

**English 1302: College Composition and Rhetoric
Course Syllabus
Fall 2016
Instructor: Associate Professor Ms. Glenda Bryant**

Contact Information

***E-Mail Address:* Use Email Messages in *Blackboard* to contact me regarding all issues related to this course. Do not email me in campus mail.**

Required Equipment, Books, Computer Programs, and So Forth:

- **A reliable computer that includes *Microsoft Word* and *Microsoft PowerPoint* (Having access to a home computer and these programs is highly recommended. You will also need to have *Microsoft Word* downloaded to your computer. If you do not have access to a computer, you will be spending much time in the SPC Library or the Technology Center on the Levelland campus.)**
- **Delbanco, Nicholas, and Alan Cheuse. *Literature: Craft & Voice*. 2nd ed.**
- ***MLA Handbook* (This textbook is available in *Blackboard* for you to download.) You may download this book in the Technology Center on the Levelland campus. You will need a college student ID to use this computer lab where you are allowed to copy sixty pages a week.)**
- **Jump drives: I recommend that you have at least two jump drives for this course, for one of the two may stop functioning.**
- **Large Spiral Notebook: This notebook will house all of your handouts from the course. I suggest that you create tabs to organize your materials, such as *Course Syllabus*, *Special Handouts*, and *Power Point Presentations*. These handouts will prove valuable for future English courses you are required to take and for many other courses that involve research and composition.**

Course Objectives

- **You will practice and refine the skills of expository and argumentative writing already developed in English 1301.**

- **You will understand the major elements of literature as these are highlighted by the instructor: theme, symbolism, structure, characterization, point of view, setting, tone, language and sound devices, and others. In this study, you will be introduced to the features of prose, poetry, and drama and to some of the major authors, such as Robert Frost, Eudora Welty, Flannery O'Connor, and Edgar Allan Poe.**
- **You will apply critical thinking to the study of literature and write essays demonstrating your ability to analyze literature.**
- **You will also have a brief introduction to the online database system and the process of conducting research by searching and reading scholarly articles and analyzing the information. You will learn how to approach the reading of a research documents and determining the thesis and supporting points of these articles.**
- **You will learn the various rules for creating in-text documentation and works cited entries for various sources according to *MLA* standards.**
- **You will also apply the *MLA* formatting guidelines to incorporate paraphrases, summaries, and direct quotations into several papers and review and apply the features of the *MLA* documentation style for preparing formal academic papers.**
- **And as you study the literature, you will discover the components of a poem and short story that develop the setting, narrative style, characterization, theme, structure, irony, symbolism, and so forth. You will review and / or learn what these literary elements mean and be able to isolate them in assigned literary selections.**

Blackboard Information

- **Use *Blackboard* to do the following: acquire class assignments in *Announcements*, locate and download power points and any additional handouts, and correspond with students and me, your instructor, about the**

class's assignments. Throughout this short semester, you will be completing some timed testing assignments in *Blackboard's Tests*.

- Using your personal computer, go to this website: *www.southplainscollege.edu*. Then, click on *Blackboard*, a link that appears in the upper right hand corner of this homepage. Now, provide your username: in most cases, your username is the first initial of your first name followed by the first eleven letters of your last name and the last four digits of your SPC assigned student ID number. Next, type your password, which is your SPC assigned student ID number. It can be found in the top right corner of your acceptance letter to the college.
- After giving this information, you will be connected to the home page for this course.
- Note that to access the power points, you will need this program: *Microsoft Power Point*. This program is installed on the computers in the Technology Center. You may also purchase this software at any Best Buy, Circuit City, Office Max, and so forth.
- Use *Email Messages* in *Blackboard* to ask me, your instructor, or other students in the class questions about assignments that you missed or that you do not understand. Please do not email in regular campus mail, for it is cluttered with emails from vendors and so forth.
- You will complete some of the testing for the course in *Tests* in *Blackboard*. These timed tests give you ample time to answer questions for assigned readings and major exams. However, you will not have time to do a first or second reading of the story and / or handouts and power point presentations while you take the tests.
- To type answers within the tests, you must access all exams by using *Firefox*. Using another Web browser may prevent typing any responses into the online tests.
- Contact "Technical Support" for all online-related problems. *Blackboard* technical support is available to all students enrolled in Internet-based

courses. The first place to go for help is your course instructor. I will be able to answer any questions you have about the content of the course, assignment due dates, quiz dates, and so forth; however, for technical assistance email blackboard@southplainscollege.edu or call 806.716.2180.

- In addition, support hours are Monday through Friday, 8:00 a.m. - 4:00 p.m. When e-mailing a request for help, include your full name, course(s) enrolled in, name of instructor(s) and a phone number where you may be reached.

Grading Policies

(1) Type of Assignments

- Literary Tests
- Research Activities
- MLA Tests
- Writing Assignments

(2) Handling of Late Work and Computer Problems

You must turn in every assignment or take any online test by the deadline. I will not accept any late papers or allow students to take tests that they miss unless a dire circumstance arises. Contact me, the instructor, by e-mail or by phone prior to the deadline if such emergencies do occur.

(3) 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). I will be computing averages for the course by use of a grading program in *Blackboard*. Throughout the semester, you may visit *Blackboard's Grade Average and Scores* to see your grades. Keep in mind, though, you will not readily know your average when

you complete an assignment. I will have to record the grades into the program; then, I will notify you in *Blackboard's* email that the average has been updated.

(4) Extra Credit Policy

There will be no extra credit work for this course.

(5) Late Work Policy

I do not accept late work in this course. You are expected to meet every deadline. Failure to meet the deadline will result in a 0 for the assignment.

Attendance Policy

- “Punctual and regular class attendance is recommended for all students attending South Plains College. There are no excused absences. Students are responsible for all class work covered during absences from class even in cases in which they are able to satisfy the instructor that the absence was unavoidable” (*South Plains College General Catalog*).
- Students are expected to submit every assignment by the deadline. If students fail to submit more than four assignments, they will be dropped from the course with an X. If the total number of missed assignments becomes more than four after the last drop date for the course, which is April 27th, those students will receive an F for the final course grade.
- All students who miss no assignments, which are completed in their entirety and are submitted by the deadlines, and who miss only two class sessions and have notified me before the missed class or on the date of the missed class, will have four additional points added to the final semester average.

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 Catalogue 23).

- **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 student, assisting others to cheat, alteration of grade reports, illegal entry of unauthorized presence in an office are examples of cheating” (*General Catalog 23*).
- **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 23*).
- This instructor deems work as plagiarized if you fail to write your own essays, copy responses from another student’s paper, or receive help from someone else to complete any assignment. These situations are some of the most common forms of plagiarism.
- “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.” If you turn in a plagiarized paper or any assignment, you will receive a 0 for that assignment. If you and other students cheat on an assignment, all of you will receive a 0 for the assignment.

Disability Policy

If you have a disability, including but not limited to physical, psychiatric, or learning disabilities, and wish to request accommodations in this class, notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, if you request accommodations, you must provide acceptable documentation of your 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.

Discrimination Policy

It is the policy of this instructor not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status. In addition to complying with federal and state equal

opportunity laws and regulations and / or resolutions of professional organizations in education and psychology, my diversity policy declares harassment based on individual differences to be inconsistent with my instructional mission and educational goals.

Diversity Policy

“In this class, the teacher will 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. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.”

Classroom Conduct Policies

- **“Failure to comply with the lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeat violations of disrupting a class will result in the student being dropped from the course”** (*South Plains College Student Guide 11*).

- **In this classroom, you are expected to conduct yourselves as follows:**
 1. **Bring all needed materials to class: textbooks, pens, pencils, paper, computer jump drives, and supplemental guides or handouts. You may not share these items with another student.**

 2. **Be on time to class. If you are more than five minutes late, you are tardy. If you arrive more than ten minutes after class has started or leave ten minutes early and / or are gone for any reason for more than ten minutes, you will be counted absent for the class period.**

 3. **You are not permitted to leave the class to use the restroom or to call or text someone or receive such communication. You are not permitted to use your cell phone during class; thus, you may not call, text, or read messages. Turn off the device before the class starts. You also may not use computers to surf the Internet for personal reasons, to email others, or to check your communication to or from others.**

4. **Be attentive in class.** As I, your instructor, lectures or reads from the textbook or a handout, you are to be attentive by reading the material, highlighting the information as needed, and taking notes. Avoid talking with classmates, turning around to look at the clock or checking the time on your watch or sleeping. Failure to be attentive will result in an absence for the class session.
5. **Dress in a manner that does not distract from the academic environment.** “Revealing clothing or attire carrying obscene or offensive slogans are not permitted. . . . Students are required to wear shirts and shoes” (*South Plains College Student Guide* 13).
6. **Respect—show it to yourself, your classmates, and your instructor.**
7. **Communicate—if you are late to class, tell your instructor why you are tardy at the end of class.** If you miss a class, ask about your assignments by either e-mailing in *Blackboard* or calling and visiting me during my office hours.
8. **Tobacco—this substance is not permitted in class.**
9. **Alcohol or illegal substances—you should not use or be under the influence of these during class.** If you are, you will be asked to leave the class and / or may be dropped from the course.
10. **Yawn silently, not audibly.**
11. **Leaving the classroom—do not leave the classroom unless it is an emergency.** Blowing your nose, getting a drink of water, talking on a cell phone, or boredom do not qualify as emergencies.
12. **Profanity is not permitted.** Disruptive, offensive, threatening, physical, emotional, or verbal abusive behavior—you will be asked to desist or leave the classroom and will be dropped from the course.

13. Any extreme disruptions involving the above or including other issues mentioned in “Student Conduct” in the *South Plains College Student Guide*, pp. 11-15, will be handled in the manner outlined in this manual.

***This instructor reserves the right to make changes or add to these policies.**