

**Clarendon College
Liberal Arts Division
Spring 2012
English 1302 Concurrent
3 credit hours**

Instructor: Katherine Williams

Text: Meyer, Michael. The Bedford Introduction to Literature. Boston: Bedford/St Martin's, 2002.

Sorenson, Sharon. The Research Paper. New York: Amsco School Publications, Inc.

Course Description: Further improvement of writing skills, including critical analysis and the library research paper.

Prerequisite: ENGL 1301

Statement of Purpose: English 1302 partially satisfies the requirements for the Associates degree at Clarendon College and is designed for transfer to a senior college

Course Objectives : To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.

To understand the importance of specifying audience and purpose and to select appropriate communication choices.

To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expression, in written, visual, and oral communication.

To participate effectively in groups with emphasis on listening, critical and reflective thinking and responding.

To understand and apply to research and write a documented paper and /or give an oral presentation.

Methods of Instruction: Guided class discussions of reading assignments, assigned essays over select readings, directed research over chosen topics.

Class Policies: Attendance is required. All assignments are due on time; no late papers will be accepted. Research papers will follow the MLA style and format.

Classroom Conduct: 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.

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.

Accommodations 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 Procedure: 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. Full instructions for withdrawing from college will be given at the time the withdrawal form is picked up. 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, phone number, and course names and numbers of the course for which the student is currently enrolled. The date postmarked on the envelope will be the official withdrawal date. 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."

Grading Policies:	Essays	15%
	Thesis Statement and Outline	5%
	Source Cards and Note Cards	5%
	Rough Draft	20%
	Research Paper	40%
	Final Exam Essay	15%