

English 1302 – Composition II
Syllabus

Instructor: Steve Sanders

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Office Hours: by appointment

Course Description: The purpose of English 1302 is to help students understand and apply the standards of correctness in formal thought and the written English language. English 1302 helps students to think well by teaching them to read and write well through learning about the writing process, the fundamentals of research, and through readings of literary selections.

Required Texts

1. Kirszner and Mandell. *Portable Literature: Reading, Reacting, Writing*. 9th Ed. Cengage Learning. (electronic copy; available through Blackboard)
2. Collegiate Dictionary (such as Merriam Webster Collegiate Dictionary)
3. Any other text not mentioned here will be given to the students in class.

Prerequisite: International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

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

Required Supplies: Access to computer and Internet access, GOOGLE DOCS usage *required* (official S.P.C. email, username, and password - OR - Gmail account required)

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

Core 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.

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Student Learning Outcomes (A):

1. Use expository and argumentative writing skills.
2. Identify and analyze the major elements of literature.
3. Critically think about the study of literature and write papers utilize critical thinking, such as summary, paraphrase, synthesis, and single-source assignments.
4. Use a library for research.
5. Research and write an accurately MLA documented paper.

Course Requirements (B):

1. Be on time and regularly attend class (See “Attendance Policy”)
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 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
9. Ask questions when something is unclear.

Outcomes Inventory: A pre- and post-test **may** be used to determine the extent of improvement that the students have gained during the semester; the tests will be given at either the discretion of the instructor or departmentally assigned.

Methods of Evaluation

1. Students will complete one 1200-1500 word research paper to be graded according to the requirements in this syllabus.
2. Students will complete various assignments to assess understanding of class readings and discussions (written assignments, quizzes, exams).

Composition Requirements

1. All compositions must successfully use the conventions of standard grammar.
2. All compositions must be properly developed.
3. All compositions must be properly unified and coherent.
4. All compositions must properly utilize logic, facts, and argumentation to advance its thesis.

Composition Foci:

1. Central Idea
2. Organization
3. Sentence Structure
4. Diction
5. Mechanics
6. Creativity/Originality

Grades

Daily Grades (30%): classwork, quizzes, other assignments

Major Grades (70%): finished research paper, exams

Due Dates

All assignments are due on the days listed on the syllabus calendar. ***Late assignments (no matter the reason) will not be accepted.*** If, for some odd reason, the calendar must be changed, then it will be noted in class.

Research Paper

All essays (planning work, rough draft, and final draft) are due on the dates on the course calendar. No final draft of an essay will be accepted without its planning work and rough draft.

Exams

Exams are scheduled on the calendar and may either be objective or subjective.

Other Assignments

Proposed Thesis/Outline; Article Summary

Grading Policy

A = 90 – 100

B = 80 – 89

C = 70 – 79 (Class credit is only given for a grade of “C” or above.)

D = 60 - 69

F = 59 or below

Class Attendance Policy

If you miss two consecutive assignments, you will be dropped from the course.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in

which the student did attend/participate and the student will owe any balance resulting from the adjustment.

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 Special Services Office early in the semester so that appropriate arrangements may be made. The instructor should also be notified. Students requesting accommodations must provide acceptable documentation of the disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 894-9611 ext. 2529, 2530, in Levelland, or the Special Services Office in rooms 113C and 112, Reese Center building 1, 885, 3048 ext. 4654 for students at Reese or the Byron Martin Advanced Technology Center (ATC).

Statement of Nondiscrimination

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. This instructor will comply with federal, state, and professional equal opportunity regulations.

Plagiarism and Cheating

“It is the aim of the faculty of 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 and renders the offender liable to serious consequences. . .”

(South Plains College General Catalog)

“Except in extreme cases, disciplinary action in cases of cheating or plagiarism will be handled by and at the discretion of the instructor and, if necessary, in consultation with the departmental chairperson. Depending on the nature and the severity of the problem, individual instructors may assign penalties from zero for the assignment to an “F” in the course. Extreme cases may result in disciplinary action up to and including expulsion from South Plains College.”

(SPC Student Guide, SPC General Catalog)

Syllabus Calendar

All the due dates for work are on the course calendar. And, while the due dates probably will not be moved, the teacher reserves the right to make changes to the calendar because of unforeseen events and the havoc they might wreak upon the schedule. In most cases, though, refer to the calendar for the dates assignments are due. If you don't know the day any given assignment is due, then ask the teacher.

Course Calendar

Bold and *italicized* assignments in parentheses are due *on the day* for which they are listed.

Email Policy:

Due to privacy concerns, the teacher will not discuss grades through email. If you would like to talk about your grades or assignments, please make an appointment (using email, if necessary) for this purpose. (See the teacher schedule at the beginning of the syllabus.)

Campus Concealed Carry syllabus statement:

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.

English 1302 Rigor Agreement

English 1302 is a college-level course. **It, by definition, will move faster, be more rigorous in testing and grading, and will require considerably more study time outside the classroom than high school courses.** The following list of study techniques is highly recommended for understanding the content of the course with the goal of demonstrating the content through discussion, assignments, and testing:

1. Study groups;
2. Extensive note taking;
3. Daily at-home review of notes;
4. Reading ahead;
5. Taking notes at home over the reading assignment;
6. Participating in class discussion;
7. Asking questions if you do not understand; and
8. Attending tutorials if you do not understand.

If you are not willing to undertake *all* of these suggestions, then expect to do worse (considerably worse) than your high school courses.

I have read the above statement, and I understand the above statement applies to me and my enrollment in English 1302.

Name (printed)

Signature

Date

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