



## Syllabus

**Course Name: Composition II**

**Course Number:** ENGL 1302

**Semester & Year:** MASTER SYLLABUS

### **Instructor Information:**

Name: Alonza Mitchell

Classroom: Humanities 205

Telephone: 903-823-3366

E-mail: [alonza.mitchell@texarkanacollege.edu](mailto:alonza.mitchell@texarkanacollege.edu)

### **Office Hours:**

**Monday: 4:00-6:00**

**Tuesday-Thursday 10:00am-2:00pm via TEAMS**

**Emailing the Instructor:** Email the instructor from **your TC email address** with any questions or concerns. Please list your name and course in the "Subject" line.

### **Textbook Information:**

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

### **Materials needed:**

- Computer and Wi-Fi; **access to the Internet is necessary for most of our work**
- Black or blue pen; pencil, highlighters; notebook paper (for personal planning and organization of materials)

### **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: In person, face-to-face; attendance will be taken. Much of the coursework will be completed in the Moodle Classroom. So please contact tech support to ensure that you have your login information.**

### **Help Desk: TC Login Problems**

903-823-3030

8:00 a.m. – 5:00 p.m. [helpdesk@texarkanacollege.edu](mailto: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 – smartphones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack the 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
Reading Quizzes	20%	Varies	20 %
Forums, Journals, Daily Assignments, Pre-writing Assignments	20%	Varies	20 %
Essays	50%	Character Analysis Literary Criticism Review Literary Research Paper Literary Research - Presentation	50 %
Final Exam	10%		10%
<b>Total Points/Percentage Possible</b>			<b>100 %</b>

**Grading Scale:**

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

- **Forum Posts** –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.**
- **Reading Response Journals (50 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 JOURNALS CANNOT BE SUBMITTED FOR A LATE GRADE.**

- **Major Essays and Reading Journal**– Students will write three essays throughout the semester, and these will count for 50% of the final grade. Students will also create a reading journal.
  - **Character Analysis (200 points: 100 points content/100 points grammar)**
  - **Literary Criticism Review (100 points)**
  - **Reading Journals (50 points each)**
  - **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. An addendum to the syllabus will be sent to all students to explain the process for submitting final essays to TurnItIn.**

- **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.

#### **Academic Integrity and AI Usage**

Students are expected to produce original work that reflects their own writing skills, understanding, and analysis. The use of AI tools, such as automated essay generators or text-completion software, chat-GPT etc., in the creation of essays or other written assignments is strictly prohibited. Submissions must be the result of your own intellectual effort and should adhere to the principles of academic integrity. Any detected use of AI inappropriately will be considered a violation of the our academic conduct policies and may result in penalties including, but not limited to, a failing grade for the assignment or course. If you have any questions about what constitutes appropriate use of technology, please consult with the instructor before seeking external assistance.

#### **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 will 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 Calendar:**

**See separate attachment**

**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 unless teacher approval has been permitted.**

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 take precedence over the following information.

**Academic Classes:**

A COURSE THAT MEETS FOR THE FULL 8-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
	<b>Three tardies count as one absence</b>

**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 \_\_\_\_\_ 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 (Journals) cannot be submitted for a late grade. Up to a 20-point per day penalty will be deducted for late papers. There will be no late grades accepted on the Literary Research Project or papers. Failure to submit a Literary Research Paper rough draft will result in being dropped from this course.

### **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 Blasé 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.

### **Student Support:**

#### **Library Hours**

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

#### **Student Support Services (Tutoring) in Library second floor**

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

#### **Testing Center (Library first floor)**

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

### **Class Policies:**

- 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.
- Cell phones must be silenced during class. Students should not be actively texting and playing on their phones in class. Cell phones may NEVER be out during testing. If an emergency situation exists, please take your call in the hallway and return to class as soon as possible.
- **The TC Campus Police telephone number is 903-823-3330.**
- Students are only allowed to listen to music via headphones during class when permitted by instructor.
- Students are not allowed to bring children to class.
- 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.
- Only drinks with lids will be allowed in the classroom.
- Food is permitted as long as it is not a distraction in class.

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

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

**“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 discussions.

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.

**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.

**Needs Statement:**

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 Blasé, Director of Student Retention, at 903.823.3349** for support.

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 non-discrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*

**Professor Mitchell**  
**ENGLISH 1302-MASTER SCHEDULE NIGHT 1302**

**WEEK 1: Reading the Story**

<b>MONDAY</b>	Course Introduction Self Introduction Syllabus Review Course Pre-Assessment Writing Exercise Read Short Stories: <ul style="list-style-type: none"><li>▪ "The Most Dangerous Game"</li><li>▪ "The Destroyers"</li></ul> -Complete Reading Journals -Complete Reading Quiz All assignments are due Sunday at 11:59 p.m.
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**WEEK 2: Characterization and Plot Structure**

<b>MONDAY</b>	Short Stories: <ul style="list-style-type: none"><li>▪ "Interpreter of Maladies" by Jhumpa Lahiri" pgs. 653-670</li><li>▪ "Everyday Use" by Alice Walker, pgs. 147-155</li><li>▪ "The Story of An Hour" by Kate Chopin pgs. 554-555</li></ul> -Complete Reading Journals -Complete Reading Quiz All assignments are due Sunday at 11:59 p.m.
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**WEEK 3: Character Analysis**

<b>MONDAY</b>	<b>Character Analysis due Sunday at 11:59 p.m.</b>
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**WEEK 4: Theme and Point of View**

<b>MONDAY</b>	Short Stories: <ul style="list-style-type: none"><li>▪ "Eudora Welty, "A Worn Path" pgs. 227-234</li><li>▪ "The Lottery" by Shirley Jackson, pgs. 264-271</li><li>▪ "The Jilting of Granny Weatherall" pgs 264-271</li></ul> -Complete Reading Journals -Complete Reading Quiz All assignments are due Sunday at 11:59 p.m.
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<b>WEEK 5: Literary Criticism</b>	
<b>MONDAY</b>	<b>Literary Criticism due Sunday at 11:59 p.m.</b>
<b>Week 6: Literary Research Paper</b>	
<b>MONDAY</b>	<p>RESEARCH WORKDAY:  Review Literary Terms  Review Literary Research Paper Requirements  Initial Works Cited Page Due in class (you can add additional sources before submitting your final)</p>
<b>TUESDAY</b>	<p><b>Thesis Statement Due</b>  (Post your thesis in this week's Moodle. I will provide feedback. Once feedback is received, you are ready to use the outline to begin your rough draft. )</p>
<b>Week 7: Literary Research Paper</b>	
<b>MONDAY</b>	<p>RESEARCH WORKDAY:  Review Research Presentation Requirements  <b><i>ROUGH DRAFT REVISE AND EDIT WORKSHOP</i></b>  <b><i>Essay Rough Draft Due before class@5:30pm</i></b>  Review In-Text Citations and How to Avoid Plagiarism  - <b><i>At least 3 full pages must be completed to count as a rough draft. This does not include the works cited page. You are encouraged to complete the entire essay as a rough draft.</i></b>  (LATE IS LATE, EVEN IF IT IS BY ONE MINUTE SO SUBMIT EARLY. FAILURE TO SUBMIT A ROUGH DRAFT WILL RESULT IN AN ADDITIONAL REQUIREMENT OF MEETING WITH A TC TUTOR BEFORE YOUR ESSAY WILL BE ACCEPTED.)</p>
<b>SUNDAY</b>	<p style="text-align: center;"><b>RESEARCH FINAL ESSAY DUE by 11:59pm</b></p> <p><b>THERE WILL BE NO LATE ESSAYS ACCEPTED. FAILURE TO SUBMIT A FINAL COPY WILL RESULT IN BEING DROPPED FROM THE COURSE.</b></p> <p>FINAL EXAM: <i>The final exam for this course will open at 8:00 on Sunday and close at 11:59pm on Monday night after class.</i></p>
<b>Week 8: Final Exams</b>	
<b>MONDAY</b>	<b>LAST DAY OF CLASS-FINAL EXAM RESEARCH PRESENTATIONS</b>

