TEXARKANA COLLEGE

COURSE SYLLABUS

Course Information

Course Title: Composition II

Course Prefix & Number: ENGL 1302 WEB

Semester & Year: Fall 2018

Instructor Information

Instructor's Name: Associate Professor Pamela Owney

Office Location and #:   Humanities 215

Office Phone: 903-823-3365

Email: pamela.owney@texarkanacollege.edu
Office Hours:
        Posted in Moodle classroom

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   8 a.m. – 5 p.m.

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 accessible through a TC Library database. Instructions for accessing the database are posted in the Moodle classroom.
- **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 will need to 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.

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 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 during office hours. Email is the preferred method of communication.

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 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.**

Grading Scale:

A = 90-100	D = 60-69
B = 80-89	F = Below 60
C = 70-79	

Student Assessment:

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

Activities/Assignments

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

The central focus of this 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.

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

Failure to turn in any one of the first two major essays (Character Analysis or Literary Criticism Review) within two weeks 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.

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.

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 2-3 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.

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, 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."

The last day to drop for the Fall 2018 semester is Friday, Nov. 16, 2018.

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 Fall 2017 Catalog:

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

Make-up Policy / Late Work

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

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 two weeks 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, and students will receive a 0 for all components of the essay. Essays that use internet sources will not be accepted for grading, and students will receive a 0 for all components of the essay. All sources must originate from the TC literary databases.

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 **Friday, Nov. 16.**

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

Rusty Hatchett:
    Email: harold.hatchett@texarkanacollege.edu
    Phone: 903-823-3053

➢ **Student Support, Computer Access, Tutoring:**
Students may meet with class specific tutors in the Student Success Center located in the TC library.
Students in this course are strongly encouraged to work with English tutors to improve the quality of their work, especially those who struggle with grammar and mechanics.

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.

➢ *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.

- ➢ **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.*

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