

English 1302: Composition II

**Policy Statement
Levelland Campus**

Spring 2017

Instructor: Kay McClellan

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Office Hours: 10:00-11:00, MTWR; 12:15-1:00 MTWT; 2:15-2:30 MTWT and by appointment

Section 016: 11:00-12:15 TR Cm 123

Prerequisites: English 1301

This course satisfies the core curriculum requirement for English II.

Required Textbooks and Other Materials:

**Kay McClellan: English 1302: Workbook*

*Barnet et al., *Literature for Composition: An Introduction to Literature*, 11/e.
Pearson. 2017. **ISBN #13: 978-0-13-409914-9** **10: 0-13-409914-1**

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Course Description:

This course is a continuation of English 1301 which includes an introduction to literature and collateral readings. It also teaches students how to write a college-level research paper.

Scope/Purpose:

English 1302 continues the purpose of English 1301: to help students think well by helping them to write well. Unlike English 1301, English 1302 has a two-fold purpose: it encourages critical writing by introducing students to research and writing about literature from sources, and it introduces students to imaginative literature, to the modes of artistic thought, and to the critical responses appropriate to these modes of thought.

Course Goals/Objectives:

By the end of English 1302, the student should have written papers that reflect the following:

1. Critical Thinking and Problem Solving:
 - Use of proper audience, purpose, and subject for a writing assignment
 - Choice of an appropriate topic, tone, and style
 - Development of essays that are appropriate in logic, structure, focus, and coherence
 - Application of logic to create strong, concrete, and developed arguments
 - Analysis of essays and application of constructive suggestions as a result of peer editing or instructor comments
 - Revision of structural, developmental, grammatical, and mechanical problems within an essay
 - Ability to analyze literature
 - Ability to write a single source paper or analytical literary paper
 - Ability to evaluate sources
 - Ability to properly document sources within a paper
 - Ability to do a works cited
2. Creativity:
 - Topic choice; diction, tone, and style; analysis and paper development
 - Group work and class discussions
 - Literary analysis
 - Research topic analysis
 - Research sources analysis
3. Communication/Collaboration:
 - The writing assignments themselves, as the ultimate goal of the course is to teach students to communicate effectively through writing
 - Teacher/student interaction, both in class discussions and in one-on-one help with papers
 - Interaction with other students in class discussions, group work, and peer editing
4. Leadership, Personal Responsibility, Honesty, and Integrity:
 - Regular and on-time class attendance
 - Responsibility 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
 - Submission of all assignments in accordance with due dates
 - Avoidance of all forms of cheating and plagiarism on all assignments, including improper collaboration
 - Respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning

Course Requirements:

1. Students will read numerous short stories, poems, and plays; will participate in class discussions of the readings; and will be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.
2. Students will complete one or more written assignments which may include, but not be limited to, one multi-source research paper, two or more shorter papers (summary, synthesis, critique, explication) or a series of research questions or projects.
3. Major examinations will be given over the assigned readings and films.
4. **The Writing Process** must be followed for all writing for the class.

Methods of Evaluation:

Students' work will be evaluated by letter grades of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class.

Essays and writing assignments will be evaluated by the following:

1. Accuracy of content;
2. Use of the conventions of standard grammar; major grammatical errors include sentence fragments, comma splices, run-on/fused sentences, subject/verb agreement errors, pronoun/antecedent agreement, and misspelled words (three misspelled words equals one major error).
3. Use of appropriate method of development for the assignment;
4. Use of the principles of unity and coherence; and
5. Use of logical, factual arguments to develop and advance the thesis of the assignment.

Grading Policy:

10%--Short Story Test
10%--Daily Quizzes
30%--Literary Papers
10%--Research Paper Deadlines
30%--Research Paper; the Final is a Revision of the Research Paper
10%--Assessment
100%--Total

Research Paper Deadlines:

- *All deadline must be turned to me in person.
- *Anyone who has not submitted all the deadlines by Rough Draft deadline will be dropped from the class.
- *The first Research Paper Deadline counts as four absences, so missing it will cause most students to be dropped from class.
- *Every deadline after the first one counts as one absence.

Peer Editing:

- *students who don't have a completed Rough Draft by 20 minutes into the period will not be allowed to Peer Edit--**with no exceptions**.
- *not doing Peer Editing on the **Literary Paper** will drop your Literary Paper one letter grade;
- *not doing Peer Editing on the **Research Paper** will drop your deadline grade by 14 points
- *do not write on other people's Rough Drafts;
- *answer the questions on the editing sheets;
- *circle any problems that you see on other people's drafts;
- *spell out all words on the editing sheets, even "yes" and "no".

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Late Work:

*No late work will be accepted after the last day of regular class, whether papers or makeup exams.

***No late Research Papers will be accepted after the class period following the due date, unless prior arrangements have been made with me.**

*Missed Daily Quizzes cannot be made up.

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

Attendance Policy:

This class will be taught workshop style, so attendance is critical. In order to participate in each day's activities, students must be present. **Students who miss half the period will be counted absent.**

Students with more than four absences (300 minutes of class) 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. **Students who are 5 or more minutes late will be counted absent each time after the second time.**

Plagiarism and Cheating:

Complete honesty is required in all course work. Matters of plagiarism and cheating will be handled by the instructor and, if necessary, in consultation with the department chairperson. Depending on the severity of the problem, instructors may assign penalties from zero for the assignment to an "F" in the course. Extreme cases may result in expulsion from the college.

Nondiscrimination Statement:

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation, or veteran status. In addition to complying with federal and state equal opportunity laws and regulations, this diversity policy maintains that harassment based on individual differences to be inconsistent with SPC's instructional mission and educational goals.

Diversity Statement:

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Accommodations:

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. 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.

Paper Standards

***Papers not abiding by these standards will not be accepted.**

***Paper:** write only on one side of white paper

***Heading:** should be double spaced and put in the top left corner of the first page only:

Your Name

Prof. McClellan

English 1302-Section Number

Paper Due Date

***Page Numbers:** put your last name and the page number in the top right corner of all pages

***Handwritten:** ***Ink:** use blue or black ink only

***Readability:** make sure the paper is legible

***Title:** *don't change the font size,

*write in all capitals,

*underline it,

*bold it, or

*put quotation marks around it

***The Paper Itself:** *don't write in all capital letters

*don't skip lines between paragraphs

*don't have ragged edges

***Computer Written/Typed:**

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

***Spacing:** **double space** throughout the paper, **even in the heading**

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

***Title: don't:** *put it in all capital letters

*put it in bold

*change the font size

*underline it or

*put it in quotation marks

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Class Rules

Violating a class rule at any time, even the last week of class, can result in a student's being expelled from class with an F.

Abusive Behavior:

Committing any of the following will automatically result in a student's receiving an F for the course, even on the last day of class.

- *No abusive behavior towards me or your classmates will be tolerated.
- *Any discussion should be conducted in a reasonable manner, which excludes any type of obscenity, crudeness, or rudeness.
- *You should not raise your voice, call me or your classmates derogatory names, make threats, etc.

Example Papers:

when writing the Literary Paper Rough Draft in class:

- *Anyone who leaves the classroom before all example papers are accounted for 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**.

Peer Editing:

- *students who don't have a completed Rough Draft by 20 minutes into the period will not be allowed to Peer Edit--with no exceptions.
- *not doing Peer Editing on the **Literary Paper** will drop your Literary Paper one letter grade;
- *not doing Peer Editing on the **Research Paper** will drop your deadline grade by 14 points
- *do not write on other people's Rough Drafts;
- *answer the questions on the editing sheets;
- *circle any problems that you see on other people's drafts;
- *spell out all words on the editing sheets, even "yes" and "no".

Computer Etiquette:

- ***Do not change ANY of the settings on the computers** (in Word or with SPC as the homepage).
- *Save your papers, etc. to **My Documents** on the desktop.

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.
- *You shouldn't use profanity.
- ***You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call in the hall, take care of your business, and do not 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)

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***This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.**

Week 1: Course Introduction; **Assessment**; Literary Terms and Genres; Maupassant; LeGuin

Week 2: Faulkner; Hemingway; Marvell; Steele

Week 3: Chopin; Glaspell; Thurber

Week 4: Browning; Chopin; Keats; Welty; Literary Paper Assignment; **Short Story Test**

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

Literary Paper Peer Editing:

*students who don't have a completed Rough Draft by 20 minutes into the period will not be allowed to Peer Edit--with no exceptions.

*not doing Peer Editing will drop your Literary Paper one letter 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**

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

Week 7: Research Paper Assignment; Works Cited and Documentation Practice

Week 8: Works Cited and Documentation Practice; **Literary Paper #2 due**

Week 9: Research Paper Deadlines: 5 Facts due; 5 Works Cited Entries due

Week 10: Research Paper Deadlines: 5 Facts due; 5 Works Cited Entries due

Week 11: Research Paper Deadlines: 15 Facts due; 25 Facts due and Rough Outline due

RP Reminders: *use **5 sources** (minimum)

*must use **3 non internet sources; 1 must be a print source**

*use SPC Library **Databases** to find books and scholarly articles

*SPC and Texas Tech have a reciprocal lending agreement

*Introduce each source the first time it's used

*Differentiate between sources

*No back-to-back quotations; there must be at least one word in-between quotations

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Week 12: Deadlines: Research Paper Rough Draft Peer Editing; Rough Draft due **Peer Editing:**

*students who don't have a completed Rough Draft (Rough Draft = **Body of Paper, which must have 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: *No title page for MLA papers

*No outline

***The Rough Draft:** consists of the Paper itself and the Works Cited page

***WC Page:** *you can only put in sources that you've documented from in the paper
*put the sources in alphabetical order

***5 sources** (minimum); **3 must be non internet; 1 must be print**

Week 13: Research Paper Rough Draft due; **Research Paper due**

Week 14: Hammett; Soft Boiled Detective; Review for Final

Week 15: **Assessment**; Course Averages; Research Paper Revision

Final: Section 016: Tues., May 9: 10:15 Cm 123