

# COURSE SYLLABUS AND POLICIES

English 1302  
Composition II

South Plains College  
Spring 2020

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**OFFICE HOURS:** MTWR: 8:45-9:15  
MW: 12:30-2:30  
F: 8:30-11:30

\*also available by appointment

\*Office hours are for your use! Please stop by and see me if you are struggling in the course or need clarification, help, or individual instruction, on essays, readings, etc. I am in office hours for your benefit, so please come and take advantage of those as one of your resources in this course. If my office hours do not work for you, we can setup another meeting time outside of normal hours, on Skype or via the telephone. But, you must communicate with me; I won't know if you're struggling in my class unless you tell me!\*

<b>CLASS MEETINGS</b>	1302.005	MW	11:00-12:15	CM 105
	1302.013	TR	9:30-10:45	CM 105
	1302.016	TR	11:00-12:15	CM 118
	1302.018	TR	1:00-2:15	CM 118

## REQUIRED COURSE MATERIALS

Roberts, Edgar V. and Robert Zweig ed. *Literature: An Introduction to Reading and Writing*. 6<sup>th</sup> Compact Edition. Boston: Longman, 2015. Print.

**\*Inclusive Access: Your textbook is included in the tuition for the course in order to give you the best possible price for your textbook. I will give you your textbooks during Week 2.\***

Literary Genre Notes: To be printed from BlackBoard & required for each meeting.

Remind.com (Free) – we will sign-up during class (available in app, online, or via text)

Journal or Composition-Style Notebook

Folder (Something to put your papers in and keep them organized), paper (spiral or loose), a pen/pencil, and one highlighter for every class meeting. For the research paper, you will need a paper/plastic, brad folder.

[Recommended] Flash Drive/ Thumb Drive/Google Drive/DropBox, etc. to store each of your typed assignments for this course.

\*Save often to avoid heartache later: "My computer crashed with my assignment on it, so I had to start over, and that's why my paper is late," is not an acceptable excuse. Save your work in numerous places, and save it frequently.\* Late work will not be accepted.

## 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.

### **CORE OBJECTIVES**

- 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
- Social Responsibility—to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility—to include the ability to connect choices, actions, and consequences to ethical decision-making.

### **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.

### **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.

### **METHODS OF EVALUATION**

All assignments must be completed and turned in at the *beginning* of the class period identified on this syllabus unless otherwise noted. Major-assignment deadlines are **firm**. However, you may make-up Short Paper 1 or 2 for 70% credit at the end of the semester.

Excluding the opportunity to make-up work, late work will NOT be accepted. Failure to turn in an assignment on time will result in a grade of 0/F for the assignment. Examinations may not be made up except under the most-extreme circumstances. Numerical grades are assigned for convenience in averaging grades only. Final essays will only be accepted via email with prior instructor approval.

***If you fail to turn in two major assignments, you could be dropped from the course with an F or X, at the instructor's discretion. If you fail to submit the Research Essay, you will receive no higher than a "D" in the course.***

Failure to attend the final examination at the appointed place and time will result in a failing grade for the course, regardless of the student's grade at the time. Students who have zero absences (or the equivalent thereof with tardies) or have earned a grade of "A" at the time of the final will receive 8 bonus points on their final exam; students with one absence (or the equivalent thereof with tardies) or have earned a grade of "B" at the time of the final exam will receive 5 bonus points on their final exam. Hats/Caps will not be worn during exams.

There will be no make-ups for daily quizzes or writing exercises. A student must be present to receive credit for exercises graded as quizzes.

### **ESSAY PARTICIPATION FOLDERS**

Throughout the semester, students will complete numerous steps with pieces of small writing in order to complete the longer, more complex essays. Each step of the writing process is purposeful and important to crafting an essay. These steps include, but are not limited to, thesis statements, outlines, rough drafts, small group workshops, conferences, and local revisions. The items in each step will receive an individual grade, but students will also submit the process components into their individual class folder at the end of the essay. Students may use the contents of the folder in order to compose their response/reflection. Anything that a student wishes to count as part of his/her essay participation grade must be submitted into this folder by the deadline, as outlined on the course calendar. More explanation will be given at a later date. Failure to turn in an assignment on time will result in a grade of 0/F for the assignment.

### **ESSAY FEEDBACK**

Feedback is an essential and necessary part of the writing process. As such, students are required and expected to view and apply feedback from the instructor. On formal essays, students should view their feedback no more than one week after the post date. After that date, the essay may receive up to a 20-point reduction, at the instructor's discretion.

### **RESEARCH PAPER**

The research paper is a significant portion of the 1302 requirement. With this essay you will be practicing numerous skills related to the research process. These skills include finding and using resources, creating an enumerative bibliography, creating and using an outline, quoting and paraphrasing scholarly material, etc. More information will be given at a later date. Failure to turn in an assignment on time will result in a grade of 0/F for the assignment.

### **LITERATURE CIRCLES & COMMON PLACE BOOKS**

The literature circle is an opportunity for students to engage, in-depth, with the readings this semester. Students will receive additional instructions regarding the literature circle requirements and evaluation standards during the semester. You will be responsible for keeping a commonplace book. You will write in your book before each class meeting using the procedure outlined in the handout given at a later date. Failure to turn in an assignment on time will result in a grade of 0/F for the assignment.

### **POETRY MEMORIZATION: ESSAY 1 BONUS**

Throughout the semester, you will have the opportunity to earn *bonus* points on Essay 1 by memorizing one of the poems in your text book. The last day to recite the poem is April 25. Your poem must be at least 10 lines and cannot be a poem listed on the syllabus. You must recite the whole poem. You have **two** attempts to recite the poem from memory. You can recite

the poem to me during my office hours; poetry recitations will not be accepted during regularly-scheduled class time.

### FILM ANALYSIS: ESSAY 2 BONUS

Throughout the semester, you will have the opportunity to earn *bonus* points on Essay 2 by writing a film analysis. Should you wish to pursue this option, please email me for the specific requirements. The last day to submit the analysis is April 25.

### EVALUATION STANDARDS

#### GRADED REQUIREMENTS

Class Participation	10%
Literature Circles & Common Place Books	15%
Essay 1 Process Work Folder	5%
MLA Short Essay #1	10%
Essay #1 Response & Reflection	2.5%
Essay 2 Process Work Folder	5%
MLA Short Essay #2	15%
Essay #2 Response & Reflection	2.5%
Multi-source MLA Essay	20%
Research Essay Process Work	5%
Final Exam/Project	10%
Total	100%

#### GRADE SCALE

A (Superior):	100-90%
B (Good):	89-80%
C (Average):	79-70%
D (Poor):	69-60%
F (Unacceptable):	59-0%

### ATTENDANCE POLICY

In accordance with college policy, students may be dropped from classes, at the discretion of the professor, due to excessive absences. All absences, excused and unexcused, are included in this count. ***After your 4th absence (consecutive or not), you could be dropped from the class with an F or X if it is clear you will be unable to be successful in the course.*** This policy is firm. Students are responsible for dropping themselves if they cannot or no longer wish to participate in the course.

Additionally, a student accrues an absence each time he or she accumulates a total of three tardies. A tardy is defined as being between 1-10 minutes late. Whenever possible, students should let the instructor know about expected absences as soon as possible and before the class meeting. If a student is more than 20 minutes late to class, that student will be counted absent. Leaving class excessively or early may also result in an absence. Please take care of personal business before class begins.

Because this is a student-oriented class, regular attendance is crucial to understanding. With each absence, your participation grade will be impacted. If you are unprepared for class because you have not completed the reading and/or writing assignments, you may be asked to leave class and will be given an absence. Students without a complete, printed, hard copy of their essay will be counted absent on editing/revising days. **Rough drafts, outlines, and thesis statements will not be accepted via email without prior approval by the instructor.**

If you must be absent, be sure to check with another class member (or Blackboard) for any changes to the syllabus so that you can be prepared for the next class meeting. You will still be responsible for the material you have missed and for the upcoming material for the next class. "I

was absent, so I didn't know that was due," or "I was absent, so I couldn't turn-in that assignment" are not acceptable excuses.

Finally, literature circle participation may sometimes be used to evaluate attendance. Should you earn less than a 50 on a literature circle evaluation, you could be counted absent for the day, at the instructor's discretion.

\*Failure to appear without prior notification at required conferences will constitute an absence.

### **ADDITIONAL POLICIES AND PROCEDURES**

**BE PREPARED WITH ALL SUPPLIES AND TEXTBOOKS.** Being prepared also means that the student has carefully read all required readings and completed any out-of-class writing assignments. This class demands critical engagement with all of the readings. Late work will not be accepted.

**BE PROFESSIONAL.** All actions and words should reflect kindness and respect for both the instructor and all other students. I will not tolerate rude, disrespectful, or unprofessional behavior directed at any member of this class. None of these behaviors is conducive to the environment we hope to promote this semester. Tobacco, alcohol, and/or drugs will not be tolerated in the classroom; students under the influence of alcohol or drugs will not be abided. Students may bring (quiet) snacks to class, but not full meals – and may consume non-alcoholic beverages in closed containers. Anyone exhibiting disruptive behavior will be asked to leave and counted absent for the day. More than one occurrence may result in other disciplinary actions.

"Failure to comply with the lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class will result in the student being dropped from the course" (South Plains College Student Guide 11).

**BE HONEST.** Honesty is an important part of integrity. Academic integrity is non-negotiable in a university environment. Students who plagiarize the work of another, whether through outright copying off of the internet or other sources or having another person produce the student's work and then claiming the work as the student's own, will receive a 0/F for that particular assignment and could be dropped from the course with an X or F, at the instructor's discretion. There are no extenuating circumstances for cheating of any kind.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Giving an in-text citation only at the end of a paragraph.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records; or
7. Copying another's work during an examination or on a homework assignment.

\*\*Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.\*\*

**BE MENTALLY PRESENT.** Unless otherwise instructed: the use of any electronic devices (cell phones, iPhones, iPods, or any other device) will not be tolerated. Your cell phone needs to be set to silent, not vibrate, and it should be placed out of sight; *texting* underneath the desk/in your lap is not out of sight. Unless otherwise indicated, students will place cell phones at a desk at the front of the classroom before instruction begins. Any student using a cell phone, iPod, or any other electronic device not previously approved by the instructor will not be dismissed for the day but will be counted absent. I will not interrupt class to notify the student of the absence. (However, I understand that sometimes emergencies occur. If you *need* to have your cell phone in reach during class for an emergency, please discuss it with me before class begins that day.). Laptops will be allowed only with prior approval.

**EMAIL:** I typically check my email twice a day (Monday-Friday at noon), once in the morning and once again in the afternoon. If students have a question, please feel free to email me; however, please allow at least 48 hours for a response. Additionally, I do not check my email Friday evening - Sunday, so any emails sent on those days will be responded to on the following Monday. Students should limit emails to "quick" questions. My office hours or appointments are the best way for us to address more complex questions and concerns about the course. **If the answer to your question can be found in the textbook, blackboard, or syllabus, please do not email me as I will only refer you to one of these sources.**

***\*Please note: if you use the "Email Instructor" function in BlackBoard, you will find my response in your SPC email not your BlackBoard messages.***

**EMAIL ETIQUETTE:** I expect students to use professional language and tone in all communication with me, including email correspondence. "Soooooooooooooooooooo B4 u snd me a msg..... B sure i can read it." Additionally, students should include their first and last name and section number in the "subject" line of the email or in the first line of the email. If the student does not follow these guidelines, I will not respond to his/her email. Students must use proper grammar, spelling, capitalization, and punctuation. Students should *never* ask that I respond ASAP and should refrain from using ALL CAPS and excessive punctuation!!!!!! in the email. Finally, students should only email me from their SPC email addresses. Emails from Yahoo, Hotmail, etc. are not delivered to my inbox. Students may also send me messages in BlackBoard.

**ANNOUNCEMENTS:** Any information sent-out via announcements/REMIND in emails or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements and will be held responsible for any information posted in the announcements.

**GRADING TIME FRAMES:** I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers/exams are graded.

**FINAL COURSE AVERAGES:** The most efficient and effective way to achieve a desirable grade in this course is to attend each class and be prepared with all materials and readings and submit *all* course work in a timely manner. **If you do what is required of you, you will be successful.** Remember: What you put into this course is what you will get out of it.

**STUDENTS WITH DISABILITIES:** 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 Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529. Students should present appropriate verification from Student Disability Services during my instructor's office hours. Please note I am not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

**STATEMENT OF NONDISCRIMINATION:** Neither the instructor nor any student in this class will discriminate or tolerate discrimination on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. This policy extends to in-class discussions, student essays, and all other forms of communication associated with this course, to include informal conversations within the classroom but outside the parameters of this course.

**STATEMENT OF DIVERSITY:** By its very design, this course engages texts that some students might find difficult and/or controversial. In this class, the instructor will 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. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**CAMPUS CONCEALED CARRY - TEXAS SENATE BILL - 11 (GOVERNMENT CODE 411.2031, ET AL.):** authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: [http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**HEALTH AND WELLNESS:** Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm.

**COURSE OUTLINE AND CALENDAR:** Students are responsible for completing the following critical reading and writing assignments as identified in the course schedule. As this is a college-level course, students are responsible for their own time and course-management strategies. This being said, the course is designed for the critical reading to be completed on the appropriate due date as outlined in the schedule. All literature circle requirements must be completed before the student attends the course.

**THEMES, REQUIRED & LITERATURE CIRCLE READINGS:** Students will notice that the syllabus is broken into themes. We will read different poems, dramas, and short stories that illustrate different facets of the theme. The readings listed under the scheduled class meetings are required. The **additional readings for literature circles** include pieces of literature that fall into the theme. Each literature circle group will choose a different reading from this section to discuss during class.

## COURSE CALENDAR

### SPRING SEMESTER 2020 FINAL EXAM SCHEDULE

Date	Regular Class Time	Schedule Exam Time
May 4, 2020 (Monday)	MW 8:00 a.m.-9:15 a.m. MW 11:00 a.m.-12:15 p.m. MW 2:30 p.m.-3:45 p.m. MW 5:30 p.m.-6:45 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m. 5:30 p.m.-7:30 p.m.
May 5, 2020 (Tuesday)	TR 8:00 a.m.-9:15 a.m. TR 11:00 a.m.-12:15 p.m. TR 2:30 p.m.-3:45 p.m. TR 5:30 p.m.-6:45 p.m. TR 7:00 p.m.-8:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m. 5:30 p.m.-7:30 p.m. 7:45 p.m.-9:45 p.m.
May 6, 2020 (Wednesday)	MW 9:30 a.m.-10:45 a.m. MW 1:00 p.m.-2:15 p.m. MW 4:00 p.m.-5:15 p.m. MW 7:00 p.m.-8:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 3:15 p.m.-5:15 p.m. 5:30 p.m.-7:30 p.m.
May 7, 2020 (Thursday)	TR 9:30 a.m.-10:45 a.m. TR 1:00 p.m.-2:15 p.m. TR 4:00 p.m.-5:15 p.m.	8:00 a.m.-10:00 a.m. 10:15 a.m.-12:15 p.m. 1:00 p.m.-3:00 p.m.