

---

Composition II: English 1302  
Dual Credit | Spring 2022  
Course Syllabus

---

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

**Sections:** Dual Credit Online

**E-mail:** ke.jackson@southplainscollege.edu

**Office:** Lubbock Center, 125I

**Office Hours**

Monday	Tuesday	Wednesday	Thursday	Friday
12:30 p – 1:30 p	11:00 a – 12:30 p	12:30 p – 1:30 p	10:00 a – 12:30 p	12:00 p – 2:00 p

*& by appointment*

*To schedule an appointment via Calendly:*

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

---

**Course Description**

*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

---

**TexBook Program:** *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course [textbook/digital content] and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*\*Please consult with your professor before deciding to opt-out.*

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to [tfewell4texasbookcompany@gmail.com](mailto:tfewell4texasbookcompany@gmail.com). Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

**Email:** tfewell@texasbook.com / **Phone:** 806-716-2399  
**Email:** agamble@texasbook.com / **Phone:** 806-716-4610

## Software Requirements

---

You are required to have access to the following technologies:

- Blackboard
- Norton Textbook & InQuizitive for Writers (included with course)
- Microsoft Word

All of these technologies are either included in the course or free to sign-up. No additional software purchases are necessary.

## Communication

---

The best way to contact me is via email at [kejackson@southplainscollege.edu](mailto:kejackson@southplainscollege.edu). 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.** I will send all course communications and important messages through SPC email. 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. You can find instructions to access your SPC email account below.

Be aware that I do not read course messages in Blackboard. Use the “send email” feature to ensure receipt.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. E-mails should include your course number, a subject line, salutation, and closing. E-mails with attachments should also follow these guidelines. You should write in complete sentences. This is a habit that will serve you well in college—it is best to start practicing now.

*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 an online, asynchronous course. In order to be successful, your “attendance” is measured in course participation, including regularly accessing the course—no more than 72 hours should go by without logging in to Blackboard. There is no face-to-face component for the course.

Be aware that I do not drop students for attendance or online participation. It is your responsibility to remove yourself from the course should you stop participating at any point in the semester.

## Grading Policy

---

Grades will be evaluated as follows: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Final grades are calculated as follows:

Discussions (5)	15%
Character Analysis	10%
Annotated Bibliography	10%
Midterm Exam	5%
Quizzes & Activities	20%
Research Paper Outline	5%
Research Paper Rough Draft & Peer Review	10%
Research Paper Final Draft	20%
Final Exam	5%

---

## General Guidelines for Major Assignments

All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9<sup>th</sup> edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview: <https://www.scribbr.com/mla/formatting/>

Final drafts should be ***double-spaced***, and written in a 12-pt, readable font. The title of your essay should be centered; the body of your essay should be left-aligned. Margins should be 1" on all sides. Points will be deducted for final drafts that do not meet basic formatting standards for a college essay.

All major assignments should be submitted as ***Microsoft Word files (.doc or .docx)***. I cannot accept .gdoc, .pages, .odt, .rtf, or .txt files. I will not accept assignments written in the "Submission Text" or "Comments" portion of the submission link. **Incorrectly submitted files are counted late until the appropriate file type is uploaded.** This is a firm guideline. I cannot stress this enough—do not, for any reason whatsoever, assume that I will accept anything that does not end in .doc or .docx.

Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive confirmation and a readable preview through Blackboard after submission.

### ***Late Assignment Policy for Major Assignments:***

All deadlines are at 11:59 p.m. If you submit after the deadline without a prior authorization for an extension, 20% is automatically deducted from your grade each day until submission. In the event of technical difficulties that prevent you from online submission, email me ASAP (yes, even at 11:58

p.m.) to let me know and attach the assignment. This will ensure your assignment is counted on-time. **I will not, however, grade emailed assignments. You're expected to upload the final draft appropriately after technical issues are resolved. \*Note that this policy only applies to major assignments. Late work is not accepted for any reason on quizzes, activities, exams, or discussions.**

All major writing assignments must be completed in order to pass the course.

### ***Grading Procedure:***

Essay grades are returned within two weeks; on average, you can expect them within ten days. I will provide feedback via Microsoft Word comments, and I will return a PDF of my feedback for your convenience. You are responsible for reading and understanding all grading feedback. 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.

### **Research Project**

---

You will be required to complete a multi-part research project over the course of the semester. Over the course of the semester, you will have several steps to complete in service of this project, including:

- *Annotated Bibliography:* You will complete an annotated bibliography related to your project prior to beginning any rough draft, due in Week 12. Instructions will be provided. Annotated Bibliographies are worth 10% of your overall course average.
- *Research Paper Outline:* You will complete a detailed, formal outline for your project in Week 13. Instructions will be provided. The outline is worth 5% of your overall course grade.
- *Research Paper Rough Draft & Peer Review:* You will complete and submit a completed first draft of your research project during Week 15 and participate in an intensive peer review of your peers' work in Week 16 for a combined 10% of your overall grade.
- *Research Paper:* The most significant part of your research project will be a polished, well-researched essay. This paper will use scholarly sources and should be a minimum of four **full** pages in length. Detailed instructions will be provided. Research papers are worth 20% of your overall course average.

### **Quizzes and Activities**

---

This is a course based in literature, so you will be reading in some capacity each week. It's imperative to our course success that everyone is familiar with each class's reading assignment and prepared to have a vivid, open discussion about it. You will take quizzes each week over our course reading—be prepared to answer critical thinking questions that require your attention and preparation. Academic dishonesty on short answer quiz questions will result in a zero for that quiz with no opportunity to make it up. Quizzes are timed and limited to 40 minutes.

You will also complete activities through a variety of LTI services—InQuizitive through your textbook, Interactive Videos through Feedback Fruits, and interactive lessons through Nearpod. All course activities can be found in the course calendar.

The average of all quizzes and activities is worth 20% of your course grade. There is no late work

accepted for quizzes and activities. There are no exceptions.

## **Discussions**

---

You will complete five discussion posts and peer responses over the semester. Due dates are in the course calendar. Original posts should meet all required guidelines, show proofreading and careful thought, and be at least 150 words long. Peer responses should thoughtfully contribute to the discussion. Responses such as “good job” or “I agree,” while kind, are not eligible for points. Any academic dishonesty on original posts or responses results in a zero with no make-up.

No late discussions are accepted. There are no exceptions.

## **Exams**

---

You will complete two major exams in the course—the midterm and the final. Each exam is worth 5% of your course grade. Exams are timed at one hour and limited to a single sitting. No late exams or make-up exams are given. There are no exceptions.

## **Extra Credit**

---

Over the course of the semester, you will be presented with optional extra credit opportunities for a possible total of 3 points added to your course average in total. Instructions will be provided.

## **COVID Statement**

---

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.

## **Blackboard**

---

We will also use Blackboard in this course. You may access the Blackboard login page at [southplainscollege.blackboard.com](https://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](mailto: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.

Extra credit is available for students who carefully and thoroughly read the syllabus. In order to receive these extra points, email me a photo or link to a photo of your favorite animal and a fun fact about them. These points are for students who are still reading this document carefully at this point—do not disclose this opportunity to other students. They must find it on their own for points. If it is suspected that someone has spread the word, everyone loses any earned extra points. Shh!

## **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.

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

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

### ***Cheating violations include, but are not limited to, the following:***

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. 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. Both situations are representative of academic dishonesty and will be treated as such.

**There is zero tolerance for academic dishonesty in this course. I cannot stress this enough—**

**do not under any circumstances use words you didn't write in an essay without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can, in many cases, result in getting dropped from the course with an F.**

## **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.

## **Health and Wellness**

---

Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face appointments. The number of people in an office will be limited to allow for safe social distancing. Signs are posted on the front door advising students not enter if they are showing signs of illness. Students will be escorted to an appropriate office to ensure social distancing is maintained. Any student in need of food or other essentials may visit the food pantry on Levelland Campus. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

## **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 exchanges, we will not only mirror society as it is, but also model society as it should be.

and can be.

### **Non-Discrimination Statement**

---

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **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 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 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.