

**Clarendon College**  
**SYLLABUS for ENGL 2332 Online**  
**World Literature I**  
 Dual Credit Spring 2011-- 3 semester hours

**INSTRUCTOR:** Melissa McCoy

**OFFICE:** Room 110, Phone: 806-874-4830 (direct line). The best way to catch me is to e-mail me at: [melissa.mccoy@clarendoncollege.edu](mailto:melissa.mccoy@clarendoncollege.edu). I check email at least once a day.

**OFFICE HOURS:** MW 12:00-2:00 p.m. and T/TH 11:00-2:00 p.m. My office hours are posted on the Clarendon College Web site under Faculty & Staff/Directory/Melissa McCoy. I will also have several hours each week available for on-line “office hours” by email.

My schedule is posted on our Clarendon College Website under Faculty & Staff/Directory/Melissa McCoy

**CALENDAR OF IMPORTANT DATES:**

Classes Begin	Tuesday, Jan. 18
Late Registration Begins	Tuesday, Jan. 18
Last Day to Register and/or Add/Drop	Thursday, Jan. 27
12th Class Day	Wednesday, Feb. 2
Spring Break	Monday-Saturday, March 14-19
Easter Holidays	Friday-Monday, April 22-25
Last Day to Drop with a “W”	Friday, April 15
Pre-Registration for Summer and Fall 2011	Tuesday, April 19
Commencement	Friday, May 6
Final Exams	Saturday-Thursday, May 7-12
Final grades due at 10:00 a.m. and dorms close	Friday, May 13

**FINAL EXAM SCHEDULE:**

- MWF 8:00 CLASSES: Monday, May 9<sup>th</sup> @ 8:00 a.m.
- MWF 9:00 CLASSES: Wednesday, May 11<sup>th</sup> @8:00 a.m.
- MWF 10:00 CLASSES: Monday, May 9<sup>th</sup> @ 10:30 a.m.
- TR 9:30 CLASSESS: Tuesday, May 10<sup>th</sup> @ 8:00 a.m.
- TR 8:00 CLASSESS: Thursday, May 12<sup>th</sup> @ 8:00 a.m.

**Required Instructional Materials:**

**Textbook:**

- Simon, Peter, ed. *The Norton Anthology of World Masterpieces: Shorter Expanded Edition, Volume I*. New York: Norton, 2009

**Other Relevant Materials:**

- Student simply *must* have access to a computer, the internet, and Microsoft Word. These tools are absolutely necessary for any online class, but especially necessary for the Literature class. I simply cannot accept word documents not typed on this software as I have nothing else but Word. (In other words, you will get a zero if you turn in work in a format I cannot open, like WPS.) You also need to have access to Microsoft Power-Point or the viewer as much of the lecture material in this online format will come in the form of a Power-Point.

### **Student Requirements**

- The student should be very disciplined and responsible in online classes. Students are expected to participate as *if they are in a classroom*, but in the online environment. Students are expected to read the assigned text and be prepared to contribute to the class discussion in the online format.
- The student should display a willingness to learn about new cultures and ideas. The student should also display courtesy at ALL times for the opinions of others. It is very important in an online environment to be especially cautious of what might appear to be “tone” and be respectful at all times in the written form.

### **Methods of Instruction**

- Instruction in this class will be comprised of a combination of lectures, readings, online discussions, journal work, tests, and an analytical paper to be written in MLA format.

### **Statement of Purpose**

- The goal of this course is to learn about the masterpieces of World Literature from Ancient Greece through 1650. This course partially satisfies the requirements for the Associate degree at Clarendon College and is designed to transfer to a senior college or university.

### **Course Objectives**

1. To enhance love of reading.
2. To improve critical reading, writing, and thinking skills.
3. To explore and discuss the beginnings and the development of literature, to develop active reading techniques for enhanced comprehension, and to develop critical thinking skills by completing three tests that include essay questions and an analytical paper on selected readings.

### **Grading Policies**

Test 1: 10%

Test 2: 10%

Test 3: 10%

Final (test #4): 10%

Analytical Paper: 30%

Daily Work (including discussions, journal entries, other homework assignments, and peer reviews): 30%

The final semester grades will be figured as set in the current catalog:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

Below 59 = F

A student's final grade will be made available through Campus Connect at Clarendon College's website.

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### **Academic Integrity and Dishonest Behavior.**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty 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) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering

grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student appeals and Grievance Procedure.

*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:** Read the following explanations carefully and be sure that you understand them.

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. A general rule of thumb is that if you borrow MORE THAN TWO WORDS IN A ROW, you must use quotation marks!
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.

Plagiarism is a serious academic offense. It involves legal issues about improper use of materials that do not belong to the student. Plagiarism is also 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.

**My Policy:** Anyone who is dishonest in any way (including the following examples) will receive a zero for that assignment, with no opportunity to make up the zero. You WILL receive a grade of F in the course for more than one violation. It doesn't matter if the second offense is a major writing assignment or something as simple as an extra credit assignment. In my game, it is TWO STRIKES YOU'RE OUT!

In addition to the above, I invoke my own requirements:

You are guilty of cheating on an assignment by letting someone else complete part or all of your work by

- using unauthorized electronic devices for in-class assignments or tests
- using someone else's electronic files
- letting someone else use your electronic files\*\*

\*\* It is your responsibility to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work but it is work that you completed, I will have to assume that you allowed it to happen, and both of you will suffer the same consequences. Therefore, make sure your saved files are kept in a place where others cannot copy them. DON'T SHARE DISKS!!!

It is also considered plagiarism if you use work that you have turned in for another instructor *if you don't get my permission first*. ALWAYS ASK! **NEVER LET ANYBODY ELSE USE YOUR COLLEGE LOGIN OR PASSWORD!!**

**IMPORTANT:** The temptation to cheat in an online format may be greater than in a regular class. It is true that the instructor may not always be able to catch these acts, but don't be sure she won't. And even if she doesn't, be a person of integrity. Take some pride in doing your own work.

#### **American with Disabilities Act Statement:**

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

#### **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. Please make special note of the withdrawal date for summer classes in the school calendar.

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#### **Attendance**

Online courses are unique in their attendance structure. You will not be in a classroom, but nonetheless, "attendance" is absolutely necessary. In fact, participating and being "present" in an online class may be

more important than in a regular classroom setting. It is essential to a student's success in my class and college in general that they participate through the online format as assigned. Please remember that a large portion of your grade is based on material or discussions that you *must be "in class" for!* Participation in the online forum is vital to the continuation of your understanding and your chances of ultimately passing!

### **Homework**

I do not accept late work. Please begin working on your paper early enough in the semester to allow plenty of time for revision and quality work. This also applies to all daily work and tests. If you do not turn it in in time, you get a zero. Period. The excuse "I'm out of town and can't get to a computer" is very like the old excuse "My dog ate my homework". I have given you a very detailed calendar so you can see when things are due. Every assignment is open from the beginning of the semester so that you may begin work immediately. The tests are open from Friday night to Sunday evening, with the exception of the final. I WILL NOT ACCEPT LATE WORK. Work ahead when necessary.

Final Exams: Please see the date of the final exam on Web-CT. This is *the only day* you may take this final