ENGL 1302 – Composition II

Instructor: Dr. Afrin Zeenat  
Course: ENGL 1302

Virtual Office Hours: Wednesday 11:00am-12:00 pm  
Section: 86402

Email: azeenat@dcccd.edu  
Term: Summer II 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.

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 complete the following:
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.)

Required Texts
No required textbooks. All course materials are available online.

To access the course material:
1. Go to: http://ecampus.dcccd.edu/
2. Click on “Access eCampus”
3. For Username, enter your student ID number preceded by an “e” (for example: “e1234567”)
4. Enter your password. The default password is the same as your username.
5. In the box on the right, you should see a list of courses in which you are enrolled. Click on English 1302—Composition II.
6. Use the menu on the left to navigate the site.

Email is the primary means of communication in this course. To update your email:

1. Follow 1-4 above.
2. Under the “tools” box on the left, click on Personal Information.
3. Click on “Edit Personal Information.”
4. Provide a working email address in the space provided 5. Click “Submit” at the bottom of the page.

Online Courses

The instruction for this course is entirely online. You will be asked to read texts, watch video clips, listen to audio clips, participate in discussion boards, write essays, and take quizzes—all online. The lessons and instructions are on our eCampus course page, which you should check every weekday for announcements and to keep up with the course material. You must have access to the minimal technological requirements (listed on the “Getting Started” page on eCampus) to complete the course requirements, which include completing and submitting assignments in Microsoft Word. You should also have some experience working on a computer, writing emails and essays, and communicating online.

Course Outline

This course has five units. To access each unit, go to the eCampus page for this course, select the left course menu called “Lessons—Assignments,” and begin going through the units. This is not a self-paced course; all of the assignments have due dates, which are outlined in the assignment calendar located on the eCampus course page. Along with the syllabus, be sure to read or view the course orientation, which provides details about completing the assignments. Here is a basic outline of the units and the assignments in each unit:

Attendance & Participation
In an online class attendance will be determined by the frequency of a student’s interaction on the course site. The eCampus system records each student’s time spent in the online course. The professor will check student’s online participation and time spent to determine attendance and participation grade.

Late Policy:
Since this is a four-week class, no late assignments will be accepted. Failure to turn in assignments by the deadline will result in a 0.
In case of an emergency, email the instructor a day in advance and request an extension. Extensions will be granted on a case by case basis. You must contact me as soon as possible rather than wait until after the assignment is due or at the end of the semester.

**Assignment Submission**

- Most assignments, papers, discussion board posts, quizzes will be due on consecutive Sundays by the end of day (11:59 pm).

- All assignments must be formatted according to appropriate, standard formatting for the genre of the document. Be sure that your name and the date of the assignment appears on every assignment in an appropriate place. You will submit assignments on Blackboard through SafeAssign.

- All essays must be typed in Roman-based 11 or 12-point font. Lines should be double-spaced. MLA documentation style will be used in this class. The following must appear on the top left corner of the first page of each essay: Student’s name, Instructor’s name, Course Identifier, Date. Page numbers must appear at the top right of each page.

- All assignment should be submitted through the assignment submission link in the appropriate format on eCampus.

- **DO NOT** email assignments to the professor. Emailed assignments will receive a 0 on the assignment.

- **DO NOT** upload PDF documents. Only MS Word documents will be graded.

**Grading**

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<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Grade Range</th>
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</thead>
<tbody>
<tr>
<td>3 papers (including drafts)</td>
<td>50%</td>
<td>A = 90-100%</td>
</tr>
<tr>
<td>Paper 1: Summary/critique of short fiction (15%)</td>
<td></td>
<td>B = 80-89%</td>
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<tr>
<td>Paper 2: Poetry Explication/Analysis (15%)</td>
<td></td>
<td>C = 70-79%</td>
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<tr>
<td>Paper 3: Reseached Paper (20%)</td>
<td></td>
<td>D = 60-69%</td>
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<tr>
<td>5 Discussion board posts and 5 writer’s notebook entries</td>
<td>20%</td>
<td>F = 59% or less</td>
</tr>
<tr>
<td>5 Weekly Reading Quizzes</td>
<td>5%</td>
<td></td>
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<tr>
<td>Grammar exercises</td>
<td>5%</td>
<td></td>
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<tr>
<td>Annotated Bibliography</td>
<td>10%</td>
<td></td>
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**Classroom Etiquette**

Students must be respectful and follow all rules of netiquette when communicating with fellow classmates and professor.
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 https://alt.richlandcollege.edu/qep/

Academic Honesty
Scholastic 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 https://alt.richlandcollege.edu/conduct.

Please be ethical about all kinds of writing you do in this class. Try to not seek help from friends, relatives, or any other person. Since all writing is geared towards earning a degree that will make you employable, even if you do not write perfectly, you will learn by writing yourself. By seeking outside help, students deceive themselves not the professor because ultimately students will be facing the workplace that will require writing skills.

All writing assignments will be submitted through SafeAssign, a plagiarism checking software. If any assignment is marked as plagiarized, the professor reserves the right to grade it as an F.

Plagiarism is using someone else’s words or ideas without giving credit and is a serious academic offense. It can range from:

- Turning in a paper any part of which you did not write,
- Cutting and pasting a paper together from various sources without attributing the sources correctly,
- Changing a few words but basically keeping most of the words and sentence structure of the original,
- Using the ideas of another without giving credit to the person who originally had the idea.
- Using the exact words of the source without using quotation marks even if you give the name of the source.

Note: You must be able to demonstrate that written work submitted is original. This means that it is your responsibility to maintain copies of drafts, notes, and any other materials that can demonstrate the original nature of the writing. If you edit and revise on a computer, it will be necessary occasionally to save drafts of an assignment as it is revised in order to show how the final draft evolved.

Collusion is working with someone so closely on your paper that large sections have been reworded by someone other than you.

Collaboration with others is encouraged in the writing process (getting ideas, planning, revision, editing), but the final paper should be entirely your own writing, and edited mostly by you.
Both plagiarism and collusion are serious academic offenses. Consequences will include the following:

- a performance grade of "0" for the assignment or test,
- documenting the incident in your DCCCD file,
- taking other appropriate disciplinary actions.

More on plagiarism: [http://owl.english.purdue.edu/owl/resource/589/01/](http://owl.english.purdue.edu/owl/resource/589/01/)

“Recycling”: Papers written for another class, or written in previous semesters, will not be accepted. The purpose of a writing course is to practice your writing. Turning in old work defeats that purpose.

**Help with Writing**

- The English Corner: Located in Bonham 228, you can receive supplemental instruction and free tutoring from qualified English instructors. No appointment is necessary. The English Corner is also a study area. Check the website for hours and more information. [https://alt.richlandcollege.edu/englishcorner/](https://alt.richlandcollege.edu/englishcorner/)
- The Writing Center: Located in Medina 216, you can receive free tutoring by appointment or on a drop-in basis. Phone: 972-238-6226. [https://alt.richlandcollege.edu/writing/](https://alt.richlandcollege.edu/writing/)
- Online Writing Lab (OWL) at Purdue University: Visit OWL for additional help with writing. [https://owl.english.purdue.edu/](https://owl.english.purdue.edu/)
- Additionally, you can email me your rough drafts in advance for my feedback.

**Academic Progress**

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check the following link for more details. [https://alt.richlandcollege.edu/admissions/advise-register/](https://alt.richlandcollege.edu/admissions/advise-register/)

**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 [https://alt.richlandcollege.edu/academiccalendar/](https://alt.richlandcollege.edu/academiccalendar/)

**Institutional Policies**

Please see the document: [https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/](https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/)

**Disclaimer**
The professor reserves the right to amend this syllabus as necessary. At some point, it may become prudent or necessary to change the syllabus or amend these policies. If this should occur, I will notify you of any changes via email. I reserve the right to make such changes any time; however, such changes will be made only in the interest of the students in the class.