



## **Syllabus**

**Course Name: Composition II**

**Course Number:** ENGL 1302

**Semester & Year:** Master

### **Instructor Information**

Name: Mary Ellen Young

Office: HUM Dean's Office

Telephone: 903-823-3369

E-mail: maryellen.young@texarkanacollege.edu

Office Hours: MW – 7:30--5:00,

TTH – 7:30-2:00 F – 9:00 – 4:00

### **Textbook Information:**

*Writing about Literature*, ISBN 978-0-7575-6029-3, Pat McKeague, 9<sup>th</sup> ed.

*Short stories can be accessed through the TC Library web page. Instructions for accessing the stories will be given in class.*

### **Materials needed:**

Black pens, white, lined notebook paper, notebook/folder, highlighters (yellow, pink, orange & blue/green), and 3 scan-trons

**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:**

Students will write at least three essays over the course of the semester that will include an extended literary analysis/research essay and an in-class essay. The extended literary analysis/research essay will be at least 4-6 pages in length, use Modern Language Association (MLA) documentation and format, and require a minimum of four sources. *The instructor may choose to assign a literary project that has an essay component as one of the essays or the project can be counted as an additional exam grade.* Instructors will use the Texarkana College Grading Rubric for English 1301 Composition I and English 1302 Composition II. Students will incorporate the Literary Elements and Poetic Devices to analyze various genres of literature. Students will take the English 1302 Departmental Pre-test and Post-test.

Three major essays will be assigned including an extended literary analysis/research essay. Each essay will be worth 200 points with the exception of the extended literary analysis/research essay that will be worth 300 points. 50 % of the overall grade will come from the essays. Short story quizzes, short story analysis, reading response journal, collaborative work, and participation will make up 20% of the grade, and the other 30% of the overall course grade will come from one unit exam, final exam and collaborative literary project/presentation. **Failure to turn in any one of the three essays will result in a failing grade for the course.**

### **Student Assessment:**

#### **Essays: 50%**

Essays will be recorded as follows:

Character Analysis Essay – Content	100
Character Analysis Essay-Grammar	100
Literary Analysis Essay – Content	100
Literary Analysis Essay – Grammar	100
Extended Literary Analysis Essay – Content	100
Extended Literary Analysis Essay – Grammar	100
Extended Literary Analysis Essay – MLA Citations	100
Collaborative Literary Project/Presentation	100

#### **Exams/Collaborative Project: 30%**

Short Story Exam	100
Literary Terms Exam	100
In-Class Essay	100

#### **Daily Assignments: 20%**

Quizzes	100
Discussion Forums/Plot Analysis	100
Journal/Response Paragraphs	100
Peer-editing	100
Collaborative work/participation	100

**Student Assessment:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>	<b># of Activities</b>	<b>Total Percentage of Final Grade</b>
Essays/Project	50%	3 Essays & Collaborative Literary Project	50 %
Exams/In-Class Essay	30%	2 Exams & In-Class Essay	30 %
Daily Assignments	20%	Daily Assignments	20 %
Total Points/Percentage Possible			100 %

**Grading Scale:**

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

**Class Schedule**

<b>Week</b>	<b>Date</b>	<b>Material to be covered</b>
Week	1	Introductions: Collaborative Base Groups; Course Requirements; Pre-test; Reading the Story "The Most Dangerous Game"
Week	2	Have students sign syllabus sheet to keep on file; Chp. 1 wkbk. Literary Elements pgs. 9-14 Plot and Structure "The Destroyers" Plot Analysis, "Short Happy Life of Francis Macomber"
Week	3	"How I Met My Husband" Writers Workshop – Chps. 3-4 wkbk. Documentation & Characterization, "Everyday Use" Character Analysis Essay
Week	4	Writers Workshop - Peer Editing, Character Analysis Essay Due
Week	5	Theme - "A Worn Path" - Writers Workshop – Literary Analysis, Chps. 5-6 wkbk Setting & Theme
Week	6	Point of View "The Lottery" & "A Rose for Emily" - Writers Workshop-Literary Analysis, Chp. 7 wkbk Point of View
Week	7	Library – Database -Literary Criticisms – Work on Literary Analysis Essay, MLA Documentation

Week	8	Peer Editing, Literary Analysis Essay Due, Symbol, Allegory, and Fantasy - "The Rocking-Horse Winner" - Chp. 8 wkbk. Symbolism
Week	9	Allegory - "Young Goodman Brown" & "The Cask of Amontillado" Humor and Irony - "The Drunkard" Featured Writers: James Joyce, Flannery O'Connor, & Joyce Carol Oates,
Week	10	Short Story Exam, Featured Writer: TBA
Week	11	Begin Extended Literary Analysis Essay & Collaborative Literary Projects/Presentations
Week	12	Work on Extended Literary Analysis Essay & Collaborative Literary Projects
Week	13	Proof & Revise Extended Literary Analysis Essay Collaborative Literary Project/ Presentations
Week	14	Extended Literary Analysis Due & Collaborative Literary Project/Presentations, Poetry - Chp 9 wkbk Poetic Devices & Chps. 10-13 wkbk.
Week	15	Poetry TBA; Review
Week	16	Final Exam Week

Please Note: Grammar, mechanics, and usage will be reviewed throughout the semester. Reading Response Journal assignments will also be posted.

### **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. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/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 workforce/vocational areas, 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.

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".

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 excused absences that are considered 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.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

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

**Workforce Classes (This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)**

Day Classes	Evening Classes
Class meets:  5 days a week (MTWRF)  The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.  Three tardies count as one absence.  You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.	Class Meets:  4 evenings a week (MTWR)  The instructor <b>may</b> withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.  Three tardies count as one absence.  You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

**Last Day for Student to Drop:**

The official drop date is **Friday, \_\_\_\_**, which is the last date for the student to drop this course with a W.

**Make-up Policy:**

If a student misses on a day that an essay is due, **the student is still responsible for turning the essay in on time.** Major essays are due by the end of the day on the designated due date. After class time, students must hand in essays to my office. Papers handed in elsewhere may not be accepted. Ten points will be deducted for every day the essay is late. If a student is excused for a Texarkana College extra-curricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the instructor. Assignments must be completed prior to the excused absence.

**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.

**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.

**Major Essays:** All major essays must have a rough draft. Rough drafts must be completed the class day before the final paper is due. On this day, each student will edit and revise essays. Each student must bring a copy of his/her rough draft in order to receive daily work points for that day.

Additional requirements for these papers are listed below:

1. All papers must be typed and double-spaced using 14 point Times New Roman in black ink. The second floor of the Humanities Building has a Macintosh Writing Lab available. **Be sure to save all work!**
2. Plan ahead! Computer emergencies can and do happen, but they will not be an excuse for a late paper.
3. Rough drafts and final papers must be turned in together the day they are due. No folders, please. Remember to always retain copies of the essays.
4. Unless otherwise instructed, students will type the following information on the right hand corner of the first page of each essay and type in a Header with their full name and page number on remaining pages:  
Title of Paper  
Student's Name  
English 1302. Section Number  
Dean Mary Ellen Young  
Date
5. Any paper turned in after class on the day the paper is due will be considered late, and 10 points will be deducted for every day it is late.

**Daily Assignments:** Daily assignments may include quizzes, in-class essay questions, reading response journal, collaborative work, and peer-editing.

### **Assignment Headings**

The following information should be placed in the right corner of each assignment to be turned in: Name (First and last)  
1302. (Class & Section)  
Date

Also, write the name of the chapter, assignment title, and page number on the page at the top.

### **Viewing Grades:**

Grades are available via an online grade book- 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.

**Class Policies:** Cell phones must be turned off and not visible in the class unless an emergency situation exists. This situation must be discussed with the instructor prior to class. If a student is caught text-messaging in class or if a student's cell phone rings in class, the student will receive a warning. The Students can be dropped from the course if the problem persists.



Students should make arrangements with the instructor in advance if they need to leave class before dismissal. There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.

Only plastic bottled drinks or cups with lids will be allowed in the classroom. No other food or drinks are permitted.

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

**Please add the number for Campus Security to your cell phone.  
The number is 903-798-3330.  
All emergency calls should go to TC Campus Security.**

**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.*

*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)*

**NOTE:** The above guidelines are subject to amendment by the instructor at any point during the semester.