

Clarendon College
Liberal Arts Division
English 2332 – Section 101
World Literature I
Spring 2012 --- 3 Semester Hours

INSTRUCTOR: Rosemary Baxter

OFFICE:

Room 104 **or** Vera Dial Dickey Library --- I can also be reached by e-mail at
rosemary.baxter@clarendoncollege.edu

OFFICE HOURS:

Tu/Th 1:30 PM – 4:30 PM --- Before class if scheduled in advance --- I will make appointments for any students who cannot meet with me during regular office hours.

SPRING 2012 CALENDAR OF IMPORTANT DATES:

Classes Begin	Tuesday, Jan. 17
Late Registration Begins	Tuesday, Jan. 17
Last Day to Register and/or Add/Drop	Friday, Jan. 27
Last Day for Financial Settlement	Friday, Jan. 27
12 th Class Day	Wednesday, Feb. 1
College Closes for Spring Break @ noon	Friday, Mar. 9
Spring Break	Monday-Saturday, Mar. 12-16
Classes Resume	Monday, Mar. 19
Good Friday (College Holiday)	Friday, Apr. 6
Easter (College Holiday)	Friday-Monday, Apr. 6-9
Last Day to Drop with “W”	Friday, Apr. 13
Registration for Summer 2012/Fall 2012	Tuesday, Apr. 17
Commencement	Friday, May 4
Final Exams	Monday-Thursday, May 7-10
Final Grades due @10:00AM	Friday, May 11

TEACHING PHILISOPHY:

I believe that successful students take the responsibility for their own learning. The course curriculum will come primarily from the recommended textbooks, class lectures, class handouts, and interaction with me and other students in the class. In other words, class participation and questions show your interest in this class. If you have questions or need extra help, please feel free to call or e-mail me.

COURSE DESCRIPTION:

A study of the masterpieces of Western World Literature from the Ancient Greeks through 1650.

PREREQUISITE: English 1302

COURSE PURPOSE:

World Literature I 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 for transfer to a senior college.

REQUIRED INSTRUCTIONAL MATERIALS:

*Simon, Peter. ed. *The Norton Anthology of World Literature*. Vol. 1. Shorter 2nd ed. New York: W. W. Norton & Co., 2009. Print.

*Various library and Internet readings

*Loose-leaf regular, college rule notebook paper, or spiral notebook with perforated paper to be torn out --- In-class writing will **not** be accepted on torn-out spiral notebook paper!! Spiral notebooks are recommended for class notes. You will be expected to take notes in each class meeting except on test days.

*Blue or black ink only

***5 scantrons (available at CC Bookstore/Main Office)**

****#2 pencils for Scantron tests (PLEASE HAVE THESE!*****

***If you come to class without the supplies as listed above (textbook, pencil/pen, Scantron on test days, material for note taking, etc.) **you will receive a zero daily grade for that day.**

INSTRUCTIONAL METHODS:

Lecture, overhead notes, additional material for class discussion when needed, possible group work/projects, possible guest speakers, and individual work with students when possible

STUDENT LEARNING OUTCOMES:

At the end of the course the student will be able to

- a. demonstrate an awareness of and to articulate an understanding of various works of literature.
- b. assess through written or oral presentations the applicability of different eras of literature to modern life.
- c. demonstrate an understanding of literature as an expression of individual and human values through class discussion and group work.
- d. construct written analyses of literary works based upon research about and selection of appropriate theories of literary criticism.
- e. read a piece of literature and to write a critical analysis of the same piece of literature.

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

Attendance

Daily attendance for college classes is up to the student, but necessary for successful completion of this class. Much of what will be learned in this course will be **in addition to** what is covered just in the text. Pop quizzes may be given from time to time to check for assignment preparation. **If you are not in class to take the pop quiz with the rest of the class, you will receive a zero for that grade, even if you are late and come in to class after the pop quiz is over. This does not apply to students who are absent for school sponsored events.** A sign-in sheet will be used to record attendance. CC's mandatory electronic attendance will be recorded from the sign-in sheets from each class meeting. **Signing in for each class is your responsibility.** Promptness is crucial for each class!! Being late for class and forgetting to "sign in" will be recorded as an absence.

Approved participation in school sponsored activities – for which I receive notification through CC e-mail – is not considered an absence. This absence will be electronically recorded as "Excused." If you are absent for any reason (even school sponsored events), it is **your responsibility** to check with me about what you missed. If there is make-up work you need to complete, you need to complete it within **one class period** of your absence. A Tentative Course Schedule is provided to help you keep up with assignments. Please keep in mind that there could be additional assignments not on the Tentative Course Schedule or changes in assignment dates stated in the TCS. **If you do not discuss your absence with me or complete the makeup work, you will have a zero recorded for the said grade or test grade if you miss a test.**
*****The key point is discussing your absence with me prior to class ----- in person, by phone, or by e-mail.*****

Respectful Behavior

I will always show you the respect you deserve as a student. In return, I expect respectful behavior from you. Otherwise, you will be asked to leave the classroom. The main way you show respect in the classroom is by paying attention during class time. Also, please refrain from:

- *sleeping
- *talking to fellow students when I am talking or presenting material
- *using inappropriate language
- *listening to music over headphones
- *using cell phones, iPhones, iPods, etc. during instruction time
- *sending / receiving text messages
- *other disruptive activities
- *dressing inappropriately
- *wearing hoodies in the classroom --- even if you are having a "bad hair" day!!!
- *using any tobacco products in the classroom - Remember, CC is a Tobacco Free Campus.

One infraction will result in my warning you verbally. A second infraction will result in our visiting the Dean of Students.

Ringling Cell Phones

All cell phones or other electronic devices must be turned off in class. They are disruptive. If you anticipate an emergency call, please notify me before class. Otherwise, **turn them off!**

Electronic Communication/Entertainment Devices

As mentioned above, the use of cell phones, iPods, or any other electronic communication or entertainment devices is prohibited during instruction time. A first offense will receive a verbal warning. A second offense will result in confiscation of the device for one day. A third offense will result in loss of the device for one week.

Course Withdrawal

A student may drop a class with a "W." This must be done on or before the last day to drop a class as designated by the college calendar. This request for permission to drop a course is **initiated by the student** by procuring a drop form from the office. The student should sign the form, have the instructor sign the form, and return it to the office. Please remember that failure to officially drop a course will result in a final grade of "F" for the class. Any student who is considering dropping this course is encouraged to contact me before initiating the drop.

Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount at Clarendon College for taking the class a third time or more. Furthermore, 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. The final drop date for Spring 2012 is Friday, Apr. 13.

Student Academic Integrity and Classroom Ethics

Please read the following explanations carefully and be sure that you understand them.

Please read the following explanations carefully and be sure you understand them.

"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 an 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 activity; and/or, (10) plagiarism. **Plagiarism is defined as the using, stating, offering, or reporting as one's own 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.** (*Clarendon College Student Handbook*)

2010-2011 – Student Academic Integrity & Classroom Ethics section – p. 38) --- The *CC Student Handbook* is available online on CC's homepage. Click on "2011-2012 College Catalog & Handbook – ONLINE NOW" (bottom right hand corner of CC's homepage) – Click on "Student Handbook" – Then click on "2011-2012 Student Handbook." More about plagiarism will follow.

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

PLAGIARISM: Please read and make sure you understand 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. Proper documentation **must** include quotation marks and the proper citation.
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 own 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 to receive an individual grade must reflect the student's personal effort. In other words, if each student is to turn in a paper for a grade, it must be obvious to me that each student has done his/her own work. The papers should not be exactly alike!!! If a student borrows or copies another student's work, that is plagiarism. One student writing a paper for another student is plagiarism. Plagiarism also occurs if two students collaborate on an individual assignment and turn in seemingly identical work.

7. Student sharing: Plagiarism also occurs when you use someone else's electronic files or allow another student to use any of your personal files. It is important to protect all of your electronically saved files. The Student Handbook states that accounts (IDs and passwords) are approved and issued by the Dept. of Information Systems and Computer Operations and are issued to individuals and intended for the sole use of that individual. The individual to whom the account has been issued is responsible for the proper use of the account . . . and shall keep his or her keywords and passwords confidential to protect themselves and their files. Users shall not give or sell passwords to others.

****NEVER LET ANYONE ELSE USE YOUR COLLEGE LOGIN OR PASSWORD!!!!****

*****Your responsibility is to protect your electronically saved files. If someone else turns in an assignment as if it were that student's work, but is the work that you have completed, I will have to assume that you allowed this to happen. Both of you will suffer the same consequences. Therefore, make sure your saved files are kept in a place where others cannot copy them. DO NOT SHARE DISKS, FLASH DRIVES, ETC.**

Plagiarism is also committed if you use work that you have turned in for another instructor *if you do not get my permission first. Always ask!*

The 7th edition of the *MLA Handbook for Writers of Research Papers* states that “student plagiarism does considerable harm. . . it damages teachers' relationships with students, turning teachers into detectives instead of mentors and fostering suspicion instead of trust. . . Finally, students who plagiarize harm themselves. . . Knowing how to collect and analyze information and reshape it in essay form is essential to academic success. This knowledge is also required in a wide range of careers in law, journalism, engineering, public policy, teaching, business, government, and not-for-profit organizations.” Plagiarism is cheating and is unfair to other students who make the effort to do their own work.

My policy is that anyone who commits any of the above infractions will receive a zero on that assignment or test with no opportunity to make up the zero. You will receive an “F” in the course for more than one violation. This “F” will be given for a second offense if the assignment is a major writing assignment or something as simple as a daily assignment. In addition, **this instructor reserves the right to give the student an “F” for the class if there is any one cheating violation which she perceives as a deliberate, not accidental, infraction.** In other words cheating and plagiarism will not be tolerated.

*****Included in any discussion of plagiarism must be a discussion of the dangers of unintentional and intentional plagiarism in research. Intentional plagiarism has been discussed in depth in this syllabus. Incidents of unintentional plagiarism are often the result of carelessness dealing with the use of quotation marks, in-text citations, and incorrect paraphrasing. These situations are addressed and corrected through classroom instruction and rough draft consultation between student and instructor..**

Students are responsible for ensuring that their work is consistent with Clarendon College's expectations concerning academic integrity. In this course you will submit some papers using an online tool, **Turnitin.com**, to confirm that you have used sources accurately in your papers. In order to submit your papers to **Turnitin.com**, you will receive a **class id** and **enrollment password** at the appropriate time from me. You must also turn in a printed copy of any assignment submitted through Turnitin.

You will also receive step-by-step instructions about how to use **Turnitin.com** from me. The instructions and videos are also available at CC's website at the **Students >> Forms & Resources** link. Additional information about the Turnitin.com plagiarism prevention tool is available at <http://turnitin.com>

ASSIGNMENTS:

*******I will not accept late work.** Work will not be considered late if turned in to me by the time I leave campus for the day. To offset a grade that might be missed and consequently a zero given, I will drop the **lowest daily grade** and the **lowest major test grade** at the end of the semester. Please note that **no** writing grades will be dropped.

Assignments are due in class on the appropriate date. Because of the "No Late Work" policy, if you are not going to be in class the day an assignment is due, be sure that you have the assignment brought to me or e-mailed to me by class time. Since I am only on campus on Tuesdays and Thursdays, assignments may be left with Martha Smith in the Student Services office. She will put the assignment in my mailbox. If you send an assignment by e-mail, use **only** Microsoft Word. Send as an attachment, not just as an e-mail, because the formatting will be incorrect. In case of an emergency, you must e-mail me or notify me through the Student Services office (806-874-4820) that you will not be in class on the day that an assignment is due. If you contact me **PRIOR** to your class time, a possible "**0**" may be avoided and possible arrangements may be made to get your assignment submitted.

Daily grades will be averaged as part of your final grade. Major tests and assignments will be part of your final grade and must be satisfactorily completed in order to pass this course.

Important: Outside assignments must be typed or completed on a word processor. ****The MLA format must be used for all typed assignments.**** Always keep **at least two (2)** saved copies of your work. Use a flash drive **and** any other means of saving material. **Be very careful about saving your work on a friend's flash drive or computer. Anything saved on any CC computer's hard drive will be gone when you log off.** Any lost or damaged data will not be accepted as an excuse for not having work submitted.

FINAL EXAMS: All students must take a final exam for each academic course. The date of your final exam for this course is noted on your Tentative Class Schedule. **Please take note of this date early on for planning your end-of-semester activities.** I will only give early final exams in the most **extreme emergencies** only after you have provided the proper documentation for said emergency and filled out the official "Permission to Take Final Exam Early" form. You must get this form from the Dean of Instruction. If applicable, your coach/sponsor must sign off on taking an early final.

GRADING PROCEDURE:

The final grade in this course will be determined by the following:

Major writing assignments.....	40%
Major Tests(Course final=a major test).....	40%
Daily Grades.....	10%
Class participation/Decorum/Good Attendance.....	10%

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

90-100 --- A 80-89 --- B 70-79 --- C 60-69 --- D Below 60 --- F

ACCOMMODATION STATEMENT:

Clarendon College provides reasonable accommodations for a person with disabilities. Should you have a recognized disability and require special accommodations, you must notify the Student Services Office and instructor to ensure that services will be available in an effective and timely manner.

GRADE APPEALS:

Students have **three (3)** working days from the day grades are posted at the end of the semester in which the course was taken to challenge the assigned grade.

COURSE CONTRACT:

The last two pages of this syllabus will serve as a class contract concerning your understanding of the policies and requirements of this class. Please read carefully, initial in the places provided, sign, and return to me. You will receive a daily grade of 100 for returning your signed class contract. You will not be able to take your first test (Oedipus the King) if your signed contract is not returned.

AFTER REVIEWING THIS SYLLABUS, YOU MUST SIGN THE ENGLISH DEPARTMENT CLASS CONTRACT. FAILURE TO DO SO MAY RESULT IN THE INSTRUCTOR ASKING YOU TO DROP THIS CLASS. WE MUST AGREE ON THESE STANDARDS TO SUCCESSFULLY WORK TOGETHER. I PROMISE THAT THE REWARDS FROM FOLLOWING A STANDARD OF EXCELLENCE AND INTEGRITY WILL YIELD RESULTS FOR LIFE . . . NOT JUST FOR THIS CLASS.

COURSE EVALUATION:

Clarendon College has implemented a new policy wherein a student must complete the Class Evaluation by the end of the semester in the Student Portal in order to be able to view his or her final grade for this class. Please let me know if you have questions on this.

***The following chart shows the common editing and proofreading symbols I will use to grade and comment on your essays turned in for this class.

SYMBOLS AND MAJOR AND MINOR ERRORS

Major errors

IC	incomplete sentence	Sent.	run-on (fused) sentence or comma splice
SP	misspelled word	SVA	subject-verb agreement
Shift	unnecessary verb tense shift		




Minor errors

PR	pronoun reference	D	diction (inappropriate word choice for formal English)
PA	pronoun agreement	IW	incorrect word (definition does not match sentence sense)

Miscellaneous errors

Abb	inappropriate or incorrect abbreviation	DM	dangling modifier
Adj or Adv	misuse of an adjective or adverb	 	parallel structure incorrect
Cap or /	capitalization needed () or unnecessary (/)	~	need to transpose words
^	insert a word	δ	omit a word
P	punctuation error (incorrect ending punctuation, incorrect punctuation with quotation marks)		

References to content or sentence and paragraph structure and proofreader's marks

¶	new paragraph needed	U	paragraph lacks unity
No ¶	no new paragraph needed	Rep	repetitious
?	meaning of passage unclear	W	wordy
Coh	paragraph lacks coherence	Awk	awkward sentence—needs rewriting
	delete		
	insert comma		insert period

CLARENDON COLLEGE ENGLISH DEPARTMENT:
CONTRACT BETWEEN INSTRUCTOR AND STUDENT
ENGL 2332

What follows are a series of statements taken directly from the syllabus. You are required to initial beside each statement, thereby indicating your understanding of that policy. At the end of this document, you will see a place to sign your name and date it; this signature represents a statement from you, the student, that you have read the syllabus and you agree to abide by the terms in it, and that failure to do so will result in various consequences depending on the act. This will serve as our Class Contract.

- I have read the contact information for Mrs. Baxter and know how to get in touch with her by phone or e-mail. _____
- I see that the last day to drop with a “W” and the consequences of doing so is on _____.
_____ (insert date and then initial beside it)
- I see the materials required for this class, including textbooks and supplies, and I understand it is a requirement to have these supplies with me each class day. _____
- I understand that coming to class without my supplies or text will result in a “0” for the daily grade. _____
- I understand that Mrs. Baxter does not accept late work. _____
- I understand that contacting Mrs. Baxter **prior to class** may prevent me from receiving a “0” for late work. _____
- I understand Mrs. Baxter does not give make-up tests unless arrangements are made prior to class or unless I am absent for a school sponsored event. _____
- I understand that I need to be respectful in this class, including refraining from sleeping, talking, **texting**, or any activity not directly related to the instructor’s current directions. _____ I understand that one infraction will result in a warning and the second will result in a trip to the dean’s office. _____
- I understand that Mrs. Baxter cannot withdraw me from class, and I must do that myself if I decide to withdraw, or I receive an “F” for the semester. _____
- I understand that Academic Dishonesty **will not be tolerated**. _____
- I have read the various definitions of plagiarism and I understand them. _____
- I understand that if another student is caught with my work, I will suffer the same consequences as that student, as the instructor will have to assume I gave the student my work. _____
- I understand one violation of academic integrity (as outlined in this syllabus) may result in an “F” for the class if the instructor determines it was a deliberate infringement. _____
- I understand two violations, even accidental ones, will result in an “F” for the class. _____
- I understand that to get credit for any assignment in this class submitted through Turnitin, I must **also** turn in a printed copy to Mrs. Baxter for credit for the assignment. _____
- I have read and understand the “ASSIGNMENTS” section of this syllabus including information on due dates and submitting assignments via e-mail. _____
- I understand the consequences of NOT signing the class contract for this course. _____
- I understand that I have to complete an on-line evaluation of this class through the Student Portal before the end of the current semester or I will not be able to view my final grade. _____

CLASS CONTRACT

I have received and read the syllabus for English 2332 for the _____ semester of 20_____ taught by Rosemary Baxter. I agree to abide by the policies and information included in it. I understand the policies concerning class attendance, class behavior, class withdrawal, grading policies, academic ethics and honesty and the consequences of failing to comply with these policies.

Student Name

Date