

South Plains College

“SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE”

Course Syllabus for English Composition 1302

SPRING 2019

Instructor: Mrs. Raylene Nuffer, M.A.

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Phone: 806-716-2239, Please leave me a message if I am not available to answer your call.

Office Location: Library Building, Levelland Campus, Third Floor – room 307

Office Hours – SPRING 2019

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:30am, 12:30 – 1:00pm,	8:30 – 9:30am, 12:30 – 3:00pm, *1:00 – 2:00pm in Writing Lab	8:30 – 9:30am, 12:30 – 1:00pm	8:30 – 9:30am, 12:30 – 1:00pm	9:00 - 12:00pm * <u>by appt. only</u>

Office hours are subject to change; however, you will be notified if changes occur.

Mrs. Nuffer’s COMP 1302 Course Offerings for SPRING 2019:

COMP1302.023 meets Monday/Wednesday at 1:00pm in room LIB338

ENGL 1302: Composition 2 – Course Information

Departments

English and Philosophy

Course Description

This course is a continuation of English 1301, which includes an introduction to literature and collateral readings. It also teaches students how to write a college-level research paper.

Scope and Purpose

English 1302 continues the purpose of English 1301: to help students to think well by helping them to write well. Unlike English 1301, English 1302 has a two-fold purpose: it encourages critical thinking by introducing the students to imaginative literature, to the modes of artistic thought, and to critical responses appropriate to these modes of thought.

Instructional Objectives

By the end of the course, students should have written a multiple source paper and at least two analytical papers in MLA style which demonstrate the ability:

- To practice and refine the skills of expository and argumentative writing already developed in English 1301;
- To understand the major elements of literature as these are highlighted by the instructor;
- To apply critical thinking to the study of literature and to write essays which demonstrate that critical thinking, such as summary, paraphrase, synthesis, and single-source assignments;
- To use a library for research purposes; to research and write an accurately documented paper.

Student Requirements

1. Students will read numerous short stories and poems, will participate in class discussions of the readings, and will be tested over their understanding of the readings through quizzes, examinations, and/or written assignments.
2. Students will complete one or more written assignments which may include, but not be limited to, one multi-source research paper, two or more shorter papers (summary, synthesis, critique, explication), or a series of research questions or projects.
3. Individual instructors may also require major examinations over the readings or any part of the course content.
4. Individual instructors may occasionally use film, stage productions, or other art forms to support the text, in which case students may also be tested over their understanding of content or of differences between the written text and the alternate presentation of that text.

Required Book

Literature Craft and Voice, second edition by Nicholas Delbanco and Alan Cheuse;
ISBN 978-0-07-338492-4

Required Materials

- Pens/pencils
- Paper/spiral notebook
- Highlighters, colored pens/pencils (assorted colors for marking text)
- Calendar/agenda

Your grade will be based on the following percentages

Reading Quizzes (average of all)	10%
Research Project – Enumerative Bibliography	5%
Research Project – Annotative Bibliography	5%
Research Project – Thesis Statement and Formal Outline	10%
Research Project – Rough Draft	10%
Research Project – Peer Review	10%
Research Project – Final Paper	20%
Literary Analysis #1	10%
Literary Analysis #2	10%
Attendance and Participation	10%

Grading Policy

1. All work is due as stated by the instructor and/or the syllabus.
2. Late work is not permitted under any circumstances (absences, illnesses, etc.).
3. Grades are usually updated and entered into Blackboard within a week after the assignment is due. *However, essays may require two weeks before a grade is submitted into Blackboard.*
****It is the *students' responsibility* to track their grades in Gradebook in Blackboard.

Reading Assignments

Mandatory, assigned reading is a requirement for this course. Reading assignments can be found in Blackboard. Any information discussed in the assigned reading may be included on your exams, even if it was not mentioned explicitly in the lecture.

Reading Quizzes

It will be particularly important for you to read the fiction assignments prior to coming to class, so that you may participate in class discussion. To ensure that you're doing this, you will be required to complete one or more reading quizzes each week. Consult the reading schedule to see what should be read for each reading quiz, and be sure to read the stories/selections very carefully. I do not accept late work for any reason

Notes

You are expected to take notes during every scheduled lecture; these notes will help you with both your writing and your exams. You should be taking notes while I lecture – no exceptions.

Research Project

You will be required to complete a multi-part research project over the course of the semester. Details for these assignments will be given at a later date. Late work will not be accepted for any reason.

Discussion

Discussion of the literature we read is an important part of this course. We will have general discussions during our class meeting, and every student will be required to participate. You are expected to be able to discuss, intelligently, the reading that was assigned for that day, and relate that reading to the concepts we've discussed in class. Failure to participate will affect your attendance and participation grade.

Due Dates

Due dates are posted on the course calendar, and are firm. I do not grant extensions or allow late work for any reason. Work submitted after the due date will not be evaluated and will receive a grade of 0.

As an online student, you assume the responsibility for your technology. I suggest three things:

1. Have a backup plan in place from day one, just in case your technology fails.
2. After submitting an assignment, return to the assignment submission before the due date and make sure it's been submitted properly. If it's not submitted properly by the due date, you will not receive credit for it, regardless of whether or not you thought the paper had submitted.
3. Don't wait until the last minute to submit assignments. If you have trouble, but no one is available to help you, you will still not be able to submit the assignment late.

You are responsible for making sure your work has been submitted properly.

Assignment Submission

I cannot accept any assignment via email, for any reason. All files must be submitted via the assignment tool 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, for any reason.

Additionally, all files must be submitted as .docx documents (Microsoft Word). I cannot accept .gdoc, .pages, .odt, .rtf, or .txt files. If you submit anything other than a .docx file, you will be given a 0 for that assignment and will not be allowed to make it up.

I cannot accept any assignment via email, for any reason. All files will be submitted via Dropbox.

Attendance Policy

In these co-requisite courses (INRW0420 + COMP1301), students are allowed up to 4 absences in each course. On the 5th absent day, or after 4 absences, a student's final grade may be dropped a whole letter grade. So, if a student makes a "B" in the course at the end of the semester, but has 5 absences then they will receive a "C" for the course. If the same student has 6 absences, then the student will receive a "D" for the course, and so on and so forth. Students may be dropped after 2 consecutive absences from this class if they have not been in touch with the instructor regarding their absences.

Students are expected to attend all classes in order to be successful in a college course.

Late Policy: For every two classes that a student is late, an absence will be assessed. Being late is defined as a student who arrives to class after the first 5 minutes *OR* if a student arrives more than 5 minutes late after a class break. If class starts at 9:30, then the student is late at 9:36 and thereafter.

****If I, the instructor, deems a student unprepared in any manner (e.g., consistently not bringing required materials/homework to class), and/or, if a student disrupts the learning environment, he/she will be asked to leave the class. If a student is asked to leave the class, this will result in an absence for that day, and this absence does count towards the student's allowable total absences for the semester. If the student is continually unprepared for class in any way, and/or continually disrupts the learning environment, that student may be dropped from the course with the grade of F.*

Institutional and Academic Policies

Plagiarism and Cheating

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.

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; or
5. Turning in a paper that was written for another class without further work (eg; added research, extensive text, or a reformatted essay)

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.

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.

Disability Statement

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 OR email lyoung@southplainscollege.edu (Levelland Campus).

Nondiscrimination Policy

The instructor will do his or her 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, the instructor 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 participants to learn about others, about the larger world, and about themselves.

Note: The instructor reserves the right to modify the course syllabus and policies.

Students will be notified of any changes that may be made to the syllabus.

Course and Classroom Requirements, Policies, and Expectations

What I Expect from You

- Attend class and be aware of announcements made in class.
- Bring all material (book, paper, pen/pencil, highlighter) to every class, unless instructed otherwise.
- Email me BEFORE being absent. *****Please note – you are responsible for following up with the instructor and other students to get any handouts and/or notes from the missed class.***
- Assignments are due on the dates listed in the schedule and on Blackboard. **Even if you are out of class, you are still expected to meet deadlines.** Therefore, you will need to make arrangements to get work and assignments to the instructor by the due date!
- Inform instructor of late **arrival immediately after class.** Failure to do so may result in your being marked absent.
 - You are responsible for keeping up with absences/tardies and can check regularly in Blackboard under the Gradebook.
- Complete homework early enough to seek help if needed.
- Keep an ongoing record of all of your assignments. When I pass graded work back to you, it is **expected that you will keep those assignments for your records.**
- Be familiar with information in the syllabus, especially attendance, grading, and test policies.
- Take care of personal needs before and after class – not during.
- Be prepared – have your materials with you (e.g., textbooks, pens/pencils) to class; complete readings/assignments **BEFORE** class:
 - If I see a student completing an out-of-class assignment in class, it will not be accepted.
- Listen and be respectful to others – instructor, guest speakers, and students.
- Participate in class.

What You Can Expect from Me

- I realize that you are busy people with lives in addition to these classes! Therefore, class will begin and end on time.
- In the event that a class is running late or needs to be cancelled (e.g., due to illness, inclement weather) you will be notified in Blackboard through the announcements tool, through email, and text messaging alerts.
- I will respond to emails within 24 hours of receipt, between Monday and Friday, noon. After Friday, noon, you may not receive a response from me until the following Monday (unless Monday is a holiday, in which case you will receive a response the next business day).
- I will return feedback to you (e.g., graded exams for your review, assignments, quizzes) within two weeks (generally one week).
- I am here to help you! You may email me, call me, or stop by during office hours, or make an appointment to see me.

Technical Course Information/Requirements

Blackboard

Blackboard serves as our course website, and will include real-time access to your grades, as well as weekly modules with PowerPoint and class notes, assignments due, handouts, and your chapter quizzes. To access Blackboard, please go to MySPC and click on Blackboard, then click the course link for this class.

Student Email

Your student email account can be accessed through MySPC. Please note: you will need your log-in information (username and password) to log into Blackboard. We will use the computer labs throughout the semester where you will need this information to log on to lab computers.

Once logged in to MySPC you will click on Student Email and your username & password is the same as your MySPC username & password.

MYSPC Technical Assistance

For technical assistance, please email askspc@southplainscollege.edu or 806-894-9611 ext. 3300.

Audio and Audiovisual Devices

To respect the academic freedom in the classroom, and the privacy of all students, recording of any kind (audio or visual) is strictly prohibited without written permission from the instructor ahead of time. Failure to adhere to this policy at any time may result in the student being dropped from the class with an "F".

Cellphone/Laptop/Tablet Usage in Class

Unless the instructor has given you previous permission, the use of a laptop or tablet are prohibited in the classroom because electronic devices can be a distraction.

The intention of the master syllabus is to provide an outline of the contents of this course, as specified by faculty of the Reading Department at South Plains College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for South Plains College are expected to facilitate learning pursuant to the course objectives. However, instructors also are encouraged to cover additional topics of interest so long as those topics are relevant to the course's subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

Tentative Course Schedule - COMP1302, SPRING 2019

Week	Topic
1 - January 14-17	Class Syllabus Academic style and grammar
2 - January 21-24 MLK Day- Monday	Research begins! -sign up for your research topic Lab day on Wednesday: meet downstairs in the library.
3 - January 28-31	Short Stories: TBA MLA Formatting and documentation
4 - February 4-7	Short Stories: TBA Enumerative Bibliography DUE
5 -February 11-14	Short Stories: TBA
6 - February 18-21	Short Stories: TBA Annotated Bibliography DUE
7 - February 25-28	Short Stories: TBA
8 - March 4-7	Short Stories: TBA Literary Analysis Essay #1
9 - March 11-14 Spring Break- all week	
10 - March 18-21	Poetry: TBA
11 - March 25-28	Poetry: TBA Thesis Statement, Outline, and Quotes DUE
12 - April 1-4	Poetry: TBA
13 - April 8-11	Poetry: TBA Literary Analysis #2 DUE
14 - April 15-18	<i>A Raisin in the Sun</i> by Lorraine Hansberry, pgs. 1438-1487 Research Paper: Rough Draft DUE
15 - April 22-25 Easter Break- Monday	<i>A Raisin in the Sun</i> by Lorraine Hansberry, 1961 movie
16 - April 29 - May 2	<i>A Raisin in the Sun</i> by Lorraine Hansberry, 1961 movie Research Paper: Final Copy DUE

Week**Topic**

17 - May 6-9

FINALS week

*******Please note: I reserve the right to change this tentative schedule. I may add, delete, edit, or revise material to help students accomplish the learning outcomes of the course. If a change is made, it will be announced in class, and updated schedules will be made available on Blackboard.***