

Syllabus**Course Name: Composition II****Course Number:** ENGL 1302 Online**Semester & Year:** Summer 2014**Instructor Information:***Name:* Associate Professor Pamela Hesser*Office:* Humanities 215 *Telephone:* 903-823-3365 (direct line)*E-mail:* pamela.hesser@texarkanacollege.edu*Office Hours:* By appointment only*Please arrange 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.

➤ Textbook Information:

- *Perrine's Story and Structure*, ISBN 13:978-1-111-34823-6,
- Thomas R. Arp and Greg Johnson, 13th ed.
- *Writing about Literature*, ISBN 978-0-7575-6029-3, Pat McKeague, 9th ed.
- *The Little Brown Handbook*, ISBN 13:978-0-205-65170-2, Jane E. Aaron

➤ 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:

More in-depth descriptions and instructions will be given throughout the course, and all assignments must be completed for you to receive a grade.

- **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
- **Response Paragraphs (10 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)**
- **Literary Analysis (200 points)**
- **Extended Literary Analysis (250 points)** - This is also known as the **Literary Research Paper**. 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 papers (Character Analysis or Literary Criticism Review) within one week 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	10 %
Response Paragraphs	20%	5	20 %
Essays	50%	Character Analysis Literary Criticism Review Extended Literary Analysis Literary Research Paper	50 %
Final Exam	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 Policy 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 (more often during a summer class) 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 will be dropped from the course with a W. In a summer course, students should log in more frequently in order to keep up with the assignments. 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:

Email is the best means of communication with the instructor. Students must create and use the Texarkana College email address for the course. Also, students must place their first and last names and course name in the subject area of the email.

Keep in mind the professor teaches other courses and will be in a classroom during most of the day. Office hours listed above are the best times to call the professor 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 professor is able to respond, but a student may not receive a response until Monday.**

Students are welcome to set up a meeting with the professor on campus if needed. Call or email for an appointment.

Writing assignments will be graded and grades posted within two weeks of submission. Students may see the fully graded papers at the professor's office or at other times by appointment. Some 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 using Engrade. Students will receive a course for engrade via email after sending the syllabus acknowledgement to the professor.

The professor will post assignments in the online system weekly on Friday 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 professor. Remember all assignments will be submitted in the online system, not via email.

➤ **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. 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.
- 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
Class meets:	Class Meets:
5 days a week (MTWRF)	4 evenings a week (MTWR)
Instructor may withdraw a student from a course if absences exceed:	Instructor may withdraw a student from a course if absences exceed:
5	5

<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>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>
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➤ **Drop Date:**

The last date for a student to drop this course with a W is **TBA**.

If the professor 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.

➤ **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>.

➤ **What is Plagiarism?**

Plagiarism is using someone else’s words, ideas, or images (what’s called intellectual property) so that they appear to be your own. When you plagiarize, you use source material – whether published in print or online – without acknowledging the source. Plagiarism is more than idea theft and “word theft.” The rules also apply to images, tables, graphs, charts, maps, music, videos, and so on.

Plagiarism is stealing. It discounts the work of other thinkers, disrespects writers and readers, insults instructors, and damages the reputations of colleges. Also consider what plagiarism does to you. It prevents you from learning the skills you need to have as a scholar. It also demonstrates to others around you that you are not a serious thinker, that you aren’t to be trusted, relied upon, or listened to. In short, it damages your reputation, a key component to your success academically and professionally.

Source: Vandermeij, Meyer, Van Rys, Sebranek in *COMP*

➤ **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 are available via an online grade book- **Engrade** (www.engage.com/students) - Student grades are posted throughout the

- **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. Changes to this syllabus will be posted in Moodle. Students are responsible for any changes that are announced in Moodle.*