ENGL 1302 – Composition II

Instructor: Mary Wood  
Office: Lavaca 237

Course: ENGL 1302  
Section: 86401

Office Hours: All office hours for Summer II are virtual. Emails will be return quickly during the following hours:  
M 10:00 am to noon  
T 10:00 am to noon  
W 10:00 am to noon  
Emails during other times will be answered within 24 hours. Please email to set up a phone or on-campus conference.

Days/Times: MTWRFFSS

Phone: 972-238-6094  
Email: mewood@dccc.edu

Room: Online  
Term: Summer 2019

Course Description
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

This course builds on skills learned in ENGL 1301 and other previous English classes. We will focus on developing your analytical and argumentative skills in ENGL 1302. While we will spend some time reviewing, you are expected to have mastered other aspects of academic writing prior to this course, and your demonstration of those skills will be part of your grade.

DCCCD Catalog Information
ENGL 1302 - Composition 2 (3 Lec.)
This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD. Prerequisite: English 1301 and have met Texas Success Initiative (TSI) standard in Reading and Writing. Coordinating Board Academic Approval Number 2313015112

ENGL 1302 Learning Outcomes
Upon successful completion of this course, students will:
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

**Course Certification**
Simply logging into the online course is not sufficient to be certified in the course. In order to be certified, you must complete at least one assignment prior to **July 11, 2019**.

**eCampus Access and Use**
All course readings and materials will be made available through eCampus. Additionally, all assignments will be submitted through eCampus. If you have any issues navigating your eCampus account, please contact the Help Desk or see me immediately. I am happy to help you navigate the eCampus system, but please contact me early in the semester if you are unsure how to log in, navigate, upload assignments, etc. It is your responsibility to seek help if you are unfamiliar with eCampus.

**Grading & Assignments**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Discussion Boards</td>
<td>7.5%</td>
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<tr>
<td>Reading Quizzes</td>
<td>5%</td>
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<tr>
<td>Plagiarism &amp; MLA Quizzes</td>
<td>7.5%</td>
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<tr>
<td>Unit Quizzes</td>
<td>5%</td>
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<tr>
<td>Writer’s Notebooks</td>
<td>10%</td>
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<tr>
<td>Peer Reviews</td>
<td>10%</td>
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<tr>
<td>Annotated Bibliography</td>
<td>10%</td>
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<tr>
<td>Literary Analysis*</td>
<td>12.5%</td>
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<tr>
<td>Website Analysis*</td>
<td>12.5%</td>
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<tr>
<td>Argumentative Research Essay*</td>
<td>20%</td>
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At the end of the semester, final grades will be reported based on the following scale: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = 59 or below. When assigning final grades, I do not automatically round up borderline grades. If you are within 1 point of the next letter grade (for example, if you have a 79 or 89), I will consider your performance in the class. If you have missed assignments, submitted major essays late, or demonstrated a drop in grades rather than an improvement, I will not round up the grade. If, however, you have submitted all work on time and shown an improvement over the course of the semester, your grade may be eligible for the next letter grade.

You will complete **three major papers** (noted above with an *) in this course. I will grade all major writing assignments and peer reviews with the A-F grading scale listed above; each assignment will be evaluated based on your ability to thoughtfully respond to the prompt provided. For each major paper, I will provide a detailed assignment sheet and rubric to clarify the expectations and grading.

**Revisions:** You may choose to rewrite the first two major papers if you are not happy with your initial grade. I will give the class a revision deadline for each essay once I have graded all essays; late revisions will not be accepted. Points that are lost due to late submission or incomplete work on the first draft CANNOT be made up through revisions. You will not have time to revise the final essay, so please make sure to submit all prewriting assignments for regular feedback!
Peer Reviews
Peer review assignments are designed to help you become a more critical reader as well as provide you with feedback from your peers to help improve your writing. Peer review assignments will be graded based on the depth of thought and applicability of your feedback. You will not be able to participate in a peer review if you do not submit a draft of your paper for review; your peer review grade will be reduced if your paper does not meet the required page limit for that assignment. You cannot complete your peer review late as your partner needs the feedback in a timely manner to complete his or her work. There are no exceptions for this policy!

General Grading Policies
I will not grade assignments submitted through email as all assignments must go through the plagiarism checker. If you have technical issues with uploading an assignment to eCampus, please email the assignment to show it was completed and upload it to eCampus as soon as the technical issue is resolved.

Per campus policy, I do not send any graded work through email. Grades will be posted regularly in eCampus. All assignments will include a summative comment that shows up in your grade center as well as detailed comments. If you are unsure how to check your grades or your detailed comments, please contact me immediately, and I will walk you through the process. It is your responsibility to check your comments and contact me ASAP if you are unable to open a graded document as well as if you have questions about your grades.

Please check your grades on eCampus regularly and report any concerns promptly.

Late Policy
To receive full credit, all work must be submitted by the due date on the course calendar. Late major papers will be penalized by a full letter grade (ten points) EACH day (not class meeting) that they are late. This policy applies only to the three major essays and the annotated bibliography; other smaller assignments (discussion boards, reading quizzes, unit reflections, peer reviews, etc.) are not accepted late.

I recognize the many responsibilities and obligations faced by each of you outside of class, so you may choose to submit ONE of the first two major papers up to three days late without penalty (*note that this does NOT apply to peer review drafts, peer review assignments, minor writing assignments, discussion board posts, or the final paper). In order to take advantage of this late submission, you must send me an email asking to use your late forgiveness on an assignment simply because it is late. Additionally, you should keep in mind that submitting an initial draft late may affect how long you have to revise the essay. You will not be permitted an extension on the revision deadline if the initial draft is late.

Formatting and File Type
All major papers must be submitted in full MLA format; this means they must be typed in Times New Roman 12 pt font and double-spaced with one-inch margins as well as follow other MLA guidelines. Your work must be submitted as a Word document (either .doc or .docx) in order for you to view comments in eCampus and run through SafeAssign. You will receive a 0 for any assignment that I
cannot open due to use of the incorrect file type and will lose late points until an acceptable draft is submitted.

Email Policy
All emails sent for class must include your name and course/section number. Please use an appropriate and clear subject line and write clearly and professionally. I may not respond to emails without a student name, so make sure to include your name in the email. I will respond to emails within 24 hours. Make sure to email questions about an assignment in time to receive a response; for example, if you email a question at 8 pm before a midnight deadline, you haven’t given me a reasonable amount of time to respond.

Online Etiquette
In this class, we may delve into topics that affect our community, and the entire class will often not agree on one viewpoint. We may discuss topics that affect you or your classmates personally. It is important that you approach each argument as an opportunity to learn about diverse viewpoints and engage in academic debate. If you disagree with a classmate, you must provide counterpoints and discuss the argument; you should NOT put down and belittle any classmate’s contributions to class discussions, and you should never attack a person rather than the argument.

Please be respectful of your classmates and their work in this class as well as the learning environment. Students who cause disruptions or fail to demonstrate respect to their classmates can lose points on discussion boards or peer reviews for failing to demonstrate an understanding of appropriate tone and audience. Continued disruptions can lead to additional consequences.

Richland College Quality Enhancement Plan (QEP)
Richland College’s QEP is called Learning to Learn: Developing Learning Power. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep/

Academic Honesty
Dr. Evil is wrong—academic dishonesty is not a strategy; it is cheating. Scholastic or academic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct http://www.richlandcollege.edu/conduct.

Examples of academic dishonesty include passing off another student’s work as your own, copying and pasting sections from the Internet or another student’s work into your paper without proper formatting and citation, writing a paper together with a student in another class, or submitting a paper in this class that was written for or submitted in another class.

Final drafts of any assignment that demonstrate evidence of academic dishonesty, whether intentional or unintentional, will be given a grade of 0 for that assignment; you cannot revise or make up
assignments that demonstrate plagiarism. If you are caught plagiarizing or cheating on more than one assignment in this course (including minor assignments), you will automatically receive a failing grade for the course. Extra credit assignments will **not** be offered towards improving or replacing grades for work that has been given a 0 due to academic dishonesty.

**Help with Writing**
- The English Corner is located in Bonham 228. There you can receive supplemental instruction and tutoring from qualified English instructors. No appointment is necessary. Ask your instructor about the current schedule, or see the schedule on the door of B228.
- The Writing Center is located in Medina 216. There you can receive free tutoring by appointment or on a drop-in basis. Phone: 972-238-6226. More info online at: [http://www.richlandcollege.edu/writing/](http://www.richlandcollege.edu/writing/)
- Additional help is available on-line. See the Online Tutoring tab on eCampus.
- When you visit either the Writing Center or the English Corner, please make sure to take a copy of your assignment sheet, class notes, textbook, and your own writing. This will help the staff provide the most effective feedback. If you use the online services, make sure to ask specific questions and explain your concerns/struggles clearly.

**Academic Progress**
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php) for more details.

**Obtaining Final Course Grades Using eConnect**
Final Grade Reports are no longer mailed; they are available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu) or by telephone at 972-613-1818. Your grades will also be printed on your Student Advising Report, which is available in the Admissions and Student Records Office, T170.

**Course Drop Date**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course. Please see the list of Important Dates on the Academic Calendar webpage at [http://www.richlandcollege.edu/academiccalendar/](http://www.richlandcollege.edu/academiccalendar/)

Please consult with me before dropping this class. Any student who has below a 70 two weeks before the course drop date is required to set an appointment with me to discuss his/her progress in the course.

The drop dates for this semester are as follows:
- Last day to drop a class without a “W”- July 11
- Last day to drop a class with a "W"- July 30

**Institutional Policies**
Institutional Policies relating to this course can be accessed from the following link: [www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies)

**Disclaimer**
The instructor reserves the right to amend this syllabus as necessary.
Course Outline
The due dates tab on eCampus provides an outline of assignments and due dates. As we move forward in the semester, we may discover that we need to spend more time on a given topic or assignment. Therefore, it may be necessary to adjust our schedule to ensure you are gaining the best understanding of the material. Any changes to due dates will be posted on eCampus. Make sure to check your Blackboard regularly for updates to the course calendar.