

**English 1302: College Composition and Rhetoric
Course Syllabus
Fall 2018
Instructor: Associate Professor Ms. Glenda Bryant**

Contact Information:

Instructor's E-Mail Address: Use Course Email in Blackboard to contact me regarding all issues related to this course.

Required Equipment, Books, Computer Programs, and So Forth:

- **Delbanco, Nicholas, and Alan Cheuse. *Literature Craft & Voice*. 2nd edition ISBN # 978-0-07-338492-4**

***This book is available in the Levelland and Reese bookstores.**

- **Shakespeare, William. *No Fear Shakespeare: Much Ado About Nothing* (The copy of this play is available in the Levelland campus bookstore. The ISBN# is 9781411401013.**
- **APA Online Handouts (This information is provided in *APA Formatting Website*, a link in the course menu of *Blackboard*.)**
- **A reliable computer that includes *Microsoft Word* and *Microsoft PowerPoint* (Having access to a home computer and these programs is highly recommended. You will also need to have *Microsoft Word* downloaded to your computer. If you do not have access to a computer, you will be spending much time in the SPC Library or the Technology Center on the Levelland or the Reese campus.)**
- **Jump drives: I recommend that you have at least two jump drives for this course, for one of the two may stop functioning.**
- **Large Spiral Notebook: This notebook will house all of your handouts from the course. I suggest that you create tabs to organize your materials, such as *Course Syllabus*, *Special Handouts*, and *Note-Taking Guides*.**
- **Course Objectives:**
 - **You will practice and refine the skills of expository and argumentative writing already developed in English 1301.**
 - **You will understand the major elements of literature as these are highlighted by the instructor: theme, symbolism, structure,**

characterization, point of view, setting, tone, language and sound devices, and others. In this study, you will be introduced to the elements of drama, prose, and poetry and to some of the major authors, such as Robert Frost, Eudora Welty, Flannery O'Connor, and Edgar Allan Poe.

- **You will apply critical thinking to the study of literature and write multi-paragraph papers demonstrating your ability to analyze and write about literature.**
- **You will also have a brief introduction to the online database system and the process of conducting research by locating and reading scholarly articles and analyzing the information. You will learn how to approach the reading of a research document and determining the thesis and supporting points of these articles.**
- **You will learn the various rules for creating in-text documentation and works cited entries for various sources according to *APA* standards.**
- **You will also apply the *APA* formatting guidelines to incorporate paraphrases, summaries, and direct quotations into several papers and review and apply the features of the *APA* documentation style for preparing formal academic papers.**
- **And as you study the literature, you will discover the components of a drama, poem, and short story that develop the setting, narrative style, characterization, theme, structure, irony, symbolism, and so forth. You will review and / or learn what these literary elements mean and be able to isolate them in assigned literary selections.**

***Blackboard* Information:**

- **Use *Blackboard* to do the following: acquire class assignments; locate and download note-taking guides and any additional handouts, and correspond with students and me, your instructor, about the class's assignments and your reasons for not attending class. Throughout this short semester, you will be completing some timed testing assignments in *Blackboard's Tests*.**
- **Using your personal computer, go to this website: www.southplainscollege.edu. Then, click on *Blackboard*, a link that appears in the upper right hand corner of this homepage. Now, provide your username: in most cases, your username is the first initial of your first name followed by the first eleven letters of your last name and the last four digits of your SPC assigned student ID number. Next, type your password, which is your SPC**

assigned student ID number. It can be found in the top right corner of your acceptance letter to the college.

- After giving this information, you will be connected to the home page for this course.
- Note that to access the power points, you will need this program: *Microsoft Power Point*. This program is installed on the computers in the Technology Center on the Levelland campus and also in Buildings #3 and #8 on the Reese campus. You are permitted to copy 60 pages a week and are not charged for the printed copies. However, you must show a SPC Student ID in order to make copies at no expense.
- Use *Course Email* in *Blackboard* to ask me, your instructor, or other students in the class questions about assignments that you missed or that you do not understand. Please do not email in regular campus mail, for it is cluttered with emails from vendors and so forth.
- You will complete some of the testing for the course in *Tests* in *Blackboard*. These timed tests give you ample time to answer questions for assigned readings and major exams. However, you will not have time to do a first or second reading of the story and / or handouts and power point presentations while you take the tests.
- To type answers within the tests, you must access all exams by using *Google Chrome*. Using another Web browser may prevent typing any responses into the online tests.
- Contact “Technical Support” for all online-related problems. *Blackboard* technical support is available to all students enrolled in Internet-based courses. The first place to go for help is your course instructor. I will be able to answer any questions you have about the content of the course, assignment due dates, quiz dates, and so forth; however, for technical assistance email blackboard@southplainscollege.edu or call 806.716.2190.
- In addition, support hours are Monday through Friday, 8:00 a.m. - 4:00 p.m. When e-mailing a request for help, include your full name, course(s) enrolled in, name of instructor(s) and a phone number where you may be reached.

Grading Policies:

(1) Type of Assignments:

- Literary Tests
- APA Tests

- **Research and Writing Assignments**

(2) Handling of Late Work and Computer Problems

You must turn in every assignment or take any online test by the deadline. I will not accept any late papers or allow students to take tests that they miss unless a dire circumstance arises. Contact me, the instructor by e-mail prior to the deadline for the assignment if such emergencies do occur. You may contact me in Blackboard's Course Messages or by calling me directly at 806.716.2190. If you do call me, give your full name, the class in which you are enrolled, and a phone number so that I can return your call. If you call this office number, note that I do not have the ability to access to any of these messages once I leave my office.

(3) Methods of Evaluation

Your work will be evaluated by means of this scoring system: A (90-100); B (80-89); C (70-79); D (60-69); F (59 and below). I will be computing averages for the course by use of a grading program in *Blackboard*. Throughout the semester, you may visit *Blackboard's Grade Average and Scores* to see your grades. Keep in mind, though, you will not readily know your average when you complete an assignment. I will have to record the grades into the program; then, I will notify you in *Blackboard's* email that the average has been updated.

(4) Extra Credit Policy

There will be no extra credit work for this course. However, all students who submit every assignment by the deadline and who miss no more than two class sessions for any reason will have 3 points added to the final course average.

(5) Late Work Policy

I do not accept late work in this course. You are expected to meet every deadline. Failure to meet the deadline will result in a 0 for the assignment. The only acceptable excuses are personal sickness, a sponsored school-related trip, and a death in the family. You will only be able to complete an assignment you missed if you contact me before or on the date of your absence. You may contact me in *Blackboard's Course Email* or by calling 806.716.2190 and leaving me a message on the date prior to or on the date of the absence. When you call, you need to give your full name and the course you are taking and then a message explaining why you will not be or are not in class. Note that I do not have access to voice mail from the office phone once I leave the Levelland campus for the day or weekend. But you may email me in *Blackboard's Course Email* in *Blackboard*.

Attendance Policies:

- **“Punctual and regular class attendance is recommended for all students attending South Plains College. There are no excused absences. Students are responsible for all class work covered during absences from class even in cases in which they are able to satisfy the instructor that the absence was unavoidable” (*South Plains College General Catalog*).**
- **You are expected to attend all classes in order to be successful in a course. You will be automatically withdrawn from the course when you miss five class sessions for any reason, which includes personal illness, the illness of a parent, spouse, or child, and an official school trip.**
- **When an unavoidable reason for missing class arises, such as illness, an official trip authorized by the college, or a sick child, I will permit you to make up the work. You will be permitted to complete the assignment only if you inform me of the reason you are missing class or did miss class before or on the date of the absence. You may inform me by emailing me in the *Blackboard* course or by calling me and leaving a message at 806.716.2180. Be sure to include your full name and the class in which you are enrolled.**
- **You will have two weeks to complete a makeup assignment. You will complete this work during my regular office hours. If you do not complete the makeup work during these two weeks, you will earn a “0” for the assignment.**
- **Students are officially enrolled in all courses after they have registered for the course and paid the tuition and fees. 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 will be administratively dropped by the Office of Admissions and Records and also dropped from this course. This student will receive an *X* for the course.**
- **Students are expected to submit every assignment by the deadline. If students fail to submit more than four assignments, they will be dropped from the course with an *X*. If the total number of missed assignments becomes more than four after the last drop date for the course, which is November 15th, those students will receive an *F* for the final course grade.**
- **All students who miss no assignments, which are completed in their entirety and are submitted by the deadlines, and who miss only two class sessions and have notified me before the missed class or on the day of the missed absence as to why they will not be attending or did not attend, will have three additional points added to the final semester average.**

Plagiarism and Cheating Policy:

- **“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” (SPC Catalogue, 2018, p. 23).**
- **Cheating involves the following: “dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade reports, illegal entry of unauthorized presence in an office are examples of cheating” (General Catalog 23).**
- **Plagiarism: “Offering the work of another as one’s own, without proper acknowledgements, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports, or other writings of a fellow student [or another person], is guilty of plagiarism” (SPC General Catalog, 2018, p. 23).**
- **This instructor deems work as plagiarized if you fail to write your own essays, copy responses from another student’s paper, or receive help from someone else to do any assignment. These situations are some of the most common forms of plagiarism.**
- **“Except in extreme cases, disciplinary action in cases of cheating or plagiarism will be handled by and at the discretion of the instructor, and, if necessary, in consultation with the departmental chairperson.” (SPC General Catalogue, 2018). If you turn in a plagiarized paper or any assignment, you will receive a 0 for that assignment. If you and other students cheat on an assignment, all of you will receive a 0 for the assignment.**

Disability Policy:

If you have a disability, including but not limited to physical, psychiatric, or learning disabilities, and wish to request accommodations in this class, notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, if you request accommodations, you must provide acceptable documentation of your disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 894-9611, ext. 2529.

Discrimination Policy:

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status. In addition to complying with federal and state equal opportunity laws and regulations and / or resolutions of professional organizations in education and psychology, my diversity policy declares harassment based on individual differences to be inconsistent with my instructional mission and educational goals.

Diversity Policy:

“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.”

Classroom Conduct Policies:

- “Failure to comply with the lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeat violations of disrupting a class will result in the student being dropped from the course” (*South Plains College Student Guide 11*).
- In this classroom, you are expected to conduct yourselves as follows:
 1. Bring all needed materials to class: textbooks, pens, pencils, paper, computer jump drives, and supplemental guides or handouts. You may not share these items with another student.
 2. Be on time to class. If you are more than five minutes late, you are tardy. If you arrive more than ten minutes after class has started or leave ten minutes early and / or are gone for any reason for more than ten minutes, you will be counted absent for the class period.
 3. You are not permitted to leave the class to use the restroom or to call or text someone or receive such communication. You are not permitted to use your cell phone during class; thus, you may not call, text, or read messages. Turn off the device before the class starts. You also may not use computers to surf the Internet for personal reasons, to email others, or to check your communication to or from others. If you engage in such behavior, you will be counted absent.

4. **Be attentive in class.** As I, your instructor, lectures or reads from the textbook or a handout, you are to be attentive by reading the material, highlighting the information as needed, and taking notes. Avoid talking with classmates, turning around to look at the clock or checking the time on your watch or sleeping. Failure to be attentive will result in an absence for the class session.

5. **Dress in a manner that does not distract from the academic environment.** “Revealing clothing or attire carrying obscene or offensive slogans are not permitted. . . . Students are required to wear shirts and shoes” (*South Plains College Student Guide* 13).

6. **Respect—show it to yourself, your classmates, and your instructor.**

7. **Communicate—if you are late to class, tell your instructor why you are tardy at the end of class. If you miss a class, ask about your assignments by either e-mailing in *Blackboard* or calling and visiting me during my office hours.**

8. **Tobacco—this substance is not permitted in class.**

9. **Alcohol or illegal substances—you should not use or be under the influence of these during class. If you are, you will be asked to leave the class and / or may be dropped from the course.**

10. **Yawn silently, not audibly.**

11. **Leaving the classroom—do not leave the classroom unless it is an emergency. Blowing your nose, getting a drink of water, talking on a cell phone, or boredom do not qualify as emergencies.**

12. **Profanity is not permitted. Disruptive, offensive, threatening, physical, emotional, or verbal abusive behavior—you will be asked to desist or leave the classroom and will be dropped from the course.**

13. Any extreme disruptions involving the above or including other issues mentioned in “Student Conduct” in the *South Plains College Student Guide*, pp. 11-15, will be handled in the manner outlined in this manual.

***This instructor reserves the right to make changes or add to these policies.**