

**English 1302 Composition II**  
**Policy Statement**  
**Spring 2018**

**Instructor:** Rob Knight  
**Office:** Building 3—Room 316K  
**SPC Office Phone:** 806-716-4889  
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**Class Times:** MW—2:30-3:50, TTR—2:30-3:50, T—7:00, Online

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday
12:30-1:00 PM	2:00-2:30 PM	12:30-1:00 PM	2:00-2:30 PM	AM by appointment
4:00-5:00 PM	4:00-5:00 PM	4:00-5:00 PM	4:00-5:00 PM	
	6:00-7:00 PM	6:00-7:00 PM		

\*Office hours are for your use! Please stop by and see me if you are struggling in the course or need clarification, help, or individual instruction, on essays, readings, etc. I am in office hours for your benefit, so please come and take advantage of those as one of your resources in this course. If my office hours do not work for you, we can setup another meeting time outside of normal hours.

**Catalog Course Description:**

Prerequisite: ENGL 1301. This course is a continuation of ENGL 1301, which includes an introduction to literature and collateral readings. It also teaches the student 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 the students to research and writing from sources, and it introduces the students to imaginative literature, to the modes of artistic thought, and to the critical responses appropriate to these modes of thought.

**Text: None. Instructor will provide access to all stories, plays and poems, etc.**

**Necessary Resources:**

You are required to have access to the following technologies:

- High-speed Internet connection
- SPC Blackboard account
- Microsoft Word—a free copy is available through SPC. Papers must be in .doc or .docx formatted and in MLA format.
- Adobe Reader (Free download online)
- Flash Drive/ Thumb Drive/Google Drive/Drop Box/etc. to store each of your typed assignments for this course.

\*Save often to avoid heartache later: “My computer crashed with my assignment on it, so I had to start over, and that’s why my paper is late,” is not an acceptable excuse. Save your work in numerous places, and save it frequently.\*

- Registering at remind.com. This registration will allow me to send emergency notifications to you. A link to this website will be posted on Blackboard.

**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 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. Individual instructors may also require major examinations over the readings or any part of the course content.
4. Individual instructors may occasionally use film, stage productions, or other art forms to support the text, in which case students may also be tested over their understanding of content or of differences between the written text and the alternate presentation of that text.

**Instructional Objectives:**

By the end of the course, a student should have written a multiple source paper and at least two analytical papers in MLA style which demonstrate the ability:

1. to understand the major elements of literature as these are highlighted by the instructor;
2. to apply critical thinking to the study of literature and to write essays which demonstrate that critical thinking, such as summary, paraphrase, synthesis, and single-source assignments;
3. to use a library for research purposes;
4. to practice and refine skills developed in ENGL 1301; and
5. to research and write an accurately documented paper.

### **Methods of Evaluation:**

Students' work is evaluated by means of A (100-90), B (89-80), C (79-70), D (69-60), F (59 and below): Superior, Good, Average, Poor, and Unacceptable. All assignments must be completed and turned in on the date due.

### **Grading Policy:**

Essays	500 pts.— <b>All essays will use MLA format and be submitted as a .doc or .docx file</b> and will be submitted through Turnitin on Blackboard. A content module will be available for that. 100 pts.—Literary Analysis 100 pts.—Book Review
	300 pts.—Research Project 50 pts.—Thesis Statement and Full Outline 50 pts.—Rough Draft 50 pts.—Peer Review 150 pts.—Final Paper
Tests	300 pts.—Reading pre-tests and other quizzes
Journals	200 pts.— <b>This is for Face-to-Face classes only.</b>
Discussion Board	200 pts.— <b>This is for the Online class only.</b>
Final Exam	Optional and supplemental to grade

**(This policy may be changed at the instructor's discretion. Students will be notified of any changes.)**

### **Reading Assignments and Videos**

Mandatory, assigned reading is required for this course; you will also be required to watch recorded videos. Reading and video lecture assignments can be found in the course modules in Blackboard.

### **Reading Quizzes**

It will be particularly important for you to read the fiction assignments at the beginning of each module so that you may participate in class discussion. To ensure that you're doing this, you will be required to take a reading quiz at the beginning of each module. The quizzes will be computer-based. Be sure – before you start the quiz – to read the stories/selections very carefully. You will not have time, once the quiz begins, to look up answers. I do not accept late work for any reason.

Additionally, I do not reset quizzes because of technical difficulty. Be sure you have a stable, high-speed Internet connection before beginning the quizzes.

### **Literary Analysis & Book Review**

You will be required to write two three-page papers for this course. Instructions for these assignments can be found in Blackboard. I do not accept late work for any reason.

### **Journals (Face-to-Face Classes Only)**

In addition to a pre-test over the readings, you will be required to write a journal response to the reading. The instructions for this assignment can be found in Blackboard. You will have 24 hours after our discussion of the reading to write your journal.

### **Discussion Board (Online Only)**

Collaboration and communication are essential to success in both the academic and professional setting. To practice these skills and further our knowledge of the subjects we cover in this course, each student will be required to participate in weekly discussions. There are two parts to each module discussion assignment. The first is an **initial post**. The second part includes **responses** to your peers, which will be due in the second half of each module. A 5-point deduction will be applied to initial posts not posted by the first deadline, and no response posts will be counted for credit after the second deadline.

### **Research Project**

You will be required to complete a multi-part research project over the course of the semester. Details for this assignments can be found in Blackboard. Late work will not be accepted for any reason.

### **Due Dates**

Due dates are posted on the course calendar, and are firm. I do not grant extensions or allow late work for any reason. Work submitted after the due date will not be evaluated and will receive a grade of 0.

You assume the responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date and make sure it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether or not you thought the paper had submitted.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will still not be able to submit the assignment late.

You are responsible for making sure your work has been submitted properly.

### **Assignment Submission**

**I cannot accept any assignment via email, for any reason.** All files must be submitted via the assignment tool in the Blackboard modules. It is your responsibility to make sure the assignment submitted properly *before* the due date. No documents will be accepted after the submission deadline has passed, for any reason.

Additionally, all files must be submitted as .doc or.docx documents (Microsoft Word). **I cannot accept .gdoc, .pages, .odt, .rtf, or .txt files.** If you submit anything other than a .docx file, you will be given a 0 for that assignment and will not be allowed to make it up.

### **Style Guide**

We will use the MLA style guide for formatting and documentation in this course. Specific rules regarding this particular style guide can be found in the MLA content area on Blackboard. All documents you submit should be formatted using MLA standards, and all citations you write, whether in-text or on a Works Cited page, should follow MLA guidelines for citation.

### **Face-to-Face Attendance Policy:**

An absence is defined as the following:

- Failure to attend a scheduled class
- Missing more than 20 minutes of a class or 30 minutes of a Tuesday night class
- Leaving a class early without obtaining approval from the instructor
- Three tardies to a class (Tardy is arriving 5 minutes after class starts up to the time for an absence to be counted)

**4 absences are allowed in the MW & TTR class and 2 absences are allowed in the Tuesday night class.**

In accordance with college policy, students may be dropped from classes at the discretion of the professor due to excessive absences. **All absences, excused and unexcused, are included in this count.** A differentiation is not made between “excused” or “unexcused” absences. Whenever possible, students should let the instructor know about expected absences as soon as possible and before the class meeting. After you exceed the allotted number of absences, you could be dropped from the class with an “F” or “X”.

### **Online Attendance Policy**

Online students are required to log in to Blackboard frequently, with no more than 72 hours (3 days) in between log-ins. Students who fail to meet this requirement will be dropped from the course with an X.

Students are responsible for dropping themselves if they cannot or no longer wish to participate in the course.

If a student does not officially withdraw from that course by the official census date of the semester, that student may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor.

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 of time 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.

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.

### **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 806-716-4606 or visit the Disability Services Office in Building 8 at Reese Center.

### **Statement of Nondiscrimination:**

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.

### **Statement of Diversity:**

In this class, the instructor 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 Rules:**

**BE PREPARED.** Being prepared means that the student has carefully read all required readings and completed any out-of-class writing assignments.

**BE PROFESSIONAL:** All actions and words should reflect kindness and respect for both the instructor and all other students. I will not tolerate rude, disrespectful, or unprofessional behavior directed at any member of this class. Disruptive behavior is not restricted to behavioral issues alone; it can include interruptions from cell phones, iPods/mp3 players, sidebar conversations, or beeping watches. None of these behaviors is conducive to the environment we hope to promote this semester. Tobacco, alcohol, drugs, and/or firearms will not be tolerated in the classroom; students under the influence of alcohol or drugs will not be abided. Students may bring (quiet) snacks to class, but not full meals – and may consume non-alcoholic beverages in closed containers. Anyone exhibiting disruptive behavior will be asked to leave and counted absent for the day. More than one occurrence may result in other disciplinary actions.

**BE HONEST:** Honesty is an important part of integrity. Academic integrity is non-negotiable in a university environment. Students who plagiarize the work of another, whether through outright copying off of the internet or other sources or having another person produce the student's work and then claiming the work as the student's own, will receive a 0/F for that particular assignment and could be dropped from the course with an X or F, at the instructor's discretion. There are no extenuating circumstances for cheating of any kind. My recommendation – for the very first offense – will be for a failing grade for the course at a minimum and, very likely, recommendation for suspension from South Plains College. I have zero tolerance for cheating. If I suspect a student or group of students of cheating, I will drop him/her/all involved without discussion. Please believe me when I say that I have ways of determining whether or not a student has cheated that he/she/they cannot get around.

The SPC General Catalog specifically addresses academic integrity as follows: “It is the aim of the faculty of South Plains College to foster a spirit 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 and renders the offender liable to serious consequences, possibly suspension” (23). “Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers” (23). Students must consult the General Catalog for the college's detailed policies on plagiarism and cheating. Ignorance of the college's policies and procedures is not a viable defense for plagiarism or cheating.

**BE MENTALLY PRESENT:** The use of any electronic devices (cell phones, iPhones, iPods, Blackberry, or any other device) will not be tolerated. Your cell phone needs to be set to silent, not vibrate and out of sight; texting under the desk/in your lap is NOT out of sight. Any student using a cell phone, iPod, or any other electronic device not previously approved by the instructor will not be dismissed for the day, but will be counted absent; I will not interrupt class to dismiss you. (However, I understand that sometimes emergencies occur. If you need to have your cell phone on during class for an emergency, please discuss it with me before class begins that day.) Laptops will be allowed only with prior approval.

**COMMUNICATION:** Please contact me through the Message portal in Blackboard and not via Email. I typically check my messages twice a day (Monday-Thursday), once in the afternoon and once again in the late evening. If you have a question, please feel free to message me through Blackboard; however, please allow at least 24 hours for a response. Additionally, I do not check my messages on weekends until Sunday evening; Students should limit messages to “quick” questions. My office hours or appointments are the best way to address more complex questions and concerns about the course. If the answer to your question can be found on the course website or in the syllabus, please do not message me as I will only refer you to one of these sources. Please note: you will find my response in your SPC BlackBoard messages.

I expect students to use professional language and tone in all communication with me, including email correspondence.

“Soooooooooooooooo B4 u snd me a msg. B sure i can read it Students must use proper grammar, spelling, capitalization, and punctuation. Students should never ask that I respond ASAP and should refrain from using ALL CAPS and excessive punctuation in the subject line of the email.

**GRADING TIME FRAMES:** I grade all work as efficiently and quickly as possible. When your assignments are evaluated, you will have them back; please do not inquire as to whether or not your papers/exams are graded.

**ANNOUNCEMENTS:** Any information sent-out via announcements in emails or posted as an announcement on the course website is important and is, accordingly, an extension of assignment requirements and syllabus policies. Students must read all announcements

and will be held responsible for any information posted in the announcements.

**FINAL COURSE AVERAGES:** At the end of the semester, there is always a temptation for a student to email professors and ask, “Is there anything I can do to make a [insert grade here] in your class.” The quick answer is “No.” The longer answer is this: throughout the semester, you are given numerous opportunities to earn grades in this course. At the end of the semester, it is too late to do anything. I rarely give extra credit or drop grades; however, you have many participation grades, essay-participation grades (most of which are completion grades), and opportunities to “help” you. The most efficient and effective way to achieve a desirable grade in this course is to attend each class and be prepared with all materials and readings and submit all course work in a timely manner. If you do what is required of you, you will be successful. Remember: What you put into this course is what you will get out of it.

**COURSE OUTLINE AND CALENDAR:** Students are responsible for completing the critical reading, writing, and grammar assignments as identified in the weekly summaries. As this is a college-level course, students are responsible for their own time and course-management strategies. This being said, the course is designed for the critical reading, rhetorical strategies, and grammar assignments to be completed on the appropriate due date as outlined in the schedule.

**FINAL THOUGHTS:**

- \* Have a backup plan in place from day one in case your technology fails.
- \* Do not wait until the last minute to submit an assignment. If no one is available to help you, you will still not be able to submit the assignment late.
- \* After submitting an assignment, return to the assignment submission before the due date and make sure it has been submitted properly. If it has not been submitted properly, resubmit it.
- \* Blackboard support hours are Monday through Friday, 8:00 a.m.- 4:00 p.m. Student support is available by e-mailing [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) or calling (806) 716-2180. When e-mailing a request for help, include your full name, course enrolled, name of instructor and a phone number where you can be reached.

**\*This syllabus and schedule is subject to change at the instructor’s discretion.\***

**\*Continued enrollment by the student in the course indicates that the student agrees and will abide by all policies set-forth in this syllabus by the instructor.\***

## 1302 Schedule

Date	Reading	Other Assignments
Week 1—Jan 15-18	Introduction to Literature	
Week 2—Jan 22-25	Introduction to Literary Reviews, Book Review & Research Project	
Week 3—Jan 29-Feb 1	<b>Short Story Unit</b> “Rocking Horse Winner” “The Necklace”, “A Clean, Well-lighted Place”	
Week 4—Feb 5-8	“A Worn Path”, “The Story of an Hour”, “The Chrysanthemums”	
Week 5—Feb 12-15	“Battle Royal”, “A Good Man is Hard to Find”, “A Rose for Emily”	<b>***Online class, when 2 due dates are listed, yours will be the 2<sup>nd</sup> date.***</b>
Week 6—Feb 19-22	<b>Novel Unit—</b> <u>To Kill a Mockingbird</u>	<b>Feb 19/20—Short Story Test</b>
Week 7—Feb 26-Mar 1	<u>TKAM</u>	<b>Feb 25—Literary Analysis Due</b>
Week 8—Mar 5-8	<u>TKAM</u>	<b>Mar 7/8—“TKAM” Review &amp; Test</b>
Week 9—Mar 12-16	<b>SPRING BREAK</b>	
Week 10—Mar 19-22	Research Project Development	<b>Mar 28--Book Review Due</b>
Week 11—Mar 26-29	<b>Drama Unit—</b> “Death of a Salesman”	
April 2—Monday	No Class	
Week 12—Apr 3-5	“DOS” “Henry V”	<b>April 5/6—“DOS” Review &amp; Test Due</b> <b>April 8—Research Project Outline Due</b>
Week 13—Apr 9-12	“Henry V” <b>Poetry Unit</b>	<b>Apr 11/12—“Henry” Review &amp; Test Due</b>
Week 14—Apr 16-19	<b>Poetry</b>	<b>April 16/17—Research Project Peer Edit</b>
Week 15—Apr 23-26	<b>Poetry</b>	<b>April 29—Research Project due</b>
Week 16—Apr 30-May 3	<b>Poetry</b>	<b>May2/3—Poetry Test</b>
Week 17—May 9-12	<b>Final—Optional and a supplement to your grade</b>	

### Regarding pre-tests and journal entries

**Face-to-Face class:** Your pre-tests for the readings for the week will be available late Thursday evening prior to the week in which the readings will be discussed. You will need to complete the pre-tests BEFORE your first class session of the following week.

Your journal entry for each reading will need to be submitted no later by the end of the day AFTER we discuss the reading. E.g. If we discuss a reading on Monday, the journal will be due late Tuesday night.

**Online class:** Your pre-tests for the readings for the week will be available late Thursday evening prior to the week in which the readings will be discussed. You will need to be finished by late Monday evening.

Your journal entries will due late Friday of the week in which the reading is assigned and after you have participated in the Discussion Board.

This schedule is subject to change at the instructor’s discretion.