

English 1302 – Composition II
Syllabus

Instructor: Stephen M. Sanders

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Office Hours: CM-107

8:10-9:30 AM MTW (by appointment only);

2:15-3:00 PM MTWTh (by appointment only);

8:30-9:30 Friday (by appointment only)

REALLY GOOD BOOK: http://bit.ly/passe_partout

Course Description:

The purpose of English 1302 is to help students understand and apply the standards of correctness in formal thought and the written English language. English 1302 helps students to think well by teaching them to read and write well through learning about the writing process, the fundamentals of research, and through readings of literary selections.

Required Texts

1. Kirszner & Mandell. *Portable Literature*. 9th ed.
2. Herriot. *All Creatures Great and Small*. St. Martin's Griffin.
3. Purdue Online Writing Lab.
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html
4. Reputable dictionary (online or print)
5. Any other text not mentioned here will be given to the students in class.

Prerequisite: International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

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

Required Supplies:

Access to computer with printer and Internet access, Google Docs usage required (official S.P.C. email, username, and password - OR - Gmail account required)

This course satisfies a Core Curriculum Requirement: Yes—Communication Foundational Component Area

Core 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.

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Student Learning Outcomes (A):

1. Use expository and argumentative writing skills.
2. Identify and analyze the major elements of literature.
3. Critically think about the study of literature and write papers utilizing critical thinking, such as summary, paraphrase, synthesis, and single-source assignments.
4. Use a library for research.
5. Research and write an accurately MLA documented paper.

Course Requirements (B):

1. Be on time and regularly attend class (See “Attendance Policy”)
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 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.

Class Attendance Policy

Students in English 1302 are expected to be on time. *If you are late to class, then you are considered absent* but will be allowed to stay in class and submit assignments due that day for full credit. If you are late to class and choose to stay, please enter quietly and take your seat.

If you pack up and leave before class is dismissed for the day, then you will be counted absent.

After four (4) absences, you will be dropped from the class with a grade of "X" or "F" as determined by the instructor.

Note: Official South Plains College-related absences will not count towards being dropped from the class, though one must submit to me official, signed documentation from S.P.C. for the absence on the day of your return.

Any other absence will count towards being dropped from the class.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Cell Phone Policy

- Please turn your phone to silent/no-vibration while in class.
- Please do not answer your phone during lecture or discussion time.
- Please do not text during lecture or discussion time.
- All mobile devices are to be put away during quizzes and tests.
- If non-adherence to this policy becomes consistent and/or constant, you will be asked to leave the class and be assigned an absence for each infraction.

***I realize emergency situations occur. Please let me know before class if you are expecting an important message or call, and exit the room in order to answer your device.*

Outcomes Inventory:

A pre- and post-test may be used to determine the extent of improvement that the students have gained during the semester; the tests will be given at either the discretion of the instructor or departmentally assigned.

Methods of Evaluation

1. Students will complete one 1200-1500 word research paper to be graded according to the requirements in this syllabus. Word counts are to be printed on the last page of each essay.
2. Students will complete various assignments to assess understanding of class readings and discussions (written assignments, quizzes, exams).

Composition Requirements

1. All compositions must successfully use the conventions of standard grammar.
2. All compositions must be properly developed.
3. All compositions must be properly unified and coherent.
4. All compositions must properly utilize logic, facts, and argumentation to advance its thesis.

Composition Foci:

1. Central Idea
2. Organization
3. Sentence Structure
4. Diction
5. Mechanics
6. Creativity/Originality

Grade:

- (30%): classwork, quizzes
- (60%): Exams (including final exam)
- (10%): Completed research paper

Due Dates

All assignments are due on the days listed on the syllabus calendar. **Late assignments (no matter the reason) will not be accepted.** If, for some odd reason, the calendar must be changed, then it will be noted in class.

Research Paper

All essays are due on the dates on the course calendar. No final draft of an essay will be accepted without its planning work and rough draft.

Quizzes

Quizzes may be either **scheduled or unscheduled**. Please be prepared for them by paying attention, taking notes, participating in discussions, and successfully completing your assignments.

Exams

Exams are scheduled on the calendar and may either be objective or subjective.

EXCUSED LATE ASSIGNMENTS:

1. **Doctor Visit** (Doctor note FOR THE DAY MISSED must be emailed to smsanders@southplainscollege.edu ON that same day)
2. **Funeral** (funeral MUST be on day missed and a funeral bulletin/handout picture MUST be emailed to smsanders@southplainscollege.edu on the day of the funeral)
3. **Official S.P.C. absence** (picture of note from dean and/or professor for absence must be emailed to smsanders@southplainscollege.edu BEFORE you are absent)

Extra Credit (optional)

- Submit a 30,000-50,000 word original novel by the last regular class day of the semester to have your lowest essay grade raised by 2 letter grades or to an "A," whichever is lower. The novel MUST be original (in other words, not plagiarized--I will check using Google and the various plagiarism tools available) and shared via Google Docs to sanders.spc@gmail.com as a Google Doc by 11:59 PM on the last regular class day of the semester to be valid.

- Watch the film *Helvetica* then write and email a 150 word essay (typed in the body of an email) and send to smsanders@southplainscollege.edu by the last regular class day of the semester to have your lowest remaining quiz dropped.

Grading Policy

A = 90 - 100

B = 80 - 89

C = 70 - 79 (credit is only given for a grade of "C" or above.)

D = 60 - 69

F = 59 or below

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 Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Statement of Nondiscrimination

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender identity, national origin, race, religion, or sexual orientation. This instructor will comply with federal, state, and professional equal opportunity regulations.

Title IX Pregnancy Accommodations Statement

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.

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.

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.

Plagiarism and Cheating

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.

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

- 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;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Missing in-text citations.

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

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;

- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper.

Syllabus Calendar

All the due dates for work are on the course calendar. And, while the due dates probably will not be moved, the teacher reserves the right to make changes to the calendar because of unforeseen events and the havoc they might wreak upon the schedule. In most cases, though, refer to the calendar for the dates assignments are due. If you don't know the day any given assignment is due, then ask the teacher.

Email Policy:

Due to privacy concerns, the teacher will not discuss grades through email. If you would like to talk about your grades or assignments, please make an appointment (using email, if necessary) for this purpose. (See the teacher schedule at the beginning of the syllabus.)

Campus Concealed Carry syllabus statement:

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). 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.

Vaccine and Face Covering Course Syllabus Statement

While South Plains College does not mandate COVID vaccinations or face masks, it is **HIGHLY RECOMMENDED** for students, faculty, and staff to be both vaccinated AND masked in order to prevent spreading and catching COVID-19.

Teleconferencing (Zoom meetings) Policy for COVID-quarantined students:

While you are attending class on Zoom, please obey these policies:

- Dress appropriately for the classroom (if it's not socially appropriate to wear to face-to-face classes, please do not wear it on Zoom)
- Do not smoke or vape.
- Do not drink alcoholic beverages.
- Do not consume any illicit and/or illegal substances.
- You must be present on Zoom. (I will take attendance AND I will do random camera checks.)
- The Zoom classroom will be locked 2 minutes after the official beginning of class time. If you are late, you will not be admitted.

ADDENDUM 1/25/2021 - CLARIFICATION FOR TELECONFERENCING ("ZOOM") CLASSES

In order to attend virtual classes, please note the following conditions:

1. You must join Zoom on YOUR OWN Zoom instance (and not sit in on another student's instance of Zoom).
2. Lack of technology will not be an acceptable excuse for missing class via Zoom (if you find your phone or computer to be unable to access Zoom, I suggest signing in at the SPC-Levelland Technology Center lab, SPC-Levelland Library lab, or the computer labs at the Lubbock, Reese Center, and Plainview campuses.)
3. Your attendance will only be counted in class if you are on your own Zoom instance under your own legal name (nicknames or the like are not allowed, neither will an instance labeled only "iPhone").

4. Your work will only be accepted in a given day if you are on your own Zoom instance under your own legal name (see item #3 for unacceptable Zoom instance names).
5. Failure to adhere to these conditions will result in removal from the class that day, and if continued, removal from the course.