

TEXARKANA COLLEGE

Syllabus

Course Name: Composition II

Course Number: ENGL 1302 Hybrid

Semester & Year: Spring 2016

Instructor Information:

Name: Associate Professor Pamela Hesser Owney

Office: Humanities 215

Telephone: 903-823-3365 (direct line)

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Office Hours: Monday – 1:30-3:30 p.m.

Tuesday – 8:30-9:30 a.m. and 12:20-2 p.m.

Wednesday – 8:45-9:30 a.m.

Thursday – 8:30-9:30 a.m. and 12:20-2 p.m.

Friday – 9-11 a.m.

Please call for an appointment at other times.

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 online 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.

➤ **Textbook Information:**

- *Writing about Literature*, ISBN 97807560293, Pat McKeague, 9th ed.
- Links to all of the assigned short stories will be posted in the Moodle classroom. Students may choose to print the short stories.

➤ **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.

- **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.)

➤ **Student Requirements for Completion of the Course:**

- **Discussion Question Responses (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 Links to each of the short stories will be posted in the Moodle classroom.
- **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 four essays throughout the semester, and these will count for 50% of the final grade. Some of the essays will receive separate grades for grammar and mechanics and the essays will be worth up to 250 points. The Literary Research Paper will be worth 250 points.
- **Character Analysis (200)**
- **Literary Criticism Review (100 points)**
- **Extended Literary Analysis (200 points)**
- **Literary Research Paper (250 points)** - The central focus of this research paper will be one or more of the elements of fiction, along with the theme, of two or more of the short stories we have read. In addition, you may select to explore the historical, social, or psychological context of a particular story. If you find that you like a particular author, you might compare/contrast the themes, characters, symbols used in two or more stories by that author. There are many things you can do with this essay that we'll discuss when the time comes. This will be a 4-7 page paper and will include a Works Cited page with at least five secondary sources.
- **Final Exam (100 points)** – Online students will take this online with a time restriction (*unless otherwise instructed—I may have to require you to take the Final Exam at the Texarkana College Testing Center*). The final exam counts as 10% of your final grade.

Papers will be graded using rubrics I have created based on the Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II.

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.

➤ **Student Assessment:**

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

Grading Scale:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59-0

➤ **Class Participation and Assignment Due Dates:**

An online course is not self-paced! Assignments are given weekly and are due weekly. Assignments should not be considered optional because all assignments count toward the final course grade. Students are responsible for monitoring due dates. Students should print and read the class schedule, as well as this syllabus. Also, the online calendar in the course will alert students of assignment due dates. Most assignments will be due by 11 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!**

Also, students are expected to log-in at least weekly to monitor due dates, view lessons, and submit assignments. **A student who fails to log-in or submit assignments over a one-week period without contacting the instructor may be dropped from the course with a W.** As with any course, student participation is necessary for success in the course. **Being out of town and/or having computer problems are not excuses for not logging in or completing work.** Plan ahead!

➤ **Student and Instructor Communication:**

Messaging through the Moodle system is the most efficient way of contacting the instructor. Keep in mind the instructor teaches other courses and will be in a classroom during most of the day. Office hours listed above are the best times to call or email to receive a speedy response. Emails sent early in the day will receive a response by the afternoon, but emails sent at night may not receive a response until the next morning. **Emails sent over the weekend will be answered as soon as the instructor is able to respond, but a student may not receive a response until Monday.**

Students are welcome to set up a meeting with the instructor on campus outside of posted office hours if needed. Call or email for an appointment.

Writing assignments will be graded and grades posted within **three weeks** of submission. Feedback comments for improvement will be made individually to each student through Moodle. Other assignments will be graded on a weekly basis. Grades can be viewed by logging in to myTC.

Assignments will be posted in Moodle weekly for the following week. Each assignment will have a specific due date that week. **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 email.**

➤ **ABSENTEE POLICY**

(The entire absentee policy is required for this syllabus. Pay attention only to the policies for Online/Hybrid Courses, which appear below.)

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. Check the syllabus for each class to see how much time you are allowed to be late before the tardy is counted as an absence.

- 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.

- **ONLINE/HYBRID COURSE ABSENCES**

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 (activity depends upon the professor) or the professor may drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence. **A student who fails to log-in or submit assignments over a one-week period without contacting the instructor may be dropped from the course with a W.**

- If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class or the student may be dropped for not having attended.

- **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 classes 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
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Twice a week (MW or TR classes)	4
	Three tardies count as one absence.
A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Four times a week (MTWR classes)	4
	Three tardies count as one absence.
A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
3 times a week (MTW) (evening classes)	2
4 times a week (MTWR) (day classes)	2
	Three tardies count as one absence.

➤ **Workforce Classes**

Day Classes	Evening Classes
<p>Class meets:</p> <p>5 days a week (MTWRF)</p> <p>Instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: center;">5</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy through 8:15 a.m. You will be counted absent after that.</p>	<p>Class Meets:</p> <p>4 evenings a week (MTWR)</p> <p>Instructor may withdraw a student from a course if absences exceed:</p> <p style="text-align: center;">5</p> <p>Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>

➤ **Drop Date:**

The last date for a student to drop this course with a W is **Friday, April 15.**

If the instructor drops a student, the last date of attendance will be recorded and sent to the Admissions Office. Students who are dropped may be responsible for paying back money received from grants or scholarships.

➤ **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.

➤ **Make-up Policy:**

Assignments are due as posted. 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. **Late papers will not be accepted 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. Students may be required to submit a printed copy of a late paper to the instructor.**

➤ **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 Larry Andrews 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 can be viewed on a student's myTC page. The Moodle gradebook is not utilized.

➤ **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

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:**

(Required information for syllabus but most of these are not relevant for an online classroom.)

- Cell phones must be turned off and out of sight in the classroom. If an emergency situation exists, please let me know about it before class. **Students will be warned if a cell phone is out and then asked to leave the classroom with an absence.** Students can be dropped from the course if the problem persists.
- Students are not allowed to use a laptop during class without permission.
- 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.
- Only plastic bottled drinks or cups with lids will be allowed in the classroom.

- Eating is not allowed during class time.
- If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior.

➤ **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.*