

SYLLABUS, ENGL 1302
English Composition II
Summer II 2011, 3 credit hours
Taught online

Clarendon College

INSTRUCTOR: Melissa McCoy

OFFICE and OFFICE HOURS: The best way to catch me in the summer is through email in WebCT or at Melissa.McCoy@clarendoncollege.edu. Because this is an online class, I have office hours online. This includes responses to email and comments posted to the discussion board. I check WebCT at least every couple of days unless something unforeseen comes up, so I am always just an email away.

CALENDAR OF IMPORTANT DATES:

Summer II 2011	
Summer II Registration	Thursday, July 7
Classes Begin	Monday, July 11
Late Registration Begins	Tuesday, July 12
Last Day to Add/Drop or Register	Wednesday, July 13
Last Day to Drop with a "W"	Wednesday, August 10
Final Exams	Thursday, August 18

COURSE DESCRIPTION: A study of principles of effective writing through analysis of sentence structure, paragraph organization, and theme development. This includes analysis of model paragraphs and essays, essay writing, assigned reading, and individual conferences.

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

ON-LINE TEACHING PHILOSOPHY: It is my belief that students who take the responsibility for learning will learn the most. Therefore, in this class I will be acting more as a "facilitator of learning" than a "traditional teacher." What you learn in this course will come primarily from these sources: textbook readings, bulletin board postings from instructor and students, and email messages from other students and me. If you ever need extra help, remember that I am only an email message away.

REQUIRED INSTRUCTIONAL MATERIALS:

- Madden, Frank. Exploring Literature. 4th ed. New York: Pearson Longman, 2009. ISBN: 978-0-205-64018-8.

METHODS OF INSTRUCTION: Online lectures, slide shows through Microsoft Power Point, discussion of reading assignments through WebCT, group work, and work with students individually by email whenever possible.

SPECIFIC COURSE OBJECTIVES: Upon successful completion of online English Composition II, you will:

1. demonstrate skills of research
2. organize and write the analysis paper
3. properly document the analysis paper
4. recognize and avoid plagiarism in an analysis paper
5. write analytically about literature and essays

6. evaluate sources of information and determine relative value and credibility
7. distinguish between gathering information and synthesizing information and design and write a paper that is either argumentative or problem-solution.

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

CLASS POLICIES

Attendance

Attendance in college courses is your choice. Good online attendance means logging in at least every couple of days. If you don't log in for two weeks, I will assume you aren't going to finish the class. Online classes pose a unique challenge in staying motivated and on top of things and failing to "attend" this online format can and will be devastating to your success.

Withdrawing from the Course

If you decide that you are unable to complete this course, you must withdraw from it by the date set in the Clarendon College catalog. Withdrawal from a course is a formal procedure which you must initiate; **I cannot do it for you**. If you quit turning in assignments and do not withdraw, you will receive an "F." Remember, I will not withdraw you from the course; only you can do that.

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: 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 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!**

Finally, it is not smart to think I won't catch you if you are cheating. I almost always catch cheaters. Maybe you can slip it past me. I can't catch everyone, and it can be very tempting in an online environment to cheat. However—even if I don't catch you—there is a higher law and one who sees. Be a person of integrity.

Class Changes/Notifications

If any changes are made to the class (assignments, due dates, etc.), I will try to inform you individually.

Daily Grades: You will have a series of daily grades that will figure into your semester grade. These daily grades will consist of pop tests over assigned textbook reading, attendance (which in the online format is measured through discussion boards, peer reviews, etc.), daily exercises, or other such material. At the end of the semester, I will average all the daily grades. **Since I do not accept late work, you will simply need to turn in your work on time. If you don't turn in a daily grade, you get a zero, plain and simple.**

Tests: You will have tests consisting of multiple choice, fill-in-the-blank, matching, short answer, and essay questions and will cover only the topics we've discussed for that unit or the assigned readings. **If you miss a test, you will get a zero!** To a certain extent in an online class, teachers have to trust the integrity of their students. I can often catch students, and sometime have who take the tests together, but even if I don't catch you, again, be a person of integrity. Do your own work.

Major Assignments: Students are responsible for all assignments in this course and must satisfactorily complete all major assignments to receive a passing grade. Again, I do not take late work. You must turn these assignments in on time!

Important! It's always a good idea to have more than one back-up device. Always keep two copies of your work. Be very careful with flash drives—drives carried in backpacks, purses, and pockets could easily become corrupted and unusable. **A lost, stolen, or corrupt disk or flash drive or lost or corrupt data will not be accepted as an excuse for late work.**

Dropping this class: If you decide that you cannot continue with the course, you should go through the proper process for dropping a course so that you don't receive an "F" on your transcript. **I will not drop you from the course – you need to do that yourself.** See the College Catalog and refer to sections under Academic Information entitled "Schedule Changes" and "Dropped Course Grades" for specific information.

TESTS: You will have two days in which to take the on-line objective tests (usually on Saturday and Sunday, but check to make sure). **THE EXCEPTION TO THIS IS THE FINAL, WHICH MUST BE TAKEN DURING THE DESIGNATED TIME.** The tests will not be "proctored," which means that you will be able to take it by yourself, with no one watching. However, this is not necessarily great for you – they will be timed, and you won't have much time to go check the book for a correct answer. For a 50-question test, I allow 40 minutes. The test will be multiple choice, true/false, matching, and maybe some fill-in-the-blank or short answer questions. So you need to know your stuff!

PARTICIPATION ACTIVITIES: We will have bulletin board discussions throughout the semester. The purpose of these discussions is to bring you into the "community" of the classroom and make you feel like you're in a "real" college class. Make no mistake – you ARE in a real college classroom and in the real world of business, you have discussions, meetings, and conferences about various topics all the time. **You will need to post at least 15 messages in our bulletin board to receive an A for the discussion portion of your grade. It seems like assigning a grade to these is the only way some students will participate.**

It is important to understand another thing clearly about how this instructor feels about excuses. Saying "my computer crashed", "my internet was down", or something along these lines, is the

modern version of “the dog ate my homework”. It may legitimately happen, but the bottom line is the same—I may feel sorry for you but you still will not be able to make up tests or assignments.

GRADING ESSAYS IN ENGLISH 1302

I grade papers to emphasize the importance of good writing. For workplace writing, bad writing and communication skills is unacceptable and may even get you fired.

I may attach a “Grade-sheet” to each assignment from which you can see how many points you earned for each part of the paper (grammar is weighted a certain percentage, thesis support is weighted a certain percentage, and so on.)

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

Exams.....	50%
Writing assignments	40%
Participation (online discussion)	10%

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 60...F
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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.

What follows is the schedule for everything we are doing for the class. You will need to print this out and refer to it throughout the semester.

TENTATIVE COURSE SCHEDULE and CLASS TOPICS (subject to change if necessary)

DATES	TOPICS AND ASSIGNMENTS
Week 1 July 11-16	1. Read the Course Syllabus and the “READ ME FIRST” document found in WebCT’s homepage.
	2. I will expect an email from you saying “I have read the syllabus and the “READ ME FIRST” document and agree to abide by the terms in it. I feel confident that I have the skills and drive necessary to succeed in an online class”. You must send me this email IN ORDER TO RECEIVE GRADED WORK. This contract will serve two purposes: <ul style="list-style-type: none"> ➤ It will ensure that you read the syllabus and understand it. This email will serve as our class contract, outlining your expectations as well as mine. ➤ It will give you your first exposure to the online communication procedure. This email won’t count toward a grade, but it will give you some practice.
	1. Post your biography on the Bulletin Board under the topic “About Everybody.” Be sure to put it in that topic because we will have more topics and much more discussion. You need to have at least 15 postings this semester. These will close as we finish each unit, so stay on top of this!
	2. Respond to at least two other students’ postings this week.
	3. Read and discuss <i>Exploring Literature</i> , Chapters 1-3 pp. 3-79 (Reading about literature).
	5. Read and discuss, Chapter 3, pp. 80-90 (Writing About Literature).
	6. Read and discuss <i>Exploring Literature</i> , Chapter 3, pp. 139-143 (Reading and Analyzing Essays)
7. First writing assignments due: Part I: Follow the directions given in “Asgn #1, Wk 1: MLA Practice Doc.” You will prepare a paper in MLA format, using the guidelines given in the directions. No attached Assignment Sheet for this one – just read the directions.	

	8. Part 2: Work up assignment called "Plagiarism". You will find the assignment sheet under "Assignment Drop box" on the WebCT homepage. Look under "Week 1: Plagiarism."
	9. Test over reading from Week 1. The test will cover "lecture" material over Chapters 1-3 (NONE of the poems or essays). All tests will be open from Friday until Sunday at 11:55p.m. At midnight, I will "turn" the test "off," and you cannot take it. DON'T WAIT UNTIL 11:00 TO TAKE THE TEST!!

Week 2 July 17-23 Poetry	1. Read and discuss the following poems: "War is Kind" by Crane, p. 75 "A Dream Deferred" by Hughes p. 78 "The Road Not Taken" by Frost, p. 80 "Mirror," by Plath, p. 792 "A Man Said to the Universe" by Crane, p. 1221 "Ballad of Birmingham" by Randall, p. 17-8 "Richard Cory" by Robinson, p. 514 "Ballad of Birmingham" by Randall, p. 17-8 "When I Heard the Learn'd Astronomer" by Whitman, p. 83 "The Word Plum" p. 76 "The Wind" by Stephens, p. 80 "The Fog" by Sandburg, p. 85
	2. Read and discuss <i>Exploring Literature</i> , Chap. 4 & 5, pp. 150-192 (Argumentation and Research).
	3. For the poems, it would be a great study aid if you would download, print, and complete a "Poetry Wheel" for each poem. This can be found in WebCT under "Handouts, Study Guides" and "Handouts to Print." I won't grade these, but they are a wonderful study aid, helping you to sort and sift through the information and gather your thoughts about the poems. > You will also find a "Drama Square" and "Short Story Square" in the same place under "Handouts to Print." These are wonderful study aids, and I suggest you print these (or save them to your computer) and complete them.
	4. Be sure to post on the discussion board in WebCT this week. You should be posting three or four messages a week so you can have 15 by the end of the Week 5.
	5. Second writing assignments due: poetry. This will be in two parts , to be submitted separately. See "Assignment Sheet: Poetry" in Assignment Drop box for Week 2.
	6. Test over readings and poetry from Week 2. The test will cover details about the poems, so be sure you know them well, as well as information from readings in Chapters 4-5.

Week 3 July 24-30 Drama	1. Read "Trifles" by Susan Glaspell.
	2. Read pp. 91-105 in <i>Exploring Literature</i> about drama.
	3. Be sure to post on the discussion board in WebCT this week.
	4. As a study guide, complete the Drama Square in the "Handouts to Print" link from "Handouts and Study Guides." Again, this will help you corral your thoughts on the play.
	5. Third writing assignment due: drama (see "Assignment Sheet: Drama" in Assignment Drop box for Week 3).
	6. Test over drama. Again, the test will cover details about the play AND the reading in <i>Exploring Literature</i> for this week.

Week 4 July 31-August 6 Fiction	1. Read and discuss Ray Bradbury's "The Wind" (find in WebCT under "Handouts").
	2. In addition, review the poem, "The Wind" on p. 77 in <i>Exploring Literature</i> . Be able to discuss elements of both the short story and the poem.
	3. Read and discuss the following short stories: "Hills Like White Elephants," Hemingway, p. 732 "A Rose for Emily," by Faulkner, p. 951 "The Horse Dealer's Daughter" by Lawrence, p. 737 "Sweat," by Hurston, p. 1128 "Desiree's Baby," by Chopin, p. 947 "Chrysanthemums," by Steinbeck, p. 1196
	4. Read and study the handout "Elements of Fiction" found in WebCT under "Handouts." The information on it will be on the final (definitions, etc.)

	5. Be able to apply different elements of fiction to the short stories listed above. For instance, you would need to know if Armand in "Desiree's Baby" would be considered a flat or round character and why (go through ALL the stories and identify setting, plot, characters, etc.). This will take a while, so don't wait until the test to do it.
	6. Be sure to post on the discussion board in WebCT this week.
	7. Complete a "Short Story Square" for each story as a study aid. Concentrate on studying the stories and the handout.
	8. Fourth writing assignment due: short stories (see Assignment Sheet in drop box for details)
	9. Test over short stories. It will consist of details in the stories in conjunction with the Elements of Fiction handout. Again, know ABOUT the main characters (not just identify them), know about the conflict in each story, the methods of telling in each story, etc., and so on.

Week 5 August 7-13 Wrap-up	1. Read and discuss <i>Exploring Literature</i> , pp. 1301-1323 (Responding to Painting and Poetry).
	2. Pay particular attention to the painting "Starry Night" and the accompanying poem by Anne Sexton. Read handout to song lyrics "Vincent" by Don McLean. Also pay close attention to the painting "The Old Guitarist" and the poem "The Man with the Blue Guitar." Also watch Starry Night - Van Gogh the power-point that can be found on the link on the Homepage.
	3. Fifth writing assignment due: Write a full one-page personal response paper to the painting "Starry Night," "The Starry Night," and "Vincent." Compare how you felt after studying the painting and reading the two poems (check "Assignment Sheet: Vincent" in Assignment Drop box for Week 5). This will be due MONDAY AT MIDNIGHT because the final is Thursday, and you need time to prepare for it.
	4. Be sure to post on the discussion board in WebCT this week. You need to have 15 to get an "A" for this portion of the class.
	Final exam covering Elements of Fiction handout (Week 5). To be taken Thursday August 18th ONLY. It will consist of definitions and explanations of the terms in the handout (no short stories or poems here - just know the handout).