

Syllabus - ENGL 1302 - Composition II Course Information

Course Description

ENGL 1302 - Composition II: Prerequisite: Successful completion of ENGL 1301 (Composition I) . 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.

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. 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; 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.

Contacting the Instructor

Mrs. Sharon Race, Associate Professor of English

- **Virtual Office Hours:** click on the menu link during one of the scheduled times below to video chat with me about your questions:
 - Tuesday, June 12, 5:00 PM - 7:00 PM
 - Tuesday, June 19, 5:00 PM - 7:00 PM - Research Paper Questions
 - Thursday, June 21, 5:00 PM - 7:00 PM - Research Paper Questions
- **Use the Mail link** (located inside our Blackboard ENGL 1302 course under Course Tools) to contact me. I try to answer emails within 24 hours Monday-Thursday and Friday morning.

How to send me a Mail message inside our Blackboard English course:

1. Click on Mail under the Course Tools menu on the left side of the screen.
2. Click on the Create Message button.
3. Click on the TO button and find my name in the Select Recipients box (Sharon Race - Instructor).
4. Click on my name and then click on the right arrow to move my name to the Recipient box.
5. Scroll down to the message area.
6. Type YOUR NAME and the SUBJECT OF YOUR MESSAGE in the Subject box (example: Jane Doe - Question about "Araby").
7. Type your message in the message area. Click on the ABC button with the check mark under it to check your spelling.
8. Click the Submit button to send your message.
9. If you want to make sure a mail message has been sent successfully, check your Sent folder in Mail.

Required Textbook, Computer Software, and SPC Email Account

One Required Textbook

Introduction to Literature: Custom Textbook for Professor Sharon Race, ENGL 1302: Composition II. Edited by Kathleen Shine Caine et al., Pearson, 2014. ISBN: 9781269763301

Obtain your textbook immediately! You have reading assignments from it almost every day, and quizzes over those readings, so it is very important to your success. You may buy new or used--no online code is required. If you do not live close to Levelland or Lubbock, you may call the SPC bookstore(s) directly and order your textbook over the phone; have it shipped to your house through express mail:

- SPC Levelland Campus Bookstore: 806-716-2397
- SPC Reese Campus Bookstore: 806-716-4690
- SPC Levelland Bookstore website: <http://www.sp-levbookstore.com>
- SPC Reese Bookstore website: <http://www.sp-reesebookstore.com>

***IMPORTANT:** Other instructors have custom textbooks for ENGL 1302 that have the exact same cover as mine--make sure you **DO NOT** purchase the textbook for Professor Glenda Bryant's or Professor Randy Wall's courses. Make sure my name (**Professor Sharon Race**) is on the front cover.

Printer, Paper, Ink Cartridge

You will be encouraged to print out course documents quite frequently, so I recommend that you make arrangements to have access to a reliable printer with a good supply of paper and a fresh ink cartridge.

Required Computer Programs

- **Internet Browser:** Blackboard is designed to work best with the **Mozilla Firefox** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9 because some users experience browser related problems with Blackboard when using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: <http://www.mozilla.org/en-US/firefox/new/> Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
- **Microsoft Office 365: Word and PowerPoint:**

As a member of the SPC community, you have **free access to Office 365**.

Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. Microsoft is continuously adding new applications as well. (Please note: SPC does not currently subscribe to email through Office 365)

You can use Office 365 online or install to your PC, Mac or mobile device.

To access Office 365, go to <https://www.office.com/GetOffice365> and click the link "Find out if You're Eligible."

Complete the registration process with your SPC email address (your *Blackboard username@students.southplainscollege.edu*), create a new password, and wait for your online account to be provisioned. This takes a few minutes the first time you log in.

You can then click the link for the individual application you want to use online, or click the link to install the application to your device.

Another option is to purchase or subscribe to *Office 365 University* at a discounted price. This package includes *Word, PowerPoint, Excel*, and much more. Visit this website to find out more: https://www.microsoft.com/en-us/store/d/product/CFQ7TTC0K5BB?icid=StudentsAndEducators_cat_NavContent_O365University

- **Adobe Reader:** Available to download **FREE** from this website:
 - Adobe Reader: <http://www.adobe.com/products/reader.html>

SPC Google Email for Students

All SPC students are assigned an SPC Google Email account, so if you haven't already, you must go ahead and activate your account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but SPC also sends many important messages to your college email address.

Your SPC Google Email address is: ***SPCusername@students.southplainscollege.edu*** (ex. *jsmith1234@students.southplainscollege.edu*)

Do not confuse our course Blackboard Mail with your SPC Google Email account; they are separate. ***For all communication with me, use Blackboard Mail inside our Blackboard course.***

To access your SPC Google email account, log in to [MySPC](#) and click the [SPC Google Email link](#).

You can access your email through your mobile browser. If you wish to use your mobile email app, you must forward your SPC Google Email to your personal email address with POP/IMAP access.

DO THIS NOW: Forward your SPC Google Email to your own personal email account:

1. Log in to your SPC Google Email account
2. Click the settings icon in the upper right hand corner
3. Select Mail Settings
4. Click the Forwarding Link in the center of the settings bar and add a forwarding address

Course Organization and Policies

Course Calendar

- *The **Calendar & Assignments** is the entry page for ENGL 1302 and is available as a link in the Course Content menu as well.*
- *I recommend you copy and paste the **Calendar & Assignments** to a Word document. Use this print-out as a checklist for each class day and to keep track of assignment deadlines.*

PowerPoints and Handouts

Frequently, the *Calendar & Assignments* will direct you to course materials in the *PowerPoints* or *Handouts* sections of the course, which are links under *Course Content*. I encourage you to print out the PowerPoint Outlines, or you may wish to print out the PowerPoints themselves (with six slides per page, in black and white; instructions are in the PowerPoints section).

Grades **Grade Calculation:**

- 50% Research and Writing Assignments:
 - 8% Article Summary Paper
 - 7% Short Essay
 - 5% Quotation and Paraphrase Quiz
 - 5% Plagiarism Quiz
 - 5% MLA 8 (2016) Paper Format and Documentation Quiz
 - 20% Character Research Paper
- 50% Literature Quizzes:
 - 45% Course Syllabus Quiz, Short Story Quizzes, Poetry Quiz (lowest quiz grade is dropped)
 - 5% Drama Quiz (*Trifles*)

- OPTIONAL EXTRA CREDIT: Earn up to 3 extra points to be added to your final average by completing six extra-credit Grammar and Punctuation Quizzes.

Grade Reports:

- Click on the *My Grades* link in the Course Tools menu to view your assignment grades and current course grade. I recommend you do this weekly throughout the course so you are always aware of your grade status.

Methods of Evaluation:

- Your work will be evaluated by means of this scoring system: A (90-100); B (80-89); C (70-79); D (60-69); F (59 and below).
- Your literature quiz results will not be available until **after their due dates**, but I encourage you to log in and go over your quiz results at that time.
- Papers can take up to a week or sometimes more to be graded; I will usually notify you through an Announcement when I have finished grading those written assignments.
- I will drop your lowest literature quiz grade. The *Trifles* Quiz cannot be dropped.

TURNITIN:

- You will submit papers to the TURNITIN link under the Course Content menu.
- TURNITIN accepts the following file types: *Microsoft Word, WordPerfect, PDF, RTF, OpenOffice (ODT), Google Docs.*
- TURNITIN is a powerful program that helps detect plagiarism or improper use of sources in papers.
- Once your paper has been graded in TURNITIN Feedback Studio, you will be able to view my comments and marks on your paper.

How to Submit a Paper to TURNITIN:

1. TURNITIN accepts several different file formats, but the two best ones seem to be Microsoft Word and Rich Text Format. If you don't have Microsoft Word (**.doc** or **.docx** file ending), save your paper as a Rich Text Format file. It will have an **.RTF** file ending. *Microsoft Works* files are NOT compatible with TURNITIN.
2. Click on the **TURNITIN** link in the Course Content menu on the left.
3. Click on the **View/Complete** link under the assignment you wish to submit.
4. Make sure the option is set to submit paper by **single file upload** (do not use cut and paste)
5. In the drop-down menu under author, select your name > type your legal first and last name > type assignment name as your submission title
6. Browse for and double click the file containing your essay.
7. Click the **Upload** button.
8. Next you will see a screen that gives a preview of your paper. Check to see that you have submitted the correct file, but do not be alarmed if the formatting appears to be messed up. The formatting is usually fine when I view the paper in TURNITIN Feedback Studio.

9. **IMPORTANT STEP: Click the Confirm button below the preview.**
10. The next screen says: "Congratulations - your submission is complete! **This is your digital receipt. VERY IMPORTANT LAST STEP: Take a screen shot of this digital receipt with your computer or take a photo with your phone camera and save it, OR print a copy of this receipt from within the Document Viewer (instructions are below).**
11. Save and/or print a copy of the digital receipt, so you will have documentation that your paper was submitted correctly before the deadline. It happens from time to time that TURNITIN gives a "successful submission" message, but the paper does not actually submit properly, so **to prove that you submitted your paper before the deadline, you must have this receipt for documentation.** See the instructions below for how to save/print your digital receipts.
12. You may resubmit the paper multiple times before the deadline if you suddenly discover an error you need to fix.
13. After the paper is graded, be sure to open up your paper again in TURNITIN to view my comments and marks.

DO THIS EACH TIME YOU SUBMIT A PAPER TO TURNITIN: Save and Print Your TURNITIN Digital Receipt:

1. From time to time, TURNITIN will display a successful submission screen after you submit a paper, but the paper did not actually go through properly. **You MUST have a way to prove that you submitted the paper before the deadline, and a digital receipt is the documentation you must have.** The digital receipt is an automated response to **successful** submissions. As soon as you see the message on the screen that your paper has been successfully submitted, use your computer to take a screen shot of the message, or use your phone camera to take a picture.
2. The digital receipt is e-mailed to your South Plains College Google email address, as well as appearing on screen after you submit. **Immediately, check your South Plains College Google e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt mail. If you do not see a digital receipt, then your submission was not likely received by TURNITIN, and you will need to resubmit your paper immediately.**
3. Another method of saving your digital receipt is to download and print it following the steps below:
 1. Navigate to your TURNITIN submission (click on Go to Assignment Inbox) and open it using the Document Viewer (eg. view the Originality Report).
 2. Click on the "printer" icon in the far left corner of the Document Viewer. The icon is located next to the "information" icon.
 3. Select the "Download PDF of Digital Receipt for printing" option.
 4. A window may appear asking you to save the file. Please note where you save the file on your computer. **The Digital Receipt will be saved as a PDF file.**

Many students make the mistake of uploading the paper and thinking it's done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be

submitted, and there will be no digital receipt. **Without a digital receipt, you cannot prove that you submitted your paper before the deadline.**

MLA 8th Edition (2016) Documentation Style:

- All papers must be formatted according to **MLA 8th edition (2016)** style. Our textbook contains a section on MLA style and documentation, but don't use it. It is the 7th edition (2009) information, so it is outdated.
- For MLA 8th edition (2016) documentation and bibliography guidelines, click on the **MLA 8 (2016) Style** link under Course Tools.

Late Work:

- ***I do not accept late work.***
- You do not receive credit for a late assignment, nor should you ask to take a quiz or submit a paper after the deadline because you have had or do have computer problems. Plan ahead, and do not wait until the last minute to complete assignments. Have alternate computer options already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before the deadlines.

Plagiarism and Cheating Policy

“Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers” (*SPC General Catalog*).

- *Cheating*: “Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, or from the examination paper of another student, assisting others to cheat, alteration of grade reports, illegal entry or unauthorized presence in an office are examples of cheating” (*General Catalog*). Some examples of cheating are copying responses from another student’s paper or quiz, allowing someone else to take a quiz or exam for you, or receiving help from someone else to complete any quiz, test, or written assignment.
- *Plagiarism*: “Offering the work of another as one’s own, without proper acknowledgments, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student [or another person] is guilty of plagiarism” (*General Catalog*). Some examples of plagiarism are not writing your own papers; copying parts of your papers from others; not giving proper credit for source information; not quoting, paraphrasing, or summarizing source material correctly; or not using proper MLA documentation.

- **DO NOT PLAGIARIZE YOUR OWN WORK: If you have taken this ENGL 1302 course with me or another instructor in a previous semester, you may not submit the same papers you created for the previous course attempt in this current course. In other words, you may not submit the same paper or a revised version of a paper you wrote when you took my class during a previous semester. You may not submit papers for our class that you have written for any other course you have already taken. In other words, you will be expected to write new, original papers for each written assignment you complete this semester. For example, for the character paper, if you wrote about Mathilde Loisel during a previous semester's attempt of this course, you will need to choose a different character to analyze for this semester's character paper.**

If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a zero for the assignment or be dropped from the course with the grade of "F" or "X," at my discretion.

Computer and Internet Requirements

- In order to participate in this internet course, you need daily access to a desktop or laptop computer with reliable, fast internet access.
- Blackboard is designed to work best with *Mozilla Firefox* browser, so download this free browser now and use it every time you access Blackboard to avoid many technical issues, especially on quizzes. Mac users may use *Firefox* or *Safari*.
- **Always use a laptop or desktop to take quizzes and submit papers. Do not attempt to use your cell phone to submit these important assignments.**
- Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now**; do not wait until you suddenly need them! You can find computers/wifi in the following places:
 - - SPC Reese Campus Student Computer Lab (806-716-4666)
 - SPC Levelland Campus Student Computer Lab (806-716-2179)
 - SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
 - your local city library
 - coffee shops or restaurants with free wifi
 - neighbors or friends (line up at least three)
 - other university labs

Blackboard Technical Support

For technical support with Blackboard, do not contact me. Click on the Help links at the top of each Blackboard page or under the Course Tools menu. You can also click on the SPC Blackboard Support link under course Tools and look for the link that says Blackboard Technical

Support. Our SPC Blackboard support staff is very knowledgeable and helpful and will be quick to respond.

Attendance Policy

If you have not logged into our course by the fourth class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roll.

I recommend that you access our course daily Monday through Thursday to complete that day's tasks or assigned readings. To experience more success, do not procrastinate until the night before assignments are due.

How to withdraw from this online course: First, check the [academic calendar](#) link on the SPC website to see when the last day to drop is. Log in to MySPC with your SPC credentials, click on the **Students** tab at the top, click on **Admissions and Records** in the menu on the left, and then click on **Student Forms and Tools** in the menu on the left. On the Student Forms page, download and print the **Student Initiated Drop Form**. Fill out and sign the form, and scan and email or fax it to the SPC Registrar's Office. Call 806-716-2187 or 806-716-2375 for more information and the email address/fax number.

Student Conduct

Be Respectful—show respect to yourself, your classmates, and me. Be courteous in all of your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.

Communicate—if you do not understand the assignment, call or e-mail me, but do so in a timely fashion. For example, if you have questions about a writing assignment, do not call or e-mail the night before the assignment is due. I am usually able to respond to e-mails within 24 hours, except on weekends.

Be Conscientious—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and definitely not produce the best results.

Be Studious—realize that internet courses require a great deal of self-discipline, organization, and self-motivation. You must set aside times each week that you “attend” your internet class. If you plan to “attend” this class only to take quizzes or exams, you will not do as well as you desire.

Disability, Discrimination, and Diversity Policies

Disability Policy

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.

Discrimination Policy

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

Diversity Policy

In this class, I 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 of us to learn about others, about the larger world, and about ourselves.

Course Policy and Calendar Changes As instructor, I reserve the right to make changes in course policies or the calendar at my discretion.