

Syllabus - ENGL 1302 - Composition II

COURSE INFORMATION

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: 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 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:

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., MLA)
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.

Contacting the Instructor

Mrs. Sharon Race, Associate Professor of English

Office Location: Communications Building (CM106) on Levelland Campus

Office Hours: Monday through Thursday 1:30-3:00 PM, Friday 10:00 AM-noon, or by appointment

Office Phone: 806-716-2439

- **Use the Mail link** (located inside our Blackboard ENGL 1302 course under Course Tools) to contact me. I try to answer emails within 24 hours Monday-Thursday and Friday morning.

How to send me a Mail message inside our Blackboard English course:

1. Click on Mail under the Course Tools menu on the left side of the screen.
2. Click on the Create Message button.
3. Click on the TO button and find my name in the Select Recipients box (Sharon Race - Instructor).
4. Click on my name and then click on the right arrow to move my name to the Recipient box.
5. Scroll down to the message area.
6. Type YOUR NAME and the SUBJECT OF YOUR MESSAGE in the Subject box (example: Jane Doe - Question about "Araby").
7. Type your message in the message area. Click on the ABC button with the check mark under it to check your spelling.
8. Click the Submit button to send your message.
9. If you want to make sure a mail message has been sent successfully, check your Sent folder in Mail.

REQUIRED TEXTBOOKS AND COMPUTER SOFTWARE

One Required Textbook

Introduction to Literature: Custom Textbook for Professor Sharon Race, ENGL 1302. Boston: Pearson Learning Solutions, 2014.

IMPORTANT: A couple of other instructors have a custom textbook for ENGL 1302 that have the same cover as mine--make sure you DO NOT purchase the textbook for Professor Professor Randy Wall's course. Make sure my name (Professor Sharon Race**) is on the front cover.*

Our required textbook can be purchased directly from the South Plains College bookstores on the Levelland Campus, over the phone, or through the SPC bookstore website:

- Levelland Campus Bookstore: 806-716-2397
- Reese Campus Bookstore: 806-716-4690 (call before you go to see if they have the textbook)
- SPC Bookstore website: <http://www.sp-levbookstore.com>

Required Computer Programs

- **Internet Browser:** Blackboard is designed to work best with the **Mozilla Firefox** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9 because some users experience browser related problems with Blackboard

- when using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: <http://www.mozilla.org/en-US/firefox/new/> Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
- **A Word Processing Program:** You will need a good word processing program to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides 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 install to your PC, Mac or mobile device.
 - To access Office 365, go to <https://www.office.com/GetOffice365> and click the link "Find out if You're Eligible." Complete the registration process with your SPC email address, create a new password, and wait for your online account to be provisioned. This takes a few minutes the first time you login. You can then click the link for the individual application you want to use online, or click the link to install the application to your device.
 - Another option is to purchase Microsoft Office for Students at a discounted price. This package includes Word, PowerPoint, Excel, and much more. Visit this website to find out more: http://www.microsoftstore.com/store/msusa/en_US/cat/ThemeID.33363200/categoryID.63433700
 - **Microsoft PowerPoint or PowerPoint Viewer:** If your computer does not already have Microsoft Office with Powerpoint, you may download a **FREE** version of PowerPoint Viewer. You can view and print presentations, but you cannot edit them in the PowerPoint Viewer 2007. You may download the **FREE** PowerPoint Viewer from this website: <http://www.microsoft.com/en-us/download/details.aspx?id=13>
 - **Adobe Reader:** Available to download **FREE** from this website:
 - Adobe Reader: <http://www.adobe.com/products/reader.html>

SPC Google Email for Students

All SPC students are assigned an SPC Google Email account, so if you haven't already, you must go ahead and activate your account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but SPC also sends many important messages to your SPC Google email address.

Your SPC Google Email address

is: *yourSPCusername@students.southplainscollege.edu* (ex. jsmith1234@students.southplainscollege.edu)

Student email passwords have been set to the SPC default password format. New SPC Password format:

- Capital first letter of your first name, first four letters of your last name(lowercase), dollar symbol, last four of Social Security Number, exclamation point (!).
- example: Jsmit\$1234!
- Note: If no SSN was submitted, substitute 6 digit birthday (mmddy) in place of 4 digit SSN.

- *If you need help please call the SPC Help Desk at 806-716-2600*

Do not confuse our course Blackboard Mail with your SPC Google Email account; they are separate. ***For all communication with me, use Blackboard Mail inside our Blackboard course.***

To access your SPC Google email account, log in to [MySPC](#) and click the [SPC Google Email link](#).

You can also access your SPC email account through mobile phone mail apps, such as the Gmail or Outlook app. Check with the SPC Help Desk for assistance: 806-716-2600.

DO THIS NOW: Forward your SPC Google Email to your own personal email account:

1. Log in to your SPC Google Email account
2. Click the settings icon in the upper right hand corner
3. Select Mail Settings
4. Click the Forwarding Link in the center of the settings bar and add a forwarding address

COURSE ORGANIZATION AND POLICIES

Semester Calendar and Weekly Assignments

- **Calendar & Assignments** is the entry page for ENGL 1302 and is available as a link in the Course Content menu as well. The course material is released in weekly segments (ex. Week 1, Week 2), and each week runs from Tuesday 8 A.M. to Tuesday 8 A.M. of the following week.
- It is very important that you keep up with which week of the semester we are in so you will know when that week's assignments are due. So, for example, let's say that Week 1 begins on Tuesday, January 20; all assignments for Week 1 would be due by 8 A.M. on Tuesday of the following week, January 27.
- Weekly Assignments are normally posted by Tuesday of each week and detail the readings, discussion forums, exercises, quizzes, tests, and papers to be completed. Due dates are normally 8 A.M. on Tuesday of the following week.
- *I recommend you print out the weekly assignment sheets and keep them in a **three-ring binder**, along with all the other handouts you will be getting in this course. Use the assignment sheet as a checklist for the week. To print a Blackboard page, select the text, copy and paste to a Word document, and print.*

Grades Grade Calculation: Assignments vary in weight and total 100%

- Literature Quizzes and Tests (50%)
 - Literature Quizzes (35%)
 - 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 quiz grade from the beginning of the semester. *Midsummer Night* quiz cannot be dropped.
 - Short Story Exam (8%)
 - Drama Exam (3%)
 - Poetry Exam (4%)

- Research and Writing Assignments (50%)
 - Plagiarism Quiz 1 (2%)
 - Plagiarism Quiz 2 (2%)
 - Quotation and Paraphrase Quiz (3.5%)
 - MLA 8 (2016) Paper Format and Documentation Quiz (3.5%)
 - Fragments Quiz (1%)
 - Fused Sentences and Comma Splices Quiz (1%)
 - Pronouns Quiz (1%)
 - Misplaced and Dangling Modifiers Quiz (1%)
 - Apostrophes Quiz (1%)
 - Commas Quiz (1%)
 - Short Essay Assignment (4.5%)
 - Article Summary Paper (3.5%)
 - Character Analysis Essay (7.5%)
 - Research Paper Outline (2.5%)
 - Research Paper (15%)
- OPTIONAL EXTRA CREDIT: Earn up to 3 extra points to be added to your final average by completing six extra-credit SmartStarts Quizzes.

Grade Reports:

- Click on the My Grades link in the Course Tools menu to view your grades and current average. I recommend you do this weekly throughout the semester so you are always aware of your grade status.

Methods of Evaluation:

- Your work will be evaluated by means of this scoring system: A (90-100); B (80-89); C (70-79); D (60-69); F (59 and below).
- Blackboard quizzes and parts of the major exams are graded electronically and your grades will be available when I release them.
- Papers can take from one to two weeks to be graded; I will usually notify you through an Announcement when I have finished grading those written assignments. **MAJOR ERRORS are grade killers!** The major errors are fused sentences, comma splices, fragments, subject-verb agreement errors, pronoun-antecedent agreement errors, pronoun reference errors, three spelling/wrong word errors. Here's how major errors can affect your papers: if your paper has great content and contains no major errors, it could earn an A. Great content with one or two major errors would earn a B; great content with three or four major errors earns a C; five or six major errors drops it to a D; seven or more major errors receives a failing grade. In other words, don't let MAJOR ERRORS prevent your papers from earning the scores that your great content deserves! The absence of major errors, on the other hand, does not guarantee a good grade; content, organization, development, etc. must also be exemplary.

Essay Assessment Guidelines:

“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.”

Turnitin:

- Turnitin is listed as a link under the Course Content menu. Turnitin is the link you will use to submit papers and essays. Written assignments will need to be formatted according to MLA 8th edition (2016) style.
- 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.
- Once your paper has been graded, click on the View/Submit link to view my comments and marks on each submission.

How to Submit a Paper to TURNITIN:

1. TURNITIN accepts several different file formats, but the two best ones seem to be Microsoft Word and Rich Text Format. If you don't have Microsoft Word (.doc or .docx file ending), save your paper as a Rich Text Format file. It will have an **.RTF** file ending. **Microsoft Works** files are NOT compatible with TURNITIN.
2. Click on the **TURNITIN** link in the Course Content menu on the left.
3. Click on the **View/Complete** link under the assignment you wish to submit.
4. Make sure the option is set to submit paper by **single file upload** (do not use cut and paste)
5. In the drop-down menu under author, select your name > type your legal first and last name > type assignment name as your submission title
6. Browse for and double click the file containing your essay.
7. Click the **Upload** button.
8. Next you will see a screen that gives a preview of your paper. Check to see that you have submitted the correct file, but do not be alarmed if the formatting appears to be messed up. The formatting is usually fine when I view the paper in TURNITIN Feedback Studio.
9. **IMPORTANT STEP: Click the Confirm button below the preview.**
10. The next screen says: "Congratulations - your submission is complete! **This is your digital receipt. VERY IMPORTANT LAST STEP: Take a screen shot of this digital receipt with your computer or take a photo with your phone camera and save it, OR print a copy of this receipt from within the Document Viewer (instructions are below).**
11. Save and/or print a copy of the digital receipt, so you will have documentation that your paper was submitted correctly before the deadline. It happens from time to time that TURNITIN gives a "successful submission" message, but the paper does not actually submit properly, **so to prove that you submitted your paper before the deadline, you must have this receipt for documentation.** See the instructions below for how to save/print your digital receipts.
12. You may resubmit the paper multiple times before the deadline if you suddenly discover an error you need to fix.

13. After the paper is graded, be sure to open up your paper again in TURNITIN to view my comments and marks.

REQUIRED: To avoid a zero on a paper, ALWAYS confirm that your papers submit successfully to TURNITIN by SAVING and PRINTING Your TURNITIN Digital Receipt:

1. From time to time, TURNITIN will display a successful submission screen after you submit a paper, but the paper did not actually go through properly. **You MUST have a way to prove that you submitted the paper before the deadline, and a digital receipt is the documentation you must have.** The digital receipt is an automated response to **successful** submissions. As soon as you see the message on the screen that your paper has been successfully submitted, use your computer to take a screen shot of the message, or use your phone camera to take a picture. If you don't get a "successful submission" message from TURNITIN, you will need to try again until it is successful.
2. The digital receipt is also e-mailed to your South Plains College Google email address, as well as appearing on screen after you submit. Immediately, check your South Plains College Google e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt mail. 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.
3. Another method of saving your digital receipt is to download and print it following the steps below:
 1. Navigate to your TURNITIN submission (click on Go to Assignment Inbox) and open it using the Document Viewer (eg. view the Originality Report).
 2. Click on the "printer" icon in the far left corner of the Document Viewer. The icon is located next to the "information" icon.
 3. Select the "Download PDF of Digital Receipt for printing" option.
 4. A window may appear asking you to save the file. Please note where you save the file on your computer. **The Digital Receipt will be saved as a PDF file.**

Many students make the mistake of uploading the paper and thinking it's 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. Without a digital receipt, you cannot prove that you submitted your paper before the deadline, and I don't accept late papers.

MLA 8th Edition (2016) Documentation Style:

- All papers must be formatted according to **MLA 8th edition (2016)** style. Our textbook contains a section on MLA style and documentation, but don't use it. It is the 7th edition (2009) information, so it is outdated.
- For MLA 8th edition (2016) documentation and bibliography guidelines, click on the **MLA 8 (2016) Style** link under Course Tools.

Late Work:

When you know you have three whole weeks to finish your assignment but you plan on just doing it all the night before



- ***I do not accept late work.***
- You do 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. Plan ahead, and do not wait until the last minute to complete weekly assignments. Have alternate computer locations already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before the 8 AM deadline each Tuesday.
- **Former students suggest pretending that the weekly deadline is Monday at midnight instead of Tuesday morning at 8 A.M.**
- You may make up a major exam only if you have made contact with me prior to the time of the regular testing 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 which to take an exam. So plan ahead; if you have to be out of town or at work right when the exam is due, take it earlier in the week.

Plagiarism and Cheating Policy

“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” (*SPC General Catalog*).

- ***Cheating:*** “Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, or from the examination paper of another students, assisting others to cheat, alteration of grade reports, illegal entry or unauthorized presence in an office are examples of cheating” (*General Catalog*). Some example of cheating are copying responses from another student’s paper or quiz, allowing someone else to take a quiz or exam for you, or receiving help from someone else to complete any quiz, test, or written assignment.
- ***Plagiarism:*** “Offering the work of another as one’s own, without proper acknowledgements, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student [or another person] is guilty of plagiarism” (*General Catalog*). Some examples of plagiarism are not writing your own papers; copying parts of your papers from others’; not giving proper credit for

source information; not quoting, paraphrasing, or summarizing source material correctly; or not using proper MLA documentation.

- **DO NOT PLAGIARIZE YOUR OWN WORK: If you have taken this ENGL 1302 course with me in a previous semester, you may not submit the same papers you created for the previous course attempt in this current course. In other words, you may not submit the same or a revised version of a paper you wrote when you took my class during a previous semester. Nor may you submit papers for our class that you have written for any other course you have already taken. In other words, you will be expected to write new, original papers for each written assignment you complete this semester. For example, for the character analysis essay, if you wrote about Mathilde Loisel during a previous semester of this course, you will need to choose a different character to analyze for this semester's character analysis.**

If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a point deduction, or a zero for the assignment, or be dropped from the course with the grade of "F" or "X," at my discretion.

Computer/Internet Issues and Technical Support

- In order to participate in this internet course, you need daily access to a computer with reliable, fast internet access. The SPC Instructional Technology department highly recommends that you use a high-speed internet provider. It will be the best investment you make in your internet course!
- Blackboard is designed to work best with **Mozilla Firefox** browser, so download this browser now and use it every time you access Blackboard to avoid many technical issues.
- 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! You can find computers in the following places:
 - - SPC Reese Campus Student Computer Lab (806-716-4666)
 - SPC Levelland Campus Student Computer Lab (806-716-2179)
 - SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
 - your local city library
 - restaurants or cafes with free wifi
 - neighbors or friends (line up at least three)
 - other university labs, like Texas Tech
- **For technical support with Blackboard, do not contact me.** Click on the **Help links at the top of each page or under the Course Tools menu. You can also click on the SPC Blackboard Support link under course Tools and look for the link that says Blackboard Technical Support.** Our SPC Blackboard support staff is very knowledgeable and helpful and will be quick to respond.

Course Attendance

- If you have not submitted any assignments by the 12th class day, your access to the course will be blocked and the Registrar's Office will remove you from my class roll.
- I recommend that you access our course at least three times a week to work on the week's assignments. To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due.

How to withdraw from this internet course

- First, check the academic calendar on the [SPC home page](#) to see when the last day is to drop.
- Click on **Handouts** in our Blackboard course and download and print the **Student Initiated Drop Form**. My signature is already on the form.
- Fill out and sign the form.
- Then you can take the drop form to the SPC Admissions and Records Office at the Levelland, Reese, or Lubbock campus. You must have a picture ID and pay the \$5 fee to complete the drop. Call 806-716-2187 or 806-716-2375 for more information.

If you are not able to come in person to one of the campuses, then you need to submit an email requesting to be dropped to

either amorin@southplainscollege.edu or aruiz@southplainscollege.edu and they will work with you. The email should be from your SPC email account and should include a brief statement that you wish to drop and the reason you are unable to come to an SPC campus to accomplish that task. Include your name and the course and section you need to drop.

Student Conduct

- *Be Respectful*—show respect to yourself, your classmates, and your instructor. Be courteous in all of your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.
- *Communicate*—if you do not understand the assignment, call or e-mail me, but do so in a timely fashion. For example, if you have questions about a research assignment, do not call or e-mail on the day the assignment is due. Type QUESTION in the subject line of your e-mail so I can find it more easily. I am usually able to respond to e-mails within 24 hours, except on weekends and holidays.
- *Be Conscientious*—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and definitely not produce the best results.
- *Be Studious*—realize that internet courses require a great deal of self-discipline, organization, and self-motivation. You must set aside times each week that you “attend” your internet class. If you plan to “attend” this class only to take quizzes or exams, you will not do as well as you desire. I recommend you access our Blackboard course and work on assignments at least three times a week.

Disability, Non-Discrimination, Diversity, and Title IX Pregnancy Policies

Note to Students with Disabilities

- Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call 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. If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from Disability Services Office, and we can privately discuss your specific accommodations.

Non-Discrimination Policy

- I will do my best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy

- In this class, I will endeavor to 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.

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 Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

Course Calendar Overview

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
- Introduction to SPC Library

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.)
- Using Direct Quotations

Week 7:

- Short Story Unit (cont.)
- Start Character Analysis Essay

Week 8:

- Short Story Exam
- Character Analysis Essay Due

Week 9:

- Begin Research Paper Unit

Week 10:

- Research 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 Exam

Weeks 14 and 15:

- Poetry Unit
- Poetry Exam
- ENGL 1302 Post-Test
- Extra-Credit: Six SmartStarts Quizzes 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.