

**English 1302: College Composition and Rhetoric  
Course Syllabus  
Fall 2017  
Instructor: Assistant Professor Ms. Glenda Bryant**

**Contact Information:**

*E-Mail Address: Use Email Center in Blackboard to contact me regarding all issues related to this course.*

**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, eds. *Literature: Craft & Voice*. 2<sup>nd</sup> ed. McGraw Hill, 2012.**
- ***APA Handbook*, 8<sup>th</sup> ed. (This handbook is available in your Blackboard course for you to download. You may download the short textbook in the Technology Center on the Levelland campus.)**
- **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 short story and poetry 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](http://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 Center* 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. Know as well that you are welcome to visit with me during my scheduled office hours about any assignment.
- You will complete some of the tests 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](mailto: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) Types of Assignments:

- Literary Tests
- MLA Tests
- Online Research Assignments
- Writing Assignments (test essays and multi-paragraph papers)

##### (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 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.

**(5) Extra Credit Policy**

There will be no extra credit work for this course.

*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*).

When an unavoidable reason causes you to be unable to complete an online assignment, such as illness or an official trip authorized by the college, I will permit you to make up the work at the end of the semester. You will be permitted to complete the assignment only if you inform me of the reason you cannot complete the work before or on the date of the assignment. You may inform me by emailing me in your *Blackboard* course or by calling me and leaving a message at 806.716.2190. If you call my office, be sure to include your full name and the class in which you are enrolled.

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, which is , will be administratively dropped by the Office of Admissions and Records and also dropped from this course. This student will received an X for the course.

**Students are expected to submit every assignment by the deadline. If students fail to submit five 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 November , 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, 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.”

**The instructor reserves the right to change any of these course policies.**