



Syllabus

Course Name: Composition II

Course Number: ENGL 1302.Section

Semester & Year: Spring 2022

Instructor Information:

Pam Owney – Associate Professor of English (Adjunct)

Available via email only

Note: ALL e-mail to me MUST be from the student's Texarkana College e-mail address. Other e-mail will not be opened.

➤ **Textbook Information:**

Perrine's Literature: Structure, Sound & Sense 13th ed. Greg Johnson & Thomas Arp ISBN 9781305971035

➤ **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.

Attendance will be taken per assignment due dates.

All coursework MUST be completed in Moodle.

Help Desk – TC Login Problems

903-823-3030 8:00 a.m. – 5:00 p.m.

helpdesk@texarkanacollege.edu

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/ RP Power Point Presentation/ Response Paper	20%	5 or more	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)** – 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)**
- **Literary Research Paper Presentation (100 points)**

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, mechanics, and checks for plagiarism will be assessed using TurnItIn and Grammarly.

- **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. **Failure to turn in all three required essays will result in a failing grade in the course.**

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. **Because you do not come on campus and sit in a classroom, attendance is determined by your active participation and communication in the course.** 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.

Failure to submit at least one assignment each week will result in an absence for that week. Students are allowed only two absences. Students who do not submit at least one assignment over two consecutive weeks without contacting the professor will automatically be dropped from 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.

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, 2nd 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 day 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.

Link to TC Absentee Policy 2021-2022 Catalog:

<https://www.texarkanacollege.edu/catalog/article/absentee-policy/>

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 **April 15** 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 903.823.3349, or go by the office of Disability Services located in the Academic Commons (library) for personal assistance.

If a student qualifies for accommodations from the TC Director of Disability Services indicating that he or she has a disability that requires academic accommodations, the director will send an email 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.

➤ **Accessing Library Database:**

Directions for Accessing the Texarkana College Databases:

1. Go to the Texarkana College Website. (www.texarkanacollege.edu)
2. Click on the Library link at the top of the page.
3. Click on Library Guides in the middle of the page.
4. Scroll through the list and click on English 1302.
5. Click on Suggested Databases at the top of the page.
6. Click on a Database.
7. Type in your Username and Password (same as your MyTC log-in and password)
8. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

➤ **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.

➤ **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.

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 903-823-3330.
All emergency calls should go to TC Campus Police.**

✓ **Concerns:**

Please know that you are welcome and encouraged to contact 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

- **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.



TEXARKANA COLLEGE

COVID-19 Student Pledge

Being a member of the Texarkana College family means that each of us, accountable together, must take extraordinary steps to stay well and persistently protect each other. I pledge to take responsibility for my own health and the protection of others, and I will help keep the TC family safe from the spread of COVID-19 by adhering to the college's guidelines.

I pledge to:

- Be familiar with and follow state and local guidelines;
- Highly consider wearing a face mask in common spaces indoors and wherever social distancing is difficult to maintain;
- Practice frequent handwashing and use hand sanitizer;
- Stay home if I am experiencing any COVID-like symptom and notify faculty if I need to switch to a virtual format;
- Follow college directives for quarantining after a known COVID exposure;
- Immediately notify my instructor and TC Human Resources at 903-823-3017 or human.resources@texarkanacollege.edu if I test positive for COVID-19

I recognize that being a member of the TC family means my behavior affects everyone else on campus and the Texarkana community. Therefore, I pledge to exercise healthy discretion in my behaviors and habits and follow all of the guidelines for a healthier college environment for others and myself.

SEE ADDENDUM FOR UPDATED COVID-19 CAMPUS PROTOCOLS