Composition II: ENGL 1302
Spring 2021

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

Sections: 1302.272 (TR 9:30-10:45); 1302.274 (TR 1:00-2:15)

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Monday	Tuesday	Wednesday	Thursday
11:00a – 12:30p	8:30a – 9:15a	11:00a – 12:30p	8:30a – 9:15a
2:30p – 4:00p	2:30p – 3:30p	2:30p – 3:30p	

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

This course uses an inclusive access text. This means that your course materials, including the eBook and MindTap access, were included in your tuition. You do not need to purchase any additional material for this course. For more on inclusive access text, see below.

Inclusive Access:
→ *Textbook*: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
→ *E-book features:* Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book 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. Visit https://solve.redshelf.com/hc/en-us/requests/new for e-book issues and support.
→ *Upgrading to a physical textbook:* Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher.
→ *How to opt out of Inclusive Access*: As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

Software Requirements

You are required to have access to the following technologies:
→ Blackboard

→ MindTap
→ Microsoft Word
→ Zoom
→ PollEverywhere
→ Remind

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. During office hours, you may also call me in the office. 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.

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 course relies on your active attendance and participation. Missed classes or lack of engagement will adversely affect your learning experience. For this reason, attendance is taken twice per class period. I will verbally call attendance at any point during class. In addition, you will have a Daily Work assignment each class period to turn in. These assignments must be turned in during the class period they are assigned, and they must be submitted to Blackboard. Both methods of attendance are essential to credit for the day. If you fail to turn in the Daily Work assignment, you may be counted absent for the day regardless of whether you were present during verbal roll call. If you are attending on Zoom, you will be counted absent if you either log out before instructed to or fail to

answer when called upon (verbally *or* via chat).

In a standard semester, you are allowed three (3) absences without penalty. The fourth absence results in being dropped from the course with a F. With the exception of documented COVID-19 protocol (see below), this is the policy for the course.

In general, I prefer that you do not send or deliver doctor's notes, obituaries, letters from your parents, or other documents to "excuse" an absence. I generally do not distinguish between "unexcused" or "excused" absences, and your allotted absences are for you to do with as you wish. I encourage you to save those days for emergencies that inevitably arise during the semester.

COVID Protocol
In this semester taking place during the ongoing COVID-19 pandemic, you are expected to attend every day unless you have extenuating circumstances. If you or someone in your household is exposed to or contracts the virus, you should first email our Health Coordinator, DeEtte Edens (dedens@southplainscollege.edu). In addition, you should email me and let me know how you plan to manage the course during your quarantine or illness. If you are told to quarantine by a medical professional, do not come to a face-to-face class or office hours. If you need to quarantine, you may continue attending classes via Zoom as much as your health permits. I will make arrangements for this on a case-by-case basis. At any rate, it's important that you keep me updated should this happen so we can make sure you're not falling too far behind.

If you are experiencing personal challenges for any reason this semester, such as a loved one in critical care, the unexpected death of a close relative or friend, or significant mental health decline, I encourage you to reach out to me personally so we can facilitate your academic success alongside any personal struggle. I am here to help you succeed in whatever way I can—do not hesitate to reach out if you need to.

Hybrid Class Procedures and Zoom Meetings
Our classroom labs are generally large enough to safely accommodate a full class; however, the official format for this course is a hybrid structure. You will have the option of attending face-to-face or virtually via Zoom, or any combination that suits you individually on any given day.

While this entire course is designed to serve students in either delivery mode, I do want to acknowledge that many students choose Zoom in a hybrid structure due to convenience. I cannot stress this enough—Zoom classes are significantly more challenging for the vast majority of students than a typical face-to-face setting. If you are not confident in your ability to take a digitally delivered class, or if you are a student who learns better with a face-to-face dynamic, I encourage you to attend in person so you receive the best instruction possible. Our course will make safety our primary concern for everyone who chooses in-person classes. With that in mind, if you feel comfortable attending exclusively in a virtual setting or need to attend virtually during the semester at any point, you do not need to seek permission beforehand.

Bear in mind that you, and solely you, are responsible for your engagement. If you are falling behind in virtual delivery, my primary recommendation would be to come to class in person.

Zoom Attendance:

You will likely have to attend some classes via Zoom this semester due to the current pandemic. You can set up a free Zoom account here: https://zoom.us/

When you are attending via Zoom, I will open the Zoom classroom a few minutes prior to the start of class. Zoom attendees should be logged in the minute class begins. It disrupts class for me to have to admit students from the waiting room every few minutes after we've already begun. Class starts at the same time every day. Plan to be there on time just as you would a F2F class. As much as absolutely possible, I ask that you leave your camera on.

I encourage you to find a quiet place with as few distractions as possible. If you are struggling with engaging online, please come see me to coordinate a strategy that works for your unique situation. Please do not plan to conduct your Zoom sessions in an environment that is not conducive to learning—laying down in bed, in your car on a commute, from the kitchen counter while you make breakfast, while you're at work, etc. You should not participate in any behavior while on Zoom that you would not ordinarily participate in during class.

I am not responsible for poor internet connection, lagging devices, or anything otherwise technologically out of my control. It is your responsibility to ensure that you have necessary equipment to attend virtually. If your internet connection or device is prone to poor functionality, Zoom is not the right choice for your learning experience and you should meet with me to coordinate an alternative to virtual attendance.

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:

MindTap	10%
Discussion Posts	15%
Daily Work	10%
Peer & Process	10%
Short Response Paper	5%
Literary Analysis	10%
Annotated Bibliography	10%
Research Project	20%
Research Exhibit	5%
Research Reflection (Final)	5%

MindTap

We will use Cengage MindTap, an online assessment tool, to conduct a portion of your work. This access code is included with your tuition—you do not need to purchase anything else to use MindTap. I will provide instructions for registering MindTap during the first week of class.

MindTap assignments are grouped into weeks corresponding to the course calendar. MindTap assignments are due Sunday at 11:59 pm. Reading quizzes are due the Sunday **before** a given story is covered in class; however, they are organized within the relevant week they are discussed in the MindTap learning path. I recommend you follow the MindTap organization through the Weekly Folders on <u>Blackboard</u> to avoid confusion. You can find all MindTap assignments and due dates in the Itemized MindTap calendar on Blackboard. At the end of the semester, I will drop up to five of the lowest MindTap scores for students with two absences or less.

I will not reopen a MindTap assignment for any reason after the due date passes. There is no late work allowed for MindTap assignments.

Discussion Posts

You will complete a minimum of ten discussion posts + responses over the semester related to our course readings. Due dates can be found in the course calendar. All discussion posts **and** responses are due Sundays at 11:59 pm. Plan accordingly.

Original discussion posts should be a minimum of 200 words long, use proper grammar & syntax, and provide an original contribution related to the post instructions. Discussion responses should add to the conversation and avoid the vague clichés of "I agree" or "Good job!" without further elaboration. Make sure to follow each step in any discussion instruction—missing components can significantly affect your score.

Peer & Process

Throughout the semester, you will follow the writing process for each of your major graded essays. This can include (but is not limited to): proposals, prewriting, drafting work, rough drafts, peer review, and revision activities. You will earn participation scores for each of these elements, and the average of your Peer & Process work will account for 10% of your course average.

No P&P activity will earn credit beyond the point of usefulness. For example, if you forget to review your peer's work for the Literary Analysis Paper, you may not receive credit for a "late" review turned in the day the final draft is due. This doesn't help you or your peers—and that's the whole point of P&P work!

General Guidelines for Major Assignments

All major papers should meet the guidelines of the assignment prompt and be properly formatted. 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.

Late Assignment Policy:
If you submit after the deadline without prior approval for an extension from me, 20% is automatically deducted from your grade. If your assignment is more than one week late, 50% will be deducted. 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.**

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. I spend a considerable amount of time on each essay, and I provide the most thorough feedback that I can. I encourage you to read every piece of grading feedback you receive. It is fundamentally not possible for your writing to evolve if you're not listening and adapting to the feedback you are given. I also encourage you to meet with me if anything is unclear. If you would like to discuss any assignment grade for any reason, you are welcome to do so. However, I ask that you wait at least 24 hours after the assignment has been returned to you before contacting me.

Research Project

You will be required to complete a multi-part research project over the course of the semester. You will sign up for a research topic (author) during the first weeks of the course. 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. Instructions will be provided. Annotated Bibliographies are worth 10% of your overall course average.

→ *Research Exhibit:* You will produce a audio or visual presentation of your research to the class. Instructions will be provided. Research exhibits are worth 5% of your overall course average.

→ *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 5 pages long. Detailed instructions will be provided. Research papers are worth 20% of your overall course average.

→ *Research Reflection:* Your "final" exam will be a reflection essay over your engagement with the research process. Instructions will be provided. Research reflections are due no later than the end of the final exam period (see calendar) and are worth 5% of your overall course average.

Cell Phones and Technology

You should prevent your phone from buzzing, dinging, ringing, or vibrating in a distracting way during class. If you have an emergency, step outside the classroom to use the phone. Laptops and tablets are permitted in F2F sessions for class related purposes only. Headphones or earbuds are not permitted during F2F lecture unless otherwise specified. If you are using technology for something unrelated to the course, it will affect your participation grade and could potentially result in being marked "absent" for that class period. No verbal or written warning will be given. If you would like to use technology during class for legitimate educational purposes (i.e. translation services, etc.), please meet with me privately to discuss logistics and accommodations.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at 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. 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.

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 Writing Center

SPC provides many tutoring services (for free!), including devoted writing tutors at several of our campuses. I encourage you to take advantage of these services – they will only help you improve! Be aware that hours fluctuate based on tutor availability. For tutoring schedules, you can check the Writing Center's website:
https://www.southplainscollege.edu/exploreprograms/artsandsciences/english/writingcenter.php

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.

Mask Policy

It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu

Diversity Statement

In this course, the teacher will establish and support and environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiples 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.

Title IX Pregnancy Accommodation 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.

Campus Concealed Carry:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.