TEXARKANA COLLEGE

Syllabus
Course Name: Composition II
Course Number: ENGL 1302.SW2 (Online)
Semester & Year: Summer II 2022
Instructor Information: Professor Pam Owney, M.A
E-mail: pamela.owney@texarkanacollege.edu

Note: ALL e-mail to me MUST be from the student's Texarkana College e-mail address. The subject line <u>MUST</u> have class name and meeting time. 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 class assignments.
All coursework will be completed in Moodle.
Help Desk – TC Login Problems
903-823-3030   8 a.m. – 5 p.m.

> **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:**

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 Requirement 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/.

➢ **Communication between Instructor and Student:**
All communication in the course will be conducted through TC email, Moodle messaging, or telephone. I will respond to emails within 24-48 hours. If you have not received a reply within that time limit, please resend. All email communications must be through your TC email account.
Feel free to give me a telephone call or message via TEAMS during office hours**.**
Email is the preferred method of communication.

➢ **Grading and Requirements for Completion of the Course:**

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 a 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 are not an excuse for not completing your assignments by their deadline.

Student Assessment:

Assignments and Assessments	Percentage of overall grade	# of Activities	Total Percentage of Final Grade
Forum Posts/ Daily Work	20%	Varies	20 %
Response Paragraphs/ Research Essay Power Point Presentation	20%	5 Responses 1 Power Point	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. You must also reply to at least two of your classmates' responses. Your initial post is worth points and each response to a classmate is worth 2 points for a total of 10 points. These posts 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 SUBMITED 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 Essay (250 points: 100 points content/100 points grammar/50 points MLA)

The central focus of the research essay 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 TurnItIn, an online program that also checks for plagiarism. Grammarly will also be used to asses grammar and mechanics.

- **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 one day 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 Essay:

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

➢ **Class Schedule:**
Posted in Moodle Classroom.

➢ **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.

➢ **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 one absence. Students who do not submit at least one assignment over two consecutive weeks without contacting the professor will automatically be dropped from the course. Failure to turn in any one of the 3 essays will result in a failing grade 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.

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 non-attendance.**

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."

The last day to drop for the Summer II 2022 semester is TBA.

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 Spring 2020 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.

➢ **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:**

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 Essay). 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: 8:00 a.m. - 7 p.m.   Friday: 8:00 a.m. - 4 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.

Testing Center (Library first floor)
M-Th: 8:30 a.m. - 6 p.m.   Friday: 8:30 a.m. - 3:30 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.

Texarkana College Licensed Professional Counselor
Luretha Loudermill
903-823-3143
Health Sciences Building - Room 135
tc.counselor@texarkanacollege.edu

➢ **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 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 Disability Services, 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.

- • **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.

TEXARKANA COLLEGE

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.

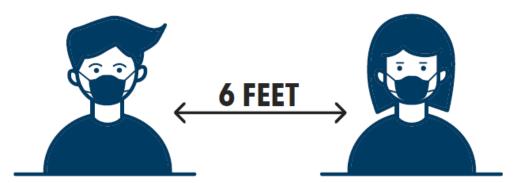**Special note for Healthcare Workers and Emergency Responders**

*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.

TEXARKANA COLLEGE

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

6 FEET

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 OR EMAIL HUMAN.RESOURCES@TEXARKANACOLLEGE.EDU

Revised 05/12/2022