

English 1302: Composition II
Policy Statement
Levelland Campus
Fall 2018

Instructor: Kay McClellan
Office: Cm 101
Office Phone: 806-716-2437
E-Mail: kmcclellan@southplainscollege.edu
Office Hours: MTWR 10:30-11:00; MTWT 12:15-1:00;
MW 2:15-2:30; TR 2:15-3:30; and by appointment

Section 010: 11:00-12:15 TR Cm 123

Prerequisite: Successful completion of ENGL 1301

Credit: 3 **Lecture:** 3 **Lab:** 0

Course Description:

This course is a continuation of ENGL 1301 and an intensive study of and practice in the strategies and techniques for developing researched-based expository and persuasive texts, along with being an introduction to literature. The course emphasizes effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of a sampling of literary, verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Course Purpose:

English 1302 has a two-fold purpose: it encourages critical writing by introducing the students to research and writing from sources, and it introduces the students to the study of literature, including short stories, drama, and poetry.

Textbooks and Other Materials:

*Kay McClellan: *English 1302: Workbook*

*Barnet et al., *Literature for Composition: An Introduction to Literature*, 11/e.
Pearson. 2017. ISBN #13: 978-0-13-409914-9 10: 0-13-409914-1

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This course satisfies a Core Curriculum Requirement:

Yes—Communication Foundational Component Area

Core Curriculum Objectives addressed:

***Communications skills**—to include effective written, oral and visual communication

***Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

***Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

***Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

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 the ethical and logical uses of evidence.
4. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.
5. Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
6. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
7. Read and view videos of works of literature; analyze the use of literary devices (plot, point of view, theme, characterization, setting, symbolism, tone, etc.); participate in class discussions of the readings; and be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.

Student Learning Outcomes Assessment:

A pre- and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

Course Evaluation:

Students' work will be evaluated by means of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class. Late work may be dropped one letter grade. **Students who have not submitted all the Research Paper Deadlines by Rough Draft Deadline that's checked by me will be dropped from the class; also, those who have not turned in all the assigned work by the final drop day for instructors will be dropped from the course.**

Essay/Paper Assessment Guidelines:

- *The "A" essay is perfectly formatted, with three or fewer spelling/wrong word and/or grammatical errors. It also has an excellent title, strong thesis, good transitions, an introduction with a hook, a thoughtful conclusion, and well-supported main points in the body paragraphs. The writing is lively and intelligent; there are no sentence structure errors.
- *The "B" essay contains all of the above with one or two more errors.
- *The "C" essay has a thesis, introduction, and conclusion, but lacks support and has multiple errors.
- *The "D" essay contains one or more of the following problems: lack of a strong thesis, lack of a strong organizational pattern, weak introduction and/or conclusion, formatting errors, multiple spelling and grammatical errors, and/or sentence structure issues (fragments and run-ons).
- *The "F" essay does not meet the minimum requirements. Some examples of "F" essays are
1) those written on a topic that has not been approved; 2) those that do not meet the minimum word count; or 3) those that are not written in the required format.

Grading Policy:

- 20%--Short Story Test
 - 10%--Daily Quizzes
 - 30%--Literary Papers
 - 10%--Research Paper Deadlines
 - 30%--Research Paper; the Final is a Revision of the Research Paper
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- 100%--Total

Two Ways To Be Exempt From the Final: 1. having **1 or 0 absences**; or
2. having an **A average**.

Peer Editing:

- *students who don't have a completed Rough Draft by 20 minutes into the period will not be allowed to Peer Edit--with no exceptions;
- *not doing Peer Editing on the **Literary Paper** will drop your Literary Paper one letter grade;
Peer Editing doesn't count on the Literary Paper Revision;
- *not doing Peer Editing on the **Research Paper** will drop your deadline grade by 14 points;
- *circle any problems that you see on other people's papers; otherwise, don't write on other people's papers;
- *answer the questions on the editing sheets; use n/a for non applicable;
- *spell out all words on the editing sheets, even "yes" and "no".

Research Paper Deadlines:

- ***All deadline must be turned to me in person.**
- ***Anyone who doesn't make the first deadline will be dropped from the class.**
- ***Anyone who has not submitted all the deadlines by Rough Draft Deadline that's checked by me will be dropped from the class.**
- *Every deadline after the first one counts as one absence.
- ***All deadlines must have been turned in before I will accept your Research Paper.**

Missed Quizzes:

- *Reading quizzes can't be made up;
- *Video quizzes can be made up if the student passes the quiz; passing a video quiz will give the student a quiz grade and make up for an absence.

Missed Tests:

A missed test needs to be made up with a week of the student's return to class.

Late Work:

- ***No late work will be accepted after the last day of regular class,** whether papers or makeup exams.
- ***The Literary Paper or its Revision** will be accepted on the due date or the following class period without penalty; **it won't be accepted after the last day of regular class and will be dropped a letter grade if turned in more than one class period after the due date.**
- ***The Research Paper** will be accepted on its due date or on the day of the following class period with no penalty; **no late Research Papers will be accepted, unless prior arrangements have been made with me.**

Student Responsibilities: Students are expected to

1. Be on time and regularly attend class.
2. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments.
3. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning.
4. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class.
5. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus.
6. Submit all assignments in accordance with due dates, formats, and requirements.
7. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration.
8. Ask questions when something is unclear.

SPC Attendance Policy: according to the "Class Attendance" policies stated below in the SPC General Catalog: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. ... It is the student's responsibility to be aware of [the Instructor's attendance] policy.

My Attendance Policy:

Students who miss half the period will be counted absent. **Students with more than four absences don't meet the minimum standards of the class and will be dropped.** Students who are borderline (59,69,79,89) at the end of the semester will be moved up a letter grade if they have 1 or 0 absences. **The final is optional for students with an A average or 1 or 0 absences. Students who are 5 or more minutes late will be counted absent each time after the second time. The class will be working from the *Workbook* each day, so students who habitually don't bring their *Workbook* to class will be counted absent, starting with the third time.**

Plagiarism and Cheating:

*Complete honesty is required in all course work.

***Plagiarism or cheating of any kind, including taking pictures of a quiz or a test or the answers, will result in an F in the course.**

Student Code of Conduct Policy:

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Disability Statement:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy:

The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Statement:

In this class, the instructor will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves.

Paper Standards: Papers not abiding by the following standards will not be accepted.

***Font:** use Courier New #12 only

***Spacing:** double space throughout the paper, **(even in heading)**

***Margins:** have a one inch margin all around the page

Class Rules

Violating a class rule at any time can result in a student's being expelled from class with an F.

Students will be dropped with an F if they:

- *Create a hostile working and learning environment by disturbing the class; this could be by slamming books, muttering under their breath, yelling, or otherwise demonstrating abusive behavior, like raising their voices, calling me or their classmates derogatory names, making threats, etc.
- *Use obscenity, crudeness, or rudeness when addressing me or their classmates.
- *Take pictures of example papers, quiz answers, or test answers.

Hoods, Ear Buds, and Earphones may not be worn in class.

Example Papers:

- *Anyone who leaves the classroom before all example papers are accounted for or who takes a picture of them will be given an **F in the course**.
- *Anyone who leaves the classroom with an example paper will be given an **F in the course**.

Computer Etiquette:

- ***Do not change ANY of the settings on the computers** (in Word or with SPC as the homepage).
- *Because you'll be doing Revisions of papers in this class, save a copy of your papers on the hard drive of the computer you use in CM 123 in a folder in "My Documents." Also, save a copy of your papers in at least one other place as well; you can email a copy to yourself and/or save a copy on your flashdrive. Be leery of only saving papers to the SPC Domain because papers are occasionally lost in a black hole there.

Classroom Etiquette:

- *You need to stay on task (no talking, texting, surfing the net, etc. while class is in session).
- *You shouldn't make inappropriate remarks or use profanity.
- ***You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call/text in the hall, take care of your business, and don't disturb the class when you come back.
- *You shouldn't be talking when I'm talking or when a classmate is asking a question.
- *Drinks should have lids or caps.

Writing Perimeters: Do not write on things that are:

- *illegal
- *X rated
- *offensive (including using a condescending or inflammatory tone)
- *concerning hate groups
- *concerning blood and guts (including abortion, butchering an animal, trapping, taxidermy)

Note: The instructor reserves the right to modify the course syllabus and policies as well as notify students of any changes at any point during the semester.

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***This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.**

Week 1: Course Introduction; Literary Terms and Genres; LeGuin, Maupassant

Week 2: Faulkner; Hemingway; Steele

Week 3: Chopin; Thurber

Week 4: Brooks; Browning; Chopin; Keats; Marvell; Welty; Literary Paper Assignment;
Short Story Test

Week 5: In class writing--write Rough Draft of Literary Paper

Week 6: Literary Paper Peer Editing:

*students who don't have a completed Rough Draft by 20 minutes into the period will not be allowed to Peer Edit--with no exceptions.

*not doing Peer Editing will drop your Literary Paper one letter grade;

* answer all the questions on the editing sheets

*spell out all words on the editing sheets, even "yes" and "no"

*circle any problems that you see on the other person's paper;

***notes in the margin are ok, but, otherwise, do not write on other people's papers**

Literary Paper #1 due

Week 7: Gothic; Research Paper Assignment; Internet Bibliography and Documentation Practice

Week 8: Bibliography and Documentation Practice

Week 9: Literary Paper #2 due;

Research Paper Deadlines: 5 Facts due; 5 Bibliography Entries due

Week 10: Research Paper Deadlines: 5 Facts due; 5 Bibliography Entries due

Week 11: Deadlines: 15 Facts due; 25 Facts due and Rough Outline due

RP Reminders: *use **5 sources** (minimum)

*must use **3 non internet sources; 1 must be a print source**

*use SPC Library **Databases** to find books and scholarly articles

*SPC and Texas Tech have a reciprocal lending agreement

*Introduce each source the first time it's used

*Differentiate between sources

*No back-to-back quotations; there must be at least one word in-between quotations

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Week 12: Deadlines: Research Paper Rough Draft Peer Editing; Rough Draft due **Peer Editing:**

- *students who don't have a completed Rough Draft (Rough Draft = **Body of Paper (which includes documentation + the Bibliography)**) by 20 minutes into the period will not be allowed to Peer Edit --with no exceptions.
- *this is a regular deadline grade; missing it drops you 14 points on the deadline grade
- * answer all the questions on the editing sheets
- *spell out all words on the editing sheets, even "yes" and "no"
- ***circle any problems** that you see on the other person's paper;
- ***notes in the margin are ok, but, otherwise, do not write on other people's papers**

RP Reminders:

- *No title page for MLA papers
- *No outline
- ***The Rough Draft:** consists of the Paper itself and the Bibliography/Works Cited page
- ***Bibliography/Works Cited:** *you can only put in sources that you've documented from in the paper
 - *put the sources in alphabetical order
 - ***5 sources** (minimum); **3 must be non internet; 1 must be print**

Week 13: **Research Paper due**

Week 14: Research Paper Revision; Course Averages

Final: Tues., Dec. 11: 10:15 Cm 123