

# TEXARKANA COLLEGE

## COURSE SYLLABUS

### Course Information

**Course Title:** Composition II  
**Course Prefix & Number:** ENGL 1302 WEB  
**Semester & Year:** Fall 2020

### Instructor Information

**Instructor's Name:** Associate Professor Pamela Owney  
**Office Location and #:** Humanities 215 (Virtual Office via TEAMS)  
**Office Phone:** 903-823-3365  
**Email:** [pamela.owney@texarkanacollege.edu](mailto: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, 9<sup>th</sup> 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 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<br>Internet Explorer 8 | Browser:                    | Firefox 4.0<br>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 POLICY GUIDELINES FALL 2020:**

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/>.

**Note: I will also be teaching this course in a virtual format via TEAMS. If you would like access to a recording of class meetings, these will be made available to you.**

### **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 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.

## 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:

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

### 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<br>Literary Criticism Review<br>Literary Research Paper | 50 %                            |
| Final Exam                              | 10%                         |  | 10%                             |
| <b>Total Points/Percentage Possible</b> |                             |  | <b>100 %</b>                    |

## 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 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 and mechanics will be assessed using an online program that also checks for plagiarism.**

- **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 either one of the first two major essays (Character Analysis or Literary Criticism Review) within two weeks 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.**

### 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 log in 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. **Students MUST complete at least one assignment in order to be counted present for the week.**

## Class Schedule

Posted 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, 12<sup>th</sup> 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 2020 semester is Friday, November 20.**

**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 2020 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, up to twenty points will be deducted for each 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, November 20.**

## 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](mailto:helpdesk@texarkanacollege.edu)

### Moodle Issues

TC Online Web Page: <https://www.texarkanacollege.edu/online>

Rusty Hatchett:

Email: [harold.hatchett@texarkanacollege.edu](mailto: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.**

**Please see information posted in your Moodle classroom regarding virtual tutoring.**

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 in Office 215 in the Faculty Office Area upstairs in the Humanities Bldg.

***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.*

***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 Retention, 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](mailto:human.resources@texarkanacollege.edu)

## Helpful Reminders

I am anticipating a busy but successful semester working with each one of you. If this is your first online course, please pay careful attention to the following comments in order to facilitate your successful completion of the work. **The following information is in the syllabus, but I want to reiterate important points:**

- 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. Assignments will not be accepted late with the exception of one major essay (a late deduction will apply). Students have ample time to complete all assignments. A complete explanation of assignment due dates is included in the syllabus.
- **Students are responsible for monitoring due dates.** Students should print and read the class assignment calendar as well as the course syllabus. Also, the online calendar in the course will alert students of assignment due dates.
- Most assignments will be due by 11:55 p.m. on the date indicated. **Assignments must be submitted through Moodle, not via email.**
- If you are not comfortable using a computer and creating documents, you may have difficulty with this course. My role is to guide you in the English content, not as a computer instructor. I cannot troubleshoot problems for you that you may be having with your computer. I also cannot instruct you in the proper use of Microsoft Office Word, which is required to submit essays for this class.

**Microsoft Office is available to students for free. The installation instructions can be found under the Links section of the Student tab in myTC – Free Office 365 for Students**

- Do not 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 REPEATEDLY ATTEMPT TO SUBMIT WORK VIA EMAIL MAY BE DROPPED FROM THE COURSE!**
- Students are expected to log-in regularly to monitor due dates, view lessons, and submit assignments. **A student who fails to log-in or submit assignments over a two-week period without contacting the instructor will automatically be dropped from the course.**

- As with any course, student participation is necessary for success. **Being out of town and/or having computer problems are not excuses for not logging in or completing work.** Plan ahead!
- This course is reading and writing intensive. I have made every effort to post all of the material and instructions that you will need to master the course information.

### **ADDITIONAL MANDATORY INFORMATION FALL 2020:**

- **Thanksgiving Break**

Following Thanksgiving break, all classes at the college will be taught through virtual and/or online course delivery (including final exams) for the remainder of the fall semester, November 30-December 14. No face to face classes will be held on campus during this time.

- **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](http://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.

# 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.

**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>



**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](mailto: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](https://www.texarkanacollege.edu/coronavirus)  
OR EMAIL [HUMAN.RESOURCES@TEXARKANACOLLEGE.EDU](mailto:HUMAN.RESOURCES@TEXARKANACOLLEGE.EDU)**

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