

COMPOSITION II: ENGL 1302

COURSE SYLLABUS

Instructor: Katherine (Kaytee) Jackson (she/her/hers)

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Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 – 12:15 1:00 – 2:30	9:00 - 9:30	11:00 – 12:15 1:00 – 2:30	9:00 - 9:30	10:00 – 11:30

or by appointment. To schedule an appointment via Calendly:

<https://calendly.com/katherine-jackson-1/office-hours-appointment?month=2022-01>

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.

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:

- Demonstrate knowledge of individual and collaborative research processes.
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
- Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.

- Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
- 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.

Textbook & Supply Requirements

All texts and reading material for the course will be provided at no cost via open educational resources (OER) and PDFs via Blackboard.

Required Software & Materials

You will need access to a laptop or computer for this course to complete your writing activities and class assignments. If you need a personal device to use outside of class, you can request to borrow a Chromebook from the SPC Library. For more information, see:

<https://library.southplainscollege.edu/c.php?g=1021659&p=7400614>

You are required to have access to the following technology & software:

- Blackboard
- Google Docs

Communication

The best way to contact me is via email at kejackson@southplainscollege.edu. During office hours, you may also call me in the office. I will respond to emails as quickly as possible during regular business hours (M-F, 8-5). In the evenings and on the weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my email, I ask that you do the same. You should check your official SPC email at least once per day, and you are responsible for all information disseminated via email about the course. To protect your privacy as a student, I ask that all emails originate from your official SPC email address. I cannot guarantee that emails from a third-party account (Gmail, Yahoo, Hotmail, etc.) will be read or responded to. I only prioritize emails that are written by an actual human student in my course. In order to receive a timely reply, I advise that you do not use ChatGPT or other chat bots to write your emails to me.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student by including your course/section number, a useful subject line, a salutation, and complete sentences.

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account.

- Your SPC Email address is: yourSPCusername@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 and click the Unread Messages: South Plains College O365 link at the bottom of the page.

- 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.

Attendance

This is a face-to-face course, which means that regular and active course attendance is required in order to complete the course successfully. I have a professional responsibility to ensure that any student has met the course learning outcomes in order to receive credit for English 1302. Quite simply, I cannot do this if you're not here! Your attendance is taken at the beginning of class each day via Microsoft Forms. You must answer a unique question that is only provided during class to be counted present. If you arrive after your attendance question has been given, it's your responsibility to check in with me at the end of class to be marked present. **If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent for the day.** Be aware that you must also be mentally present in class to be counted present for the day.

You are allowed three absences without penalty this semester. Four absences and beyond can result in a drop from the course with an X. It's your responsibility to initiate your own withdrawal in the event that you stop attending the course and do not plan to complete it. While I encourage you to be in open communication with me about legitimate absences, it is not necessary to provide doctor's notes or other documentation as you will still accrue an absence for every day you are not present, regardless of reason. I will accommodate extenuating circumstances at my discretion.

Screens and Technology

During class, we will be speaking to each other the majority of the time. It's rude to stare at your phone while someone is speaking to you, and it is expected in this course that you will be courteous and polite with your phone and screen usage. If you have an emergency, you may step outside to use your device. If you are using technology for something unrelated to the course, you will receive a zero for the day's process work and could be marked "absent" for the class period.

Grading Policy

Final grades are calculated as follows:

Literature Projects	15%
Socratic Seminar	20%
Research Paper Process Work	15%
Research Paper Final Draft	30%
Perusall & Quizzes	20%

Student grades may be interpreted as follows:

- A—Excellent (90-100)
- B—Good (80-89)
- C—Average (70-79)
- D—Below Average (60-69)
- F—Failure (59 and below)

General Guidelines for Major Writing Assignments

All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay. This includes:

- 12 pt. serif font (Times New Roman or Garamond recommended)
- Double-spaced
- Centered title
- Left-aligned body paragraphs
- Correctly indented paragraphs
- Correct margins
- Correctly formatted Works Cited page with hanging indents for all citations.

Here's a more detailed MLA reference: <https://www.scribbr.com/mla/formatting/>.

All major written assignments must be written from start to finish in Google Docs to preserve a detailed draft and edit history. When submitting a writing assignment for the course, you should download the completed assignment from Google Docs as a Microsoft Word file (.doc, .docx) or PDF (.pdf) for submission to Blackboard or Turnitin. Incorrect file types are considered late until the appropriate file is uploaded. It is your responsibility to make sure you receive submission confirmation and that your file is readable in the preview on Blackboard when turning in assignments. Any submission that is blank or corrupt is considered late until properly submitted.

Late Assignment Policy for Major Assignments:

All deadlines are at 11:59 p.m., with an additional grace period until 8 a.m. the following day when the late penalty goes into effect. The late penalty is 10% per day up to one week, and projects are not accepted more than a week after the deadline. Extension requests up to two days are granted for students who email by noon on the due date with the specific date the assignment will be turned in.

Note that this policy only applies to major projects. Late work is not accepted for any reason on quizzes, activities, exams, or discussions.

In the event of technical issues, you may email **the completed assignment** to me ahead of the deadline to avoid the late penalty, but you must submit to Blackboard properly once the issue is resolved with IT support. I cannot, under any circumstances, grade an assignment via email. All coursework **must** be run through Blackboard to receive a grade.

Always backup your electronic files. The best practice is to store digital files in at least two locations. Develop a strategy for consistently and frequently backing up your digital files, whether that is through a cloud service like Dropbox or Microsoft OneDrive, a flash drive, or another mechanism. A lost file or a crashed computer is not an excuse for late work in this class.

Grading Procedures:

Essay grades are returned within two weeks; on average, you can expect them within ten days. I will provide feedback via TurnItIn. You are responsible for reading and understanding all grading feedback. If feedback is given for a process step in a multi-component assignment, new comments are given once previous feedback has been applied. If a student does not open any feedback

throughout the course, I reserve the right to refrain from further writing feedback until all previous feedback is accessed.

You are welcome to ask questions about your grading feedback; however, I ask that you wait at least 24 hours after an assignment has been returned to do so. Any disputes or requests for review of an assignment grade should be brought to my attention within a week after grades are returned and cite the specific rubric categories of concern.

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. All rubrics are available in Blackboard.

Perusall (Literature Annotations)

You will complete your reading of our most major texts in the course through the Literature Annotations assignments, which are completed in Perusall. Perusall is a social annotation platform where you will complete a multi-step assignment that may include videos, reading, and other media and provide annotations with your peers as part of our ongoing literary discussion. Reading and thinking critically about literature is the foundation of this course, and these assignments are the most important part of your coursework to start with each week. You are strongly encouraged to start these early in the week for the best outcomes in learning the concepts of each week's material.

These graded assignments are scored based on Perusall's algorithm that includes a variety of tasks that fall into two basic categories: (1) quality of annotation and (2) overall engagement with the assignment. You accumulate points for a variety of interactions, but the best strategy for high scores accumulated in Perusall is:

- Start early in the week and invest time in each step of the assignment, including video components. Interact with the assignment on multiple days throughout the week.
- Leave high-quality, substantive comments throughout each component of the assignment.
- Engage with your peers by asking questions, replying to others, and liking comments.

Perusall utilizes TurnItIn similarity software and detection for non-human content. It will also detect any comments or responses that have been copied from elsewhere and pasted into a Perusall comment. Any pasted comments are removed and earn zero points the first time. A second incident and beyond will result in a zero for the assignment.

Socratic Seminar Literature Exams

You will complete your exams in the course through a Socratic Seminar format in class. You must complete the Perusall assignments for all texts included in a Socratic exam before your original submission in order to earn credit for the exam. If you miss a Perusall assignment that is part of a Socratic exam in the week it is assigned, you will not receive credit for the Perusall assignment, but you must make up that reading without credit to the Socratic exam. You must arrive **on time** to class on the day of Socratic Seminar to participate.

Socratic Seminar exams are completed in groups. Groups may be shuffled for each exam. Your

Socratic Seminar exam is scored on an individual basis based on the exam rubric provided in Blackboard. Socratic Seminar exams are worth 20% of your course grade. Any conflicts with the Socratic Seminar exam schedule must be communicated a week in advance of the Socratic exam due date. There are no make-up or late opportunities for Socratic Seminar with prior arrangements.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com. Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

Student Code of Conduct

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 which 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.

Literature Disclaimer

This is a college-level literature course, and you should expect the themes in our course read to reflect this accordingly. Many of our stories contain adult situations, including (but not limited to) profanity, death, violence, sexuality, or drug use. You should be prepared to handle these things with maturity as a student enrolled in a college-level literature course. If you are sensitive to mentions of suicide, sexual abuse, or child loss, you should reach out to me early in the semester to discuss specific readings and your options.

Academic Integrity and Plagiarism

It is the aim of the faculty at 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. Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant.

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

- Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
- Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
- 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, texting, internet, Quizlet, etc.) 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.

Do not attempt to submit an assignment for this course that you also submitted to another course without my express approval. 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. Each of these situations are representative of academic dishonesty and will be treated as such. There is zero tolerance for academic dishonesty in this course. Plagiarism or academic dishonesty of any kind will automatically result in a 0 for the assignment and can, in many cases, result in getting dropped from the course with an F. Assignments that earn a zero for plagiarism cannot be made-up under any circumstances and will be reported to South Plains College.

Artificial Intelligence Statement & Procedure

I have an ethical responsibility to ensure that all students receive credit for only work that they have originally and ethically produced, and the learning outcomes of English 1302 rely on your own original reading, writing, and thinking. It is simply not possible or ethical to use generative AI and accomplish these goals in our course. Accordingly, you're expected to refrain from all usage of generative AI in the production of your work. This includes tools like ChatGPT, Gemini, or other LLMs as well as software like Grammarly, Chegg, or Quill that uses AI to edit your work. These tools are not allowed for any of the following:

- To generate words, phrases, or sentences used in an assignment
- To generate ideas, claims, or interpretations in substitute of original thinking
- To outline, organize, or otherwise direct the composition of your own work
- To spin, elevate, enhance, or rewrite your own originally produced work

Any work containing indications of AI involvement must be verified as original to receive credit via Google Doc edit history, verbal review, and language analysis. If authorship cannot be verified after exhausting all methods at our disposal, the work can be determined to be unethically produced and therefore ineligible for credit, and it may receive a penalty up to and including zero. As a student writer in the age of AI, **it is your responsibility to protect the integrity of your work and ensure**

complete ownership of the ideas and language therein.

Students have the right to decline a verbal review. If a request for verbal review is not answered within a week, it will be assumed that the student has chosen the option to decline. In doing so, the assignment is considered a first violation of the integrity standards of the course and assigned a zero.

Fabrication & Ethical Research Disclaimer

Regardless of how the draft was produced or what tools were used during the writing process, students are ultimately responsible for every word, quote, citation, paraphrase, and claim included in their submitted work. Fabrication and/or falsification of cited material in an assignment—regardless of whether it was caused by AI misuse or a student’s own negligence—constitutes a violation of the academic integrity policy. This can include, but is not limited to:

- Citing non-existent sources in a Works Cited or References list
- Misrepresenting or inventing information, words, or ideas and citing them from a text, source, or author
- Inventing quotes from a text, source, or author that are not actually present in the source
- Attributing an idea or quote to the incorrect text, source, author, or publication
- Providing inaccurate publication information, links, page numbers, or bibliographic details in a way that misrepresents the source
- Submitting citations to sources that the student cannot produce or access for verification purposes

Students are expected to maintain access to all cited material used in the production of their work and must be able to provide full-text copies, active links, PDFs, screenshots, database records, notes, annotations, or other reasonable forms of authentication upon request. Failure to authenticate cited material may result in penalties up to and including a zero for the assignment.

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>

Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

Disclaimer

Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members

of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

For information regarding Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, use the following link: [Syllabus Statements \(southplainscollege.edu\)](https://southplainscollege.edu/syllabus-statements).
