of overall grade	# of Activities	Total Percentage of Final Grade
Discussion Questions/ Other 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 %

Activities/Assignments

- **Discussion Question Responses/Other 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. At various times, students will be asked to make forum posts regarding progress on assigned essays.
- **Response Paragraphs (100 points each)** – Five times throughout the semester, you will respond to a writing prompt related to the readings and a literary element from Chapter 1 in *Writing about Literature*. These should be more substantive than the discussion question responses and will be worth 20% of the final 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 this research paper will be one or more of the elements of fiction, along with the theme, of one of the short stories we have read. In addition, you 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 sources from the TC Literary Database. Please note important information about Research Paper below. Failure to

adhere to any of the components listed below will result in a Research Paper that is not accepted for grading.

- **Research Papers less than three pages in length will not be accepted for grading (with a deduction for being short of the required four-page minimum).**
- **Papers lacking in-text citations will not be accepted for grading.**
- **Papers lacking a Works Cited will not be accepted for grading.**

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

Papers will be graded using Texarkana College English Department rubrics.

Failure to turn in any one of the first two major essays (Character Analysis or Literary Criticism Review) within one week of the due date will result in an automatic failing grade for the course and/or 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 a 20-point per day late penalty.

Papers that are submitted using internet sources WILL NOT BE ACCEPTED FOR GRADING and will automatically receive a grade of 0. All cited sources must be from the assigned short stories themselves or sources from the TC Literary Databases.

Each assignment will have a specific due date that week. For a summer course, multiple assignments are due. I generally allow the weekend for students to complete assignments, meaning that Sunday night is the due date. Major essays will be due on Mondays. This will allow students the opportunity to contact the Help Desk if they have technical issues. IT will also give students a chance to contact me, since I am not available on weekends. **THAT DOES NOT MEAN THAT YOU CAN WAIT UNTIL THE LAST MINUTE TO BEGIN THE WORK. I AM GENERALLY NOT AVAILABLE VIA EMAIL ON SUNDAYS. YOU NEED TO START YOUR ASSIGNMENTS EARLY IN THE WEEK TO ALLOW YOURSELF TIME TO CONTACT ME REGARDING ANY MATERIAL YOU DO NOT UNDERSTAND.**

The system will not allow late submissions. If students have a legitimate reason for handing in a major writing assignment late, special arrangements must be made through the instructor. Remember all assignments will be submitted in the online system, not via Most assignments will be due by 11:30 p.m. on the date indicated. Assignments will be submitted in the TC Online system, not via email. Don't wait until the last minute to submit an assignment! (Your clock may not agree with the program's clock, and a minute will make a difference.) **STUDENTS WHO ATTEMPT TO SUBMIT WORK VIA EMAIL MAY BE DROPPED FROM THE COURSE!**

What Should Students Do First?

Upon entering the course, students should first complete the Introductions Forum, which is the enrollment verification activity, and they should also complete the Syllabus Acknowledgement.

These two assignments should be completed before doing anything else. Students will not be considered officially enrolled in the course until they complete these two assignments.

Proctored Exams

If you live outside a 50- mile radius of Texarkana College, and do not desire to drive to the college to take exams that must be taken at the Texarkana College Testing Center, you may choose to have your exam proctored at another location. For information on having an exam proctored, go to <https://www.texarkanacollege.edu/online/proctored-exams/>. It is the responsibility of the student to arrange for proctoring. **I MUST RECEIVE THIS PROCTOR REQUEST INFORMATION AT LEAST ONE WEEK BEFORE THE EXAM'S DUE DATE.**

Note: At this time, I do not require the final exam to be proctored.

Class Expectations

Students are expected to login within the first 3 days of class and begin working on their assignments immediately. You are expected to log in at least several times each week.

Class Schedule

Attached as separate document

Absentee Policy

Because you do not come on campus and sit in a classroom, attendance is determined by your active participation and communication in the course. Make sure that you log in frequently, participate in your course activities and discussions, and check your TC email regularly. Students who succeed in online classes keep a schedule just as they would if they were attending class on campus, and they communicate with one another and their instructor frequently. Attendance is vital to your success. Check TC email and Moodle at least three times per week for summer courses.

In accordance with attendance requirements for online classes published in the Online Course Handbook for Students on the Texarkana College website, online students may be dropped for failing to complete weekly activities as assigned by the instructor. **Students who do not submit at least one assignment during the week without contacting the professor may be dropped from the course.**

Absence in an online course is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. **All online students must complete an Enrollment Verification activity within the first week of class; otherwise the professor may drop the student for not having attended.**

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

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.

Make-up Policy / Late Work

Assignments are due as posted. **Discussion Posts and Response Paragraphs will not be accepted as late assignments.**

STUDENTS WHO ATTEMPT TO SUBMIT WORK VIA EMAIL MAY BE DROPPED FROM THE COURSE!

For major essays, twenty points will be deducted for every day the essay is late. The Moodle classroom will not accept submissions after the designated due date and time, so I will have to reset the deadline to allow for a late submission. Only one late paper is permitted per semester.

Late papers will not be accepted more than one week past the due date, and the student will receive a zero for the paper. Students may be dropped for failing to turn in a major essay or for submitting an essay that is not accepted for grading. **Essays lacking a Works Cited page and/or in-text citations will not be accepted for grading. In addition, papers that are less than three pages in length will not be accepted for grading.**

The Research Paper may not be submitted late for any reason.

Academic Dishonesty Policy

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 TC Catalog/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 903.823.3349, or go by her office located in the Palmer Memorial Library.

If you have an accommodation letter from her office indicating that you have a disability requiring academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *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.

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 the decision to drop a course. The last day to drop this course is TBA.

Complaint Process

The complaint process can be found at <https://www.texarkanacollege.edu/wp-content/uploads/2014/11/online-classes-complaint-procedure.pdf>.

Netiquette

“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.

Technical Assistance

Texarkana College offers students several ways to access technical assistance for IT issues as well as their Online classrooms.

General IT issues

Help Desk Link from TC's main webpage: <https://www.texarkanacollege.edu/helpdesk>

Phone: 903-823-3030

Email: helpdesk@texarkanacollege.edu

Moodle Issues

TC Online Web Page: <https://www.texarkanacollege.edu/online>

➤ **Student Support, Computer Access, Tutoring:**

Students may meet with class specific tutors in the Student Success Center located in the TC library.

Student Support:

Library Hours (Note: Library Hours may change during the Summer semesters.)

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.

➤ **Concerns:**

Please know that you are welcome to email 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.

- **NOTE:** *The above guidelines are subject to amendment at any point during the semester. Changes to this syllabus will be posted in Moodle. Students are responsible for any changes that are announced in Moodle.*

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 the ability to remain in school is urged to contact Tonja Blase, Director of Student Retention, at 903-823-3349. Furthermore, please notify the professor if you are comfortable 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