

SYLLABUS  
Clarendon College, Division of Liberal Arts

SEMESTER: Fall 2010

CREDIT HOURS: 3

CLASSROOM LOCATION: online

INSTRUCTOR: Mrs. Hannah Thompson

OFFICE: 206c (Pampa Center)

E-MAIL: [Hannah.thompson@clarendoncollege.edu](mailto:Hannah.thompson@clarendoncollege.edu)

OFFICE HOURS: MWF 8-9; TTh 12-3; by appointment

**COURSE DESCRIPTION:** A study of principles of effective writing through analysis of sentence structure, paragraph organization, and theme development. Includes analysis of model paragraphs and essays, essay writing, assigned library reading, and individual conferences. Prerequisite: ENGL 1301.

**COURSE PURPOSES:** English Composition and Rhetoric II partially satisfies the requirements for the Associate degree at Clarendon College and is designed for transfer to a senior college.

**COURSE VALUE:** Ability to communicate across the curriculum; ability to interpret what is read and to accept or reject ideas projected from that reading; designed to fulfill the requirements of the core curriculum.

**REQUIRED INSTRUCTIONAL MATERIALS:**

- Textbooks:
  - Madden, Frank. *Exploring Literature*. 4th ed. New York: Pearson, 2007. ISBN: 978-0-205-64018-8
  - *Writing Research Papers: A Complete Guide*. 12th ed. New York: Pearson Longman, 2006. ISBN: 9780321457998
  - *Same Kind of Different As Me*
- Other materials: You will need access to a computer, printer, and the internet. A USB drive is recommended, but not required. **You will need a student ID for access to the library.**

**STUDENT REQUIREMENTS:** The student is expected to log in to class prepared (with materials, homework, and readings), work hard, respect classmates, and commit to learning.

As young adults, you are expected to behave in a professional manner in the online classroom. This means that you are to be respectful of both your classmates and me. Cursing is not permitted in this course. You should not use inappropriate language or

engage in other disruptive behaviors. You should not demean or mock your classmates for any reason. If you create problems in the online classroom, your daily grade will be penalized. You will receive a 0 for any discussion board postings that are inappropriate. If you continually cause problems, you will be asked to leave the online classroom. You will be required to meet with the dean before re-entering my class. Repetitive classroom disruption may result in course dismissal or failure.

**ATTENDANCE:** Online attendance is your choice; however, you should log in every day for summer courses. **I do not accept late daily work, so make sure that you are aware of when your assignments are due. Quizzes and tests cannot be taken late.**

**Computer and internet problems are not excuses for late work. If you have trouble with your computer, you need to go to a public library or one of the on campus labs.**

**SPECIFIC COURSE OBJECTIVES:** At the end of the course the student will

1. demonstrate the writing process through invention, organization, drafting, revision, editing
2. demonstrate the ability to write for an audience as specified
3. demonstrate the ability to use different modes of expression in writing—narration, description, cause and effect, comparison and contrast, process analysis, and argument/persuasion
4. demonstrate the ability to write analytical paragraphs or essays over reading assignments
5. demonstrate the ability to discuss reading assignments
6. develop the ability to use writing and analytical skills across the curriculum

**EXEMPLARY EDUCATIONAL OBJECTIVES**

1. demonstrate awareness of the scope and variety of works in the humanities
2. understand those works as expressions of individual and human values within a historical and social context
3. respond critically to works in the humanities
4. to engage in the creative process and comprehend the physical and intellectual demands required of the author
5. articulate an informed person reaction to works in the humanities
6. develop an appreciation for the aesthetic principles that guide or govern the humanities
7. demonstrate knowledge of the influence of literature and philosophy on intercultural experiences

Students may vary in their competency levels on these abilities. You should expect to acquire these abilities only if you honor all course policies, attend classes regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.

## CLASS POLICIES

**Dropping a Course:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a “W” on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript. A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week. Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes. If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course.

**Withdrawal from College:** When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar’s Office. The request must include the student’s signature, the student’s current address, social security number, and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of “W.”

**Academic Dishonesty School Policy:** “Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination , classroom activity, laboratory exercise, or homework assignment ; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one’s

own, an idea, expression, or production of another person without proper credit (more about in the following paragraphs).

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken."

Plagiarism policies in my class: Cheating is a serious offense. You must do your own work. If you plagiarize any assignment or test, you will earn a 0 with no opportunity to rewrite/retake it. If you plagiarize two times, you will automatically fail the course and may receive more serious punishment from the university. You will be held responsible for all forms of plagiarism including the following:

1. Word-for-word plagiarism: The student quotes his or her source without using quotation marks. Even if the student cites the source, he or she is still plagiarizing because proper quotation procedures were not used.
2. Paraphrased plagiarism: The student uses a source and with the exception of changing a few words or phrases essentially quotes the original. Even if the source is properly cited, the writing is still plagiarized because the student has used the author's style, vocabulary, and content and claimed it as his or her own.
3. Improper citations: If a student uses someone's information other than his or her own, the source of the material must be properly cited. Failure to do so is plagiarism.
4. Improper use of ideas: Ideas are as equally protected as words. If the student uses someone's ideas, but expresses them in his or her words, the student plagiarizes if he or she does not cite the source of the idea.
5. Internet use: Copying and pasting from the Internet is plagiarism. Purchasing papers from a paper mill is plagiarism.
6. Student sharing: While students are certainly free to work together and study together, an assignment that calls for individual work must reflect the student's personal effort. If a student borrows or copies another student's work, that is plagiarism. If a student has another student write a paper, that is plagiarism. If two students collaborate on an individual assignment and turn in the same work, that is plagiarism. Student sharing also includes using someone else's electronic files or letting someone else use your electronic files.
7. In online classes, do not use internet definitions for terms on the tests. Everything you need to know is in the course notes section. If you use internet definitions, then I will assume that you cheated during the test.

Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is unethical. A student must do his or her own work; otherwise, the learning process is compromised. Plagiarism is unfair to fellow students who take the time and make the effort to do their own work. Essentially, plagiarism is cheating and will not be tolerated. **You are responsible for all forms of plagiarism and claiming that you do not understand plagiarism will not excuse you from the consequences.** The consequences for intentional and unintentional plagiarism are the same. NOTE: I typically do not check rough drafts for plagiarism, so if you submit a plagiarized rough draft and I do not catch it, you are still responsible for any plagiarism in the final draft. If you want me to look for plagiarism specifically, you must make that request and provide me with copies of any sources you used.

**GRADING PROCEDURE:** All assignments are due by the specified deadline. **DAILY ASSIGNMENTS AND QUIZZES MAY NOT BE MADE UP.** You will lose one letter grade per day that your paper (major papers only) is late. Tests must be taken on the day they are given. You may not make up or re-take tests. If you have an emergency, you must contact me as soon as possible.

Paper 1 (Analysis-2 ½ pages): 10%  
Paper 2 (Analysis with research-3 pages): 10%  
Paper 3 (Argument with research-4 pages): 15%  
Paper 4 (Critical Essay with research-6-7 pages): 20%  
Test 1 (Drama): 10%  
Test 2 (Poetry): 10%  
Final Exam (Fiction): 15%  
Homework/Quizzes/Discussion postings: 10%

All major papers must be turned in and all tests must be taken to pass the class regardless of mathematical score. Failure to turn in a paper or take a test will result in automatic failure. In addition, failure to turn in the course contract will also result in course failure.

I will try to have all major papers and tests graded and returned to you within one week from the due date. If it is going to take longer, I will notify you through WebCT mail. I am happy to help you with your assignments, but you must contact me at least 24 hours before the assignment is to. Otherwise, I may not have time to help you.

A student's final grade will be made available through Campus Connect at Clarendon College's website. The final semester grades will be figured as set in the current catalog:

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 0-50

FINAL EXAMS: Students must take a final exam for each of their academic courses. The schedule of final exams times is published at the beginning of the semester. Do not make plans to leave school before your scheduled final exam. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.

ACCOMMODATIONS STATEMENT: Clarendon College provides reasonable accommodations for persons with disabilities. Should you have a recognized disability and require special accommodations, you must notify either of the following individuals as soon as possible so that we can provide those accommodations: Dean of Students or your instructor. **Notification must be given within the first week of class**

COURSE CONTENT: College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

This syllabus is subject to change due to the instructor's discretion, but you will be notified of all changes with sufficient time to make adjustments. Any changes made will likely be in the students' favor.

Class Contract-If you do not turn this in, you will not receive a grade. I have received the course syllabus for English 1302 taught in the summer of 2010 by Mrs. Hannah Thompson. I agree to adhere to all policies and procedures. Failure to comply with these policies will result in consequences.

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Signature

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Printed Name

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Date

**Please send an email stating something similar to the above policy.**