

English 1302: Composition II
Policy Statement
Levelland Campus
Spring 2024

Instructor: Kay McClellan
Office: Cm 101
Office Phone: 806-716-2437
E-Mail: kmcclellan@southplainscollege.edu
Office Hours: MTWT 12:15-1:00; MW 2:15-2:30;
TR 2:15-4:00; Fri. 12:00-1:00; and by appointment

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

Health Concerns/Sickness:

*Please practice good hygiene when you're in SPC buildings, particularly our classroom.

*If you're running a fever or think you have the flu, Covid, or another virus, please do not attend class.

*** For COVID-19 [from Nurse DeEtte Edens]:**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19:

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please notify DeEtte Edens: dedens@southplainscollege.edu or 806-716-2376

Nurse Edens will send documentation to your professors so that your absences can be excused.

*The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN

*Please notify **DeEtte Edens** if you test positive to verify dates before returning to class.

*A student is clear to return to class without further assessment if they have completed the 5-day isolation period, the symptoms have improved, and they are afebrile for 24 hours without the use of fever-reducing medication.

*Please contact DeEtte Edens prior to your return date if still symptomatic at the end of the 5-day isolation.

*Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

*SPC will follow the recommended 5-day isolation period for individuals who test positive. **Please note that day 0 is the date of positive test. Day 1 begins the next day after the date of positive test.**

Health Concerns/Sickness: (continued)

*Please email me about the situation: kmcclellan@southplainscollege.edu

***Exposed individuals will not be required to quarantine for Covid**, but SPC does request individuals closely monitor themselves. Please be considerate of the classmates who sit around you.

*If you're only quarantined for a week, you can catch up when you get back to class.

*If you're quarantined for more than a week of class, please email your assignments to me as **attachments in Word; I don't accept documents sent in Google Docs or Blackboard.**

*You won't be penalized for absences as long as you've submitted the documentation; however, you'll need to turn in all assignments in a responsible, timely manner and keep up with the rest of the class.

Prerequisites: *Students must be TSI-compliant in both writing and reading.

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

*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, which may include short stories, drama, and poetry.

Textbooks and Other Materials:

**Kay McClellan: English 1302: Workbook* (at the SPC Bookstore)

***a flashdrive**

This course partially satisfies a Core Curriculum Requirement:

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.

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.

Essay/Paper Assessment Guidelines:

*The "A" essay should be correctly formatted in MLA style in Courier New #12 with only a few spelling, wrong word, and minor grammatical or punctuation errors. It should be on an appropriate topic and have a good title and transitions. The introduction should have a specific thesis as the first or last sentence. The conclusion should have a restated thesis as the first sentence, sum up, draw conclusions, and not contain new material (all relevant material should be presented in the body paragraphs). Each body paragraph should be well supported and have a topic sentence as its first sentence that specifically corresponds back to the thesis by using the appropriate supporting point from the thesis. There should be no major grammatical errors. The essay should be thoughtful, parallel, focused, and developed, with each paragraph having a minimum of three sentences.

*The "B" essay contains all of the above with one or two types of major grammatical errors.

*The "C" essay has a thesis, introduction, and conclusion, but lacks support and/or has three to four types of major grammatical errors.

*The "D" essay contains one or more of the following: lacks a strong thesis, organization, or focus (paper doesn't follow thesis) or has formatting errors or multiple spelling and/or grammatical errors.

*The "F" essay doesn't meet the minimum requirements. Some examples of "F" essays are those that 1) are written on an unapproved or inappropriate topic; 2) do not meet the minimum word count; 3) are not written in the correct format; 4) have fewer than four paragraphs; 5) are unreadable; or 6) are offensive/inflammatory (like saying those who don't agree with the writer are morons, etc.).

Grading Policy:

20%--Short Story Test

10%--Daily Quizzes

30%--Literary Papers

10%--Research Paper Deadlines: each deadline is worth 14 points; a late deadline is worth 7 points

30%--Research Paper; the Final is a Revision of the Research Paper

100%--Total

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

Workshop Style

This class will be taught in **Workshop Style** so that the students can write in a more casual atmosphere and have access to help from the instructor and other students. Students will have some latitude with class attendance because of the writing's being self-paced and because of the Research Paper Deadlines. Because of this, in order to assure that students learn what they should and don't fail the course from procrastination, there are **2 hard deadlines that must be made in order not to be dropped from the class.**

You'll be dropped from the class if you:

* **Have 5 unexcused absences;**

* **Plagiarize, use ai, or cheat; or**

* **Miss either of these 2 Deadlines:**

1. don't turn in the original Literary Paper by the class period before the class does the Literary Paper Revision;
2. don't make the first Research Paper Deadline (it counts for 4 absences);

Research Paper Deadlines:

* **All deadline must be in Courier New #12, in MLA form, and turned in to me in person.**

* **All deadlines must have been turned in before I'll 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 the absence.

Missed Tests: a missed test needs to be made up within a week of the student's return to class.

Late Work:

* **No late work will be accepted after the last day of regular class.**

* **The Literary Paper or the Revision** will be accepted on the due date or on the following class day without penalty; **after that, the paper be dropped a letter grade for each day (Mon.-Fri.) it's late**, unless the student has documentation for an illness or a hospital stay or has made previous arrangements with me.

* **The Research Paper** will be accepted on its due date or on the following class period with no penalty; **no late Research Papers will be accepted**, unless prior arrangements were 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: (4.3.5 Attendance)

*Students are expected to attend all classes to be successful in a course.

***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 as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. **Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.**

***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.** It is the student's responsibility to verify administrative drops for excessive absences. 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.

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.**

My Policies Regarding Covid (Including Attendance):

*Please practice good hygiene when you're in SPC buildings, particularly our classroom.

*If you are quarantined and/or catch Covid:

1. please stay home until you're safe to be around others;
2. please email me about the situation: kmcclellan@southplainscollege.edu
3. please contact **DeEtte Edens: 806-716-2376** or dedens@southplainscollege.edu

*she's the one who'll send me (and all your other professors) documentation so that your absences can be excused

*If you have questions, either email me kmcclellan@southplainscollege.edu or call me: **806-716-2437**, and I'll be happy to try to answer them.

*For those who are quarantined for an extended period of time (more than a week of class), please email your assignments to me as **attachments in Word; I don't accept documents sent in Google Docs or Blackboard.**

*You won't be penalized for absences as long as you've submitted the documentation; however, you'll need to turn in all assignments in a responsible, timely manner and keep up with the rest of the class. Every situation is different, and I'll do my best to help you through this.

Ethics: Plagiarism, AI, and Cheating:

*There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.

*In this class, all drafts of papers should be saved separately to the student's folder on the hard drive of the student's computer in CM 123.

***During the semester, if there appears to be a major discrepancy in a student's writing between what's submitted for grades and the student's in-class writing,** the student will be required to write an additional in-class essay. I'll take into account that it is an in-class paper, and regardless of the student's course average, if the student's writing doesn't substantially match what the student has been turning in throughout the course, then I reserve the right to assign a different final grade for the course, or the student may fail the course altogether because of not doing his/her own work.

SPC English Department Plagiarism, AI, and Cheating Policy:

*Students are expected to do their own work on all projects, quizzes, assignments, and papers. A failure to comply with this policy may result in an F for the assignment and/or being dropped from the course with an F if circumstances warrant.

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

1. Using Artificial Intelligence websites or apps **to generate, revise, or translate all or part of a paper or other assignment;**
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them;
5. Submitting an assignment for this course that you also submitted to another course without my express approval;
6. Missing in-text citations and/or missing works cited entries.

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, texting, internet, Quizlet, etc.) 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;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Reviews so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper

Please access the following link for SPC Policy on:

- *Intellectual Exchange Statement
- *Disabilities Statement
- *Non-Discrimination Statement
- *Title IX Pregnancy Accommodations Statement
- *CARE (Campus Assessment, Response, and Evaluation) Team
- *Campus Concealed Carry Statement
- *Artificial Intelligence Statement

<https://www.southplainscollege.edu/syllabusstatements/>

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.**

Papers: ***In Class Writing:** *No paper will be accepted from students who do not write a significant portion of their paper in class.

***Papers not abiding by current MLA formatting will not be accepted:**

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

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

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

***Header:** the student's last name and page number should be in the top right corner of each page

***Heading** (on first page only): student's first and last name
Prof. McClellan
Engl 1301--section number
Due date of paper

Technology:

***SPC username and password:** email: helpdesk@southplainscollege.edu or call: the SPC Help Desk at 806-716-2600

***SPC student email access:**

*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.

***Computer Help:** need help with your computer, laptop, email address, username, or password?
helpdesk@southplainscollege.edu
806-716-2600

***Blackboard Help:**

***Email:** blackboard@southplainscollege.edu

*Be sure to include your full name, your instructor's name, the course and section number, 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.

***Phone:** 806-716-2180 (available 8:00 AM-4:00 PM Monday through Friday, except on holidays)

***Online:** click on the Help link listed in the Blackboard course menu.

Tutors:

***Levelland English Dept. Writing Lab:** CM 112

***SPC Tutors:**

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations:

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

- **Email:** tutoring@southplainscollege.edu
- **Phone:** 806-716-2538

***Tutor.com:** You have 180 FREE minutes of tutoring on tutor.com a week; resetting every Mon.

***To access Tutor.com:** *log into Blackboard

*click on the tools option in the left-hand menu bar

*click on the Tutor.com link

***Tutor.com tutor hours:** Mon.-Thurs. 8:00 PM-8:00 AM

Fri. 6:00 p.m.--8:00 a.m. Mon. morning

For Questions: email: tutoring@southplainscollege.edu
or call 806-716-2538

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.

Kay McClellan--English 1302 Syllabus--8 SS--Spring 2024

*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, Thurber

Week 2: Hemingway; Steele

Week 3: Chopin

Week 4: Literary Paper Assignment; **Short Story Test**

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

Week 6: ***Literary Paper #1 due**

***if you miss this Deadline, you'll be dropped from the class**

*I don't accept papers not in Courier New #12; papers in other fonts will be given an F.

Week 7: Research Paper Assignment; Internet Works cited and Documentation Practice

Week 8: Works cited and Documentation Practice

Research Paper Deadline Requirements:

***you must turn these in while you're in class, face-to-face**, with no exceptions; don't email them to me or send them with a classmate because they won't be accepted.

***Works cited:**

***bring all print books to class**

***print out all internet home pages and articles before class** so that I can check the Works cited entries faster (you can also do this in class)

***type the entries in MLA form in Courier New #12:** *double space the entries

*reverse indent the entries

*this is a **Working Works cited** (a starting point), so you can have:

5 internet sources, or

5 print sources, or

5 DVDs, or

5 interviews, or a mixture of whatever you want as long as you end up with 5 sources

***Facts:**

*you can have 25 facts from 1 source, or 1 fact from each source, or whatever way that you want as long as you end up with 5 facts

***put the facts into categories:** category examples for a paper on Bigfoot: Description
Eating Habits
Sightings
Physical Evidence

***number each fact consecutively** so that I can see the total number of facts that you have

***put the source and page number** (if there is a page number) after each fact by putting the author's last name, the title of the article, the website, or whatever you want as long as you know where the fact came from

Week 9: **Literary Paper #2 due;**

- * **1st Research Paper Deadline** (for first half of class) =
5 Facts: should be in **categories**, be **numbered consecutively**, and **printed**
- + **5 Works cited Entries**: should be **typed in MLA form** and **printed**
- * **if you miss this Deadline, you'll be dropped from the class**

Week 10:

- * **1st Research Paper Deadline** (for last half of class) =
5 Facts: should be in **categories**, be **numbered consecutively**, and **printed**
- + **5 Works cited Entries**: should be **typed in MLA form** and **printed**
- * **if you miss this Deadline, you'll be dropped from the class**

Week 11:

- * **2nd RP Deadline**: **15 total Facts**
+ **corrected and/or new Work cited entries**
- * **3rd RP Deadline**: **25 total Facts**
+ **Rough Outline**
+ **corrected and/or new Work cited entries**

Week 12:

- * **4th RP Deadline**: **Rough Draft Peer Editing**
- * students who don't have a completed Rough Draft (Rough Draft = **Body of Paper (which includes documentation + the Works cited)** 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 for when I check your Rough Draft in Final Draft form:**
- * use **5 sources** (minimum); must use **1 non internet source**
- * use SPC Library **Databases** to find books and scholarly articles
- * **SPC and Texas Tech have a reciprocal lending agreement**
- * Introduce each interview the first time used to show how the person is an expert in the subject
- * Differentiate between sources: make sure it's clear where each source starts and ends
- * Make sure that there's documentation at the end of each body paragraph
- * **No back-to-back quotations**; there must be at least one word in-between quotations
- * No title page for MLA papers
- * No outline
- * **The Research Paper**: consists of the paper itself and the Works cited page
- * **Works cited**: *you can only put in sources that you've documented from in the paper
*put the sources in alphabetical order (don't include "a, an, or the" when alphabetizing)

***5th Research Paper Deadline:** I check your Rough Draft in Final Draft form
***if you miss this Deadline, you'll be dropped from the class**

Week 13: **Research Paper due**

Week 14: **Research Paper Revision**; Course Averages

Final: Tues., May 7: 10:15 Cm 123