South Plains College
Course Syllabus: ENGL 1302 Face-to-Face
Fall 2023

Instructor: Dr. Buffy Rattan
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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
11:00 AM. – Noon	10:00 AM – Noon.	11:00 AM. – Noon	10:00 AM – Noon.	9:30 AM – 11:30 AM.

Communication: The best way to reach me is an email sent to me from your SPC student email address. I do my best to return emails within 24 hours Monday-Thursday and Friday morning. Do not use Blackboard course messages or your personal email address.

Department: English and Philosophy
Discipline: English
Course Number: English 1302
Course Title: Composition II

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.

Credit: 3 **Lecture:** 3 **Lab:** 0

Textbooks: ***IMPORTANT*You do not need to buy a textbook or access code for our class.** Our required textbook is provided in Blackboard. Since our course is in the **TexBook** Inclusive Access program, you have already paid the lowest market price for the electronic textbook. You will have access to the ebook versions on the first day of class. OPTIONAL: if you would like to

rent or own a <u>print</u> copy of our textbook, you are welcome to obtain it through the SPC Bookstore, the publisher website, or another book vendor.

- *Portable Literature: Reading, Reacting, Writing*, by Kirszner and Mandell, 10th edition

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is <u>included</u> in your tuition.
- **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 VitalSource or other links inside your Blackboard course. VitalSource (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 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit**: https://support.vitalsource.com/hc/en-us/requests/new** (available 24/7 via chat, email, phone, and text)
- **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 fee 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 **pwells@texasbook.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: pwells@texasbook.com / **Phone**: 806-716-2097
  Email: agamble@texasbook.com / **Phone**: 806-716-4610

Technology Requirements:
1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**
   - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your

SPC email account to receive TURNITIN digital paper submission receipts for our class, but <mark>you must use it to communicate with me.</mark>

- Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@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 here
- 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.

   o <mark>When contacting your instructor, you must use your SPC email address and include your name and course number and section.</mark> Do not use your personal email address or Blackboard course messenger.

3. **Regular access to a computer and reliable internet service:**
   o Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
   o Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now;** do not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
   o Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: https://southplainscollege.blackboard.com
5. **Office 365: Word and PowerPoint**: You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have underline free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
   o To access Office 365 for free as an SPC student, go to https://www.office.com and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
   o You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
6. **Adobe Reader:** Available to download free from this website: http://www.adobe.com/products/reader.html

Computer Help: need help with your computer, laptop, email address, username/password?
- helpdesk@southplainscollege.edu
- 806-716-2600

Ebook Help:

- TexBook Information (Inclusive Access):
  https://www.southplainscollege.edu/texbook.php
- TexBook Help: https://support.vitalsource.com/hc/en-us/requests/new
- SPC Bookstore: pwells@texasbook.com

Blackboard Help:
1. **Get Help by Email:** blackboard@southplainscollege.edu
   o Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
   o The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
   o You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone**: 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

Tutoring:
- **SPC Tutors**
   o 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.
   o http://www.southplainscollege.edu/exploreprograms/artsandsciences/teachered
   tutoring.php
- **Tutor.com**
   o 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

Course Syllabus and Organization:
- This syllabus is available on the **Syllabus** page in our Blackboard course.
- The course is organized into sixteen weeks. Each week has its own folder on the **Course Content** page in our Blackboard course.
- Be sure to check each weekly folder for due dates. Some assignments must be completed during class time and may not be completed outside of class.

Supplies: Access to computer with printer and Internet access; paper and pen for taking notes

This course satisfies a Core Curriculum Requirement: Yes—Communication Foundational Component Area

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:
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.
5. Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
6. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
7. 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.

Student Learning Outcomes Assessment: A pre- and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

Grade Calculation: It is up to you to monitor your average and course progress. Click on the My Grades link in the Blackboard menu to view your grades and current average. I recommend that you do this weekly throughout the semester. If at any time you feel that you need to discuss your course progress with me, it is your responsibility to make contact.

Grade Calculation:

Assignment	Weight	Grade	Multiply	Points Earned
Article Summary	8%		x 0.08 =	
Character Analysis Essay	12%		x 0.12 =	
Annotated Bibliography	10%		x 0.10 =	
Research Paper Outline	5%		x 0.05 =	
Research Paper First Draft & Peer Review Workshop	5%		x 0.05 =	
Research Paper Final Draft	15%		x 0.15 =	
Quizzes/Assignments Average:	20%		x 0.20 =	

(lowest quiz score is automatically dropped in Blackboard)				
Discussions *(average of Social Reading Activities)*	5%		x 0.05 =	
Attendance Average *(Present = 100%, Tardy = 50%, Absent = 0%)*	5%		x 0.05 =	
Midterm Exam	7%		x 0.05 =	
Final Exam	8%		x 0.05 =	
TOTAL POINTS EARNED/ FINAL PERCENTAGE GRADE	100%			

Each week, click on the My Grades link in the Blackboard menu to view your grades and current average. If at any time you wish to discuss your course progress, contact me.

Assignment Submission

- I cannot accept an assignment via email for any reason. It is your responsibility to make sure the assignment has been submitted properly *before* the due date. Unless prior approval has been received, no documents will be accepted after the deadline has passed.
- All files must be submitted as .docx documents (Microsoft Word). I cannot accept .gdoc, .pages, .odt, .rtf, .pdf, or .txt files. If you submit anything other than a .docx file, you will be given a zero for that assignment.
- Be aware that any assignment that does not meet the minimum length requirement by ½ will be given a zero, and you will not be allowed to make it up. Assignments that are more than ½ the length requirement but do not meet the required length will receive significant grade deductions.
- Please understand that file management is a skill that, as a college student, you should be very comfortable with. I cannot accept late work from students who do not understand how to upload files. When you submit a file in Blackboard, you should receive a receipt at your SPC email address. Look for this email after you submit each assignment to ensure the file is in the proper place. Checking for this email is extremely important.
- As a college student, you assume the responsibility for your technology. I suggest three things:
  - Have a backup plan in place from day one just in case your technology fails.
  - After submitting an assignment, return to the assignment submission before the due date to make sure it has been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, even if you thought you submitted it correctly.
  - 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 may make up a major assignment (essay/exam) only if you have contacted me prior to the deadline and do have a dire circumstance, such as a death in the family. But keep in mind that you normally have at least a week or more within to complete

assignments. Plan ahead; if you have to be out of town or at work right when assignments are due, finish them early.

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Attendance Policy:

To be successful in this course, you must attend consistently and punctually and participate fully. For in-person courses, attendance counts as part of your course grade.

1. Students who enroll in a course but have "Never Attended" (in-person class) or who have not logged into the Blackboard class (for a fully-online course) by the official census date will be administratively dropped by the Admissions Office.
2. Attendance is taken at the beginning of class each day. If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent and receive 0 attendance points for that day. Be aware that you must be mentally present in class to be counted present for the day. Additionally, students who are unable to participate in discussion when called upon will receive 0 attendance points for that day.
3. Please present an official SPC notification in advance if you are going to miss class for a school-sponsored event. I will work with you to avoid missing any deadlines.
4. It's your responsibility to drop the course if you stop attending.
5. I will accommodate extenuating circumstances at my discretion.

Assignment Deadlines:

- The weekly assignment deadlines are listed in each weekly folder, and we will discuss them in class. Some assignments will be completed during class.
- Unless prior approval has been received, you will not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. Do not wait until the night before to complete assignments.
- I cannot accept any assignment via email. All files must be submitted via the assignment link 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 unless I have given prior approval.

Style Guide:

- We will use the APA 7 style guide for formatting and documentation in this course. Specific rules regarding this style guide can be found in our Blackboard course and at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_styl e_guide/general_format.html. All documents you submit should be formatted using APA 7 standards, and all citations you write, whether in-text or on a References page, should follow APA 7 guidelines for citation.

Essay Assessment Guidelines:

Essays may earn grades ranging from A to F. Depending on the assignment, certain criteria may be weighted more than others, and the assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely.

"A" Essay (Superior)

To earn an "A," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support**: Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

"B" Essay (Strong)

To earn a "B," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support**: Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

"C" Paper (Acceptable)

To earn a "C," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay's purpose and audience are adequately conveyed.
3. **Support**: Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.

4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

"D" Paper (Developing)

To earn a "D," a paper will exhibit *one or more* of the weaknesses below:
1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support**: Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.
4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

"F" Paper (Unacceptable)

To earn an "F," a paper will exhibit *one or more* of the weaknesses below:
1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support**: Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an "F."

Student Responsibilities: Students are expected to
1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments
4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class
6. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration or use of AI
9. Ask questions when something is unclear.

Academic Integrity: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant. According to the *SPC General Catalog*: "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."

Plagiarism and Cheating: There is zero tolerance for academic dishonesty in this course. Do not under any circumstances use words you didn't write in an essay or assignment without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours before the due date to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can result in getting dropped from the course with an F.

Plagiarism violations include, but are not limited to, the following:
1. Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. 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, texting, internet, Quizlet, etc.) 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.

- I have an ethical responsibility to ensure that all students receive credit for only work that they have originally and ethically produced. It is your responsibility as a student to demonstrate that your work is original in order to avoid penalties or plagiarism violations. I encourage all students to keep a comprehensive draft history and track changes in Microsoft Word as a precaution.
- **DO NOT RECYCLE OLD PAPERS FOR THIS CLASS:** You may not submit the same or a revised version of a paper you wrote previously for this or another class. In other words, you will be expected to write new, original papers for each written assignment you complete this semester.
- TURNITIN will generate a similarity report for each of your papers and can reveal if parts have been plagiarized or generated by AI.
- ***If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a zero for the assignment or be dropped from the course with the grade of "F" or "X" at my discretion.***

Student Code of Conduct Policy: 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 that 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.

Intellectual Exchange Statement, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, Campus Concealed Carry: For information regarding official South Plains College policies on these topics, please visit: https://www.southplainscollege.edu/syllabusstatements/.

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.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.