

Attendance Policy

3/17/2020 10:00 AM

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You should log in to Blackboard frequently and check your **03/17/20** will post announcements and send emails regularly.

SPC email daily. I

3/17/2020 10:00 AM 75 2 7/10 2 02 2020 2 02 2 02 72 2 2 2 02 02 22/22 72 2 22 2 2

Be advised – I will accept late work out only within a week of the due date.

Grading Policy

Final grades will be assigned based on the following percentages:

Grade Calculation: Assignments vary in weight and total 100%

Literature Quizzes and Tests (35%)

Short Story and Literary Term Quizzes (25%) Your lowest literature quiz score is dropped. The Grade Center unfortunately does not flag the dropped grade, but it is set to drop the lowest literature quiz grade from the beginning of the semester. Midsummer Night plot quiz cannot be dropped.

Drama Test (5%)

Poetry Test (5%)

Research Skills and Grammar Assignments (30%)

Quotation and Paraphrase Quiz (4%)

MLA 8 (2016) Paper Format and Documentation Quiz (4%)

Plagiarism Quiz 1 (2%)

Plagiarism Quiz 2 (2%)

MLA Works Cited Format Quiz (4%)

Mindtap Research & Grammar Skills Assignments (14%) Your 2 lowest Mindtap quiz/assignment scores in this category are dropped. The Grade Center unfortunately does not flag the dropped grades, but it is set to drop the 2 lowest grades from the beginning of the semester.

Writing Assignments (35%)

Short Essay Assignment (5%)

Article Summary Paper (5%)

Character Analysis Essay (7%)

Research Paper Outline (3%)

Research Paper (15%)

OPTIONAL EXTRA CREDIT: Earn extra points to be added to your final average by completing extra-credit assignments.

It is up to you to monitor your average and course progress. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to make contact. You can find your current average via the 'Gradebook' link in Blackboard.

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. 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 are in Mindtap. 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 Papers

You will be required to write two literary analysis papers for this course. Instructions for these assignments can be found in Blackboard.

Discussions

Collaboration and communication is 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 video 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.

These are video discussions using Flipgrid, which can be accessed using your computer, webcam, and microphone, or via the Flipgrid app on your mobile device.

Research Project

You will be required to complete a multi-part research project over the course of the semester. Details for these assignments can be found in Blackboard. Late work will incur a large deduction.

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. ***Due times are 8:00 a.m. on the date listed on the calendar.***

As an online student, 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

TURNITIN is where papers are submitted and graded inside our Blackboard course.

TURNITIN accepts files saved in the following formats: Microsoft Word, WordPerfect, Rich Text Format (.rtf file ending), and PDF. TURNITIN does NOT accept Microsoft Works documents. Do not submit Text documents (.txt file ending) because they will not retain the proper MLA formatting.

Please note:

Many students make the mistake of uploading a paper and thinking they are done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt.

After you submit a paper to TURNITIN, you must immediately check your South Plains College e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt email. If you do not see a digital receipt, then your submission was not likely received by TURNITIN, and you will need to resubmit your paper immediately.

Without a digital receipt, you cannot prove that you submitted your paper before the deadline, and I don't accept late papers.

Once your paper has been graded, click on the View/Submit link to view my comments and marks.

I cannot accept any assignment via email, for any reason. 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.

Please note: any composition submitted that is not at least half of the minimum required length will receive a grade of a zero.

Additionally, all files must be submitted as .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.

Papers will be submitted using in two places: in Blackboard as a TurnItIn assignment and Dropbox. Please note: you must submit files to both places. For the Dropbox part of the submission, you must put the file in our shared folder, and it must be named correctly, in order for them to be graded. I will not make allowances for the late policy because of misplaced files or files with non-standard file names.

Please understand: File management is a skill that, as an online student, you should be very comfortable with. I cannot accept late work from students who didn't understand what folder to save their files to. This is extremely important.

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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 able to submit the assignment late.
4. You are responsible for making sure your work has been submitted properly.

Style Guide

We will use the MLA style guide for formatting and documentation in this course. All papers must be formatted

according to MLA 8th edition (2016) style. For MLA 8th edition (2016) documentation and bibliography guidelines, click on the MLA 8 (2016) Style link under Course Tools.

Academic Integrity

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 and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

****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. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.****

I have zero tolerance for cheaters. If I suspect you of cheating, I will drop you without discussion. Please trust me when I say I have ways of determining whether or not you've cheated that you can't get around, as smart as you are. ;-)

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.

Diversity Statement

In this course, 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 be and can be.

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special 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 Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 806-894-9611, extension 2529.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email cgilster@southplainscollege.edu for assistance.

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.**

Spring Schedule

See Calendar & Assignments in the Course Content menu for specific weekly assignments.

Week 1:

Introduction to Blackboard
Course Syllabus
Begin Short Story Unit

Week 2:

Short Story Unit (cont.)

Week 3:

Short Story Unit (cont.)
Short Essay due

Week 4:

Short Story Unit (cont.)
Introduction to MLA Format
Start Article Summary Paper

Week 5:

Short Story Unit (cont.)
MLA Format (cont.)
Article Summary Paper Due

Week 6:

Short Story Unit (cont.)
Quotation and Paraphrase

Week 7:

Short Story Unit (cont.)
Start Character Analysis Essay

Week 8:

Finish Short Story Unit
Character Analysis Essay Due

Week 9:

Begin Research Paper Unit

Week 10:

Research Paper Unit (cont.)
Plagiarism

Week 11:

Research Paper Outline Due
MLA Documentation
Research Unit (cont.)

Week 12:

Research Paper Due
Begin Drama Unit

Week 13:

Drama Unit (cont.)
Drama Test

Weeks 14 and 15:

Poetry Unit
Poetry Test
ENGL 1302 Post-Test
Extra-Credit Assignments due (optional)

Week 16:

Course Wrap-Up

****Course Policy and Calendar Changes**
As instructor, I reserve the right to make changes in course policies or the calendar at my discretion.