

South Plains College
ENGL 1302.451: Composition II
Fall 2021 Syllabus and Class Policies

Department: English and Philosophy

Discipline: English

Course Number: English 1302

Course Title: Composition II

Available Formats: conventional, internet, ITV

Campuses: Levelland, Reese, Plainview, Extension Centers, High Schools

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. **Prerequisite:** Grade of "C" or better in ENGL 1301.

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.

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

Instructor: Professor Sharon Race

Phone: 806-716-2439

Email: srace@southplainscollege.edu

Office: CME 106, SPC Levelland Campus

Office hours: Monday through Thursday, 1:30-3:00 PM, Fridays 10:00 AM-noon

Communication: The best way to reach me is an email sent to me from your SPC student email address. I do my best to return emails and phone calls within 24 hours Monday-Thursday and Friday morning. I'm also happy to set up a Zoom meeting.

TextBook (Inclusive Access): Two Required Textbooks: *IMPORTANT***You do not need to buy a textbook or access code for our class. Both of our required textbooks are provided in Blackboard. Since our course is in the **TextBook** Inclusive Access program, you have already paid a textbook fee of \$54, which is the lowest market price for the two electronic textbooks. You will have access to the ebook versions on the first day of class. **OPTIONAL:** if you would like to rent**

or own a print copy of our textbooks, you are welcome to obtain them through the SPC Bookstore, the publisher website, or another book vendor.

1. *Norton Introduction to Literature*, Shorter 13th edition, edited by Kelly J. Mays
Print textbook ISBN: 978-0-393-66494-2
OR
Ebook ISBN: 978-0-393-69117-7

2. *The Little Seagull Handbook with Exercises*, 4th edition
Print textbook ISBN: 978-0-393-87794-6
OR
Ebook ISBN: 978-0-393-53701-7

How to opt out of TexBook: If you already have a copy of both textbooks (correct editions), you may opt out of the TexBook program and get a refund of the TexBook fee. Email tfewell4texasbookcompany@gmail.com to opt out. Include your first and last name, student ID number, and the course you are opting out of. Once you have been opted out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore.

Technology Requirements:

1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**
 - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.
 - Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).
 - Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
 - To access your SPC email account, log in to [MySPC here](#)
 - You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
 - Check with the SPC Help Desk for assistance: 806-716-2600.
3. **Regular access to a computer and reliable internet service:**
 - Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
 - 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! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
 - Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.

4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: <https://southplainscollege.blackboard.com>
5. **Office 365: Word and PowerPoint:** You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
 - To access Office 365 for free as an SPC student, go to <https://www.office.com> and sign in with the following credentials:
SPCusername@southplainscollege.edu and your SPC password.
 - You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
6. **Adobe Reader:** Available to download free from this website:
<http://www.adobe.com/products/reader.html>

Computer Help: need help with your computer, laptop, email address, username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

Ebook Help:

- Norton Help: <https://wwnorton.com/help>
- TexBook Information (Inclusive Access):
<https://www.southplainscollege.edu/texbook.php>
- TexBook Help: <https://solve.redshelf.com/hc/en-us>
- SPC Bookstore: tfewell@texasbook.com or agamble@texasbook.com

Blackboard Help:

1. **Get Help by Email:** blackboard@southplainscollege.edu
 - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
 - The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

Course Syllabus and Organization:

- This syllabus is available on the **Syllabus** page in our Blackboard course.
- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.
- Each course week runs from 9:00 AM Monday to 9:00 AM of the following Monday.

Assignment Deadlines: The weekly assignment deadline is Monday at 9:00 AM unless otherwise noted.

Supplies: Access to computer with printer and Internet access

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 writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

Attendance and Drop Policy:

- Online students should log in to Blackboard frequently, with no more than 72 hours (3 days) in between log-ins.
- There is no on-campus attendance requirement for this course.
- Be advised—I do not accept late work.
- I do not drop students from the course unless there is an extenuating circumstance.
- If you are concerned about your grade in the course, visit with me and your high school counselor first. Withdrawing from the course may be the best option.

Grade Calculation: It is up to you to monitor your average and course progress. Click on the My Grades link in the Blackboard menu to view your grades and current average. I recommend that

you do this weekly throughout the semester. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to make contact.

Quizzes and Assignments (lowest quiz score is dropped)	25%
Character Analysis Essay	10%
Annotated Bibliography	5%
Research Paper Outline	10%
Research Paper Rough draft	5%
Research Paper Peer Review	5%
Research Paper Final Draft	15%
Discussions	15%
Midterm exam	5%
Final exam	5%

Late Work: *DO NOT ACCEPT LATE WORK*

- You do not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. Do not wait until the night before to complete weekly assignments.
- Have alternate computer locations 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 deadline.
- You may make up a major assignment (essay/exam) only if you have contacted me prior to the deadline and do have a dire circumstance, such as a death in the family. But keep in mind that you normally have at least a week or more within to complete assignments. Plan ahead; if you have to be out of town or at work right when assignments are due, finish them early.

Essay Assessment Guidelines:

Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. Instructors may also include process assignments and drafts in their assessment of the final grade.

"A" Essay (Superior)

To earn an "A," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support:** Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.

4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

“B” Essay (Strong)

To earn a “B,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support:** Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

“C” Paper (Acceptable)

To earn a “C,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay’s purpose and audience are adequately conveyed.
3. **Support:** Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

“D” Paper (Developing)

To earn a “D,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).

2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support:** Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.
4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

“F” Paper (Unacceptable)

To earn an “F,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support:** Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an “F.”

Student Responsibilities: Students are expected to *[May vary by instructor but usually include the following]*

1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. 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
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning

5. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
6. 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
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

Academic Integrity: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant. According to the *SPC General Catalog*: "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."

- **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.
 4. Missing in-text citations.
- **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 RECYCLE OLD PAPERS FOR THIS CLASS:** You may not submit the same or a revised version of a paper you wrote previously for this or another class. In other words, you will be expected to write new, original papers for each written assignment you complete this semester.
- TURNITIN will generate a similarity report for each of your papers and can reveal if parts have been plagiarized.
- ***If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a point deduction or a zero for the assignment or be dropped from the course with the grade of "F" or "X" at my discretion.***

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 Policy: 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.

Title IX Pregnancy Accommodations: If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email cgilster@southplainscollege.edu for assistance.

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. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Any student in need of food or other essentials may visit the food pantry on Levelland Campus. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

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.