English 1302 Syllabus
Richland College

Instructor Information
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Office Hours: by appointment
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Course Information
Course Title: Composition 2
Course Number: ENGL 1302
Section Number: 83406
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Time/Location: online
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Required Course Materials
No textbook required. All materials will be available online. You need a reliable Internet connection and a word processor (preferably Microsoft Word).

Course Prerequisites
Prerequisite Required: ENGL 1301
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. (3 Lec.)

Student 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.)

Texas Core Objectives
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
**Graded Work**

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

**Summary of Graded Work**

<table>
<thead>
<tr>
<th>Grade Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Major papers, final drafts (3 @ 10% each)</td>
<td>30%</td>
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<tr>
<td>Major papers, rough drafts (3 @ 10% each)</td>
<td>30%</td>
</tr>
<tr>
<td>Short Essays (2)</td>
<td>15%</td>
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<tr>
<td>Peer Reviews for MPs (3)</td>
<td>15%</td>
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<tr>
<td>Quizzes (3)</td>
<td>15%</td>
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<tr>
<td>Homework assignments (Questions, Discussion Boards)</td>
<td>15%</td>
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<tr>
<td>Final: Reflection on MPs</td>
<td>10%</td>
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**Final Grade**

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>89-100%</td>
<td>A</td>
</tr>
<tr>
<td>79-88%</td>
<td>B</td>
</tr>
<tr>
<td>69-78%</td>
<td>C</td>
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<tr>
<td>59-68%</td>
<td>D</td>
</tr>
<tr>
<td>0-58%</td>
<td>F</td>
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**Description of Graded Work**

**Major Papers** are major grades, and each paper earns at least three grades: the rough draft (a completed paper graded using the same rubric used for the final draft), the peer review, and the final draft. For each MP peer review, you will review two students' papers. MP1 and MP2 are 750 – 1000 words. MP3 is between 1000 – 1250 words and additionally requires an annotated bibliography. You will know the rubric for each paper while you write your rough draft. You will more than likely fail the course if you do not write one of the MPs.

**DO NOT PLAGIARIZE YOUR PAPERS.** Your work should be original and written specifically for the assignment (in other words, don’t recycle a paper you have written for another class). Plagiarized assignments will receive an automatic 0. If SafeAssign (which scans your paper when you turn it in to Blackboard) tells me the paper is
plagiarized, you will receive a 0. Your paper’s SafeAssign report will be visible to you before I grade the paper.

**Short Essays** are 300 – 500 words.

**Quizzes** are open-note. You have to finish each quiz in one sitting, but there is no time limit.

**Discussion Board**: Most weeks you are required to write 1 discussion board post, due on a Friday. The length of the post varies depending on the subject. The required word count will always be clearly posted with the topic. After your original post, you then comment on two other posts by the next day (Saturday). These posts can often help you get ideas for your papers or shorter assignments. Your original post is worth 50% of the DB grade, and each of your responses is worth 25% of the DB grade.

**Final**: The final for this class is a focused reflection on MP1, MP2, and MP3 and a small, informal paper. If you complete all of your MPs, the final should not be stressful. It is one of the easiest assignments of the course and is really meant as an opportunity for you to review your semester.

Assignment grades will be posted within 24 hours of the due date. All DB activity will be graded after the “comment day” (in other words, your original post is due one day, your comments the next… but original posts will not be graded until after the comments’ due date has passed). MPs (rough drafts and final drafts) may take two days.

**Attendance and Your Final Grade**

As this is an online course, attendance does not factor into your grade. One of the most challenging aspects of being an online students is pacing yourself through your work. Dedicate time out of your week for this class as you would a class that meets on campus.

**Late Work Policy**

No late work will be accepted unless we have a written agreement beforehand. Send an email to me so that we can discuss the issue. I will make decisions on a case-by-case basis -- do not assume I will change the due date for your circumstance. There is a 10 minute “grace period” for your assignments since you will have to submit everything electronically. You can read about this under “Course Schedule.”
Do not ask for permission to turn in assignments after the due date. The only exception to this rule will be for documented emergencies. For example, a couple of years ago, my brother was riding his motorcycle and was hit by a driver who was not paying attention. This was an emergency. Emergencies are serious and unexpected. They cannot be written into calendars like plans. They include things like heart attacks, car accidents, a serious health crisis, etc. They do not include: weddings, vacations, or other events that can be planned around. If there is an emergency, email me as soon as possible so that we can keep you on track. (In my brother's case, he was hospitalized for weeks, and both of his arms were broken. So, he had me, his sister, write emails to his professors to let them know what had happened. This prevented a lot of problems.)

Short version: 1. We can change the due date for an assignment if you speak to me beforehand and I decide there's a justifiable reason for it, and we put this agreement in writing. 2. Only documented emergencies warrant changing the due date after it has passed. No exceptions. 3. To account for tech issues when submitting your work, there is a 10 minute grace period after the due date wherein you can submit your assignment via email.

Institutional Policies

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

Richland Institutional Policies (http://www.richlandcollege.edu/syllabipolicies)

Course Schedule

**On Monday of each week (except for the first week, which starts on a Tuesday), I will upload a weekly folder that holds notes, reading materials, and instructions for assignments. On some occasions I will upload the folder earlier – especially if one week’s work is due the next week – but I will never upload a folder later than Monday. Most discussion board posts are due Thursday, comments due Friday, and assignments due Sunday.**

The following table is a rough guide to the semester. If we need to spend more or less time on a topic, assignment details will change as needed. All reading materials will be available in the weekly folder.

MP = Major Paper (you have 3)
DB = Discussion Board
All assignments are due at **11:59 PM** on the due day listed. Remember that no late work is accepted, but *if you have issues with your computer or Blackboard when submitting your assignment, submit your work to me via email before 12:10 AM.* If you have problems submitting the paper but continue to try submitting it to Blackboard rather than emailing me, and then you do not send the email before 12:10 AM, you will receive a 0. I understand frantically submitting at the last minute, but 12:11 AM email submissions will not be accepted. (Note: after the email, I will write back to you and tell you to post your work to Blackboard. The email is to record that the submission was on time.)

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments (due day)</th>
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Sat.: DB comment  
Sun.: Questionnaire, Syllabus Quiz |
| 2. (M 1/27 – S 2/2) | Paraphrase, Summarize | Read “The Tell-Tale Heart” by Edgar Allan Poe and Rules for Paraphrasing and Summarizing  
Fri.: DB  
Sat.: DB comment  
Sun.: Paraphrases and Summary of TTH due |
| 3. (M 2/3 – S 2/9) | Elements of Style | Read “A Rose for Emily” and Style Notes  
Fri.: DB  
Sat.: DB comment  
Sun.: Short essay due (400 words) |
| 4. (M 2/10 – S 2/16) | **MP1: Compare and Contrast:** Writing an Introduction, Topic Sentences | Read MP1 instructions, sample student essay  
Fri: DB – share your MP1 thesis statement and 3 topic sentences  
Sat: DB comment  
Sun: worksheet due |
| 5. (M 2/17 – S 2/23) | MLA (How to incorporate quotations, in-text citations, Works Cited page); tying the body paragraphs to the intro; continue MP1 | Read Purdue Owl MLA pages  
**Sat.: MLA QUIZ**  
Finish MP1 Rough Draft. |
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| 6. (M 2/24 – S 3/1) | Writing a conclusion; **MP1 Peer Reviews and Final Paper Due**          | Read notes  
**Mon.: COMPLETED MP1 rough draft due**  
Fri.: peer review due  
Make final changes to draft. |
| 7. (M 3/2 – S 3/8) | Toulmin’s Argument Terms                                              | Read Toulmin Notes  
**Mon.: Final draft MP1 due**  
Fri.: DB post  
Sat.: DB comment  
Sun.: Toulmin worksheet due |
Sat.: DB comment  
Sun.: Short essay due (400 words) |
|             | *(M 3/16 – 3/20)* **SPRING BREAK**                                    |                                                                                                  |
| 9. (M 3/23 – S 3/29) | **MP2: Write an Evaluation** (Review or Rebuttal)                     | Read 2 articles  
Fri: DB  
Sat: DB comment  
Sun: Summary of MP2 topic |
| 10. (M 3/30 – S 4/5) | Continue MP2, Article Analysis                                        | Read 2 articles  
Fri: DB  
Sat: DB comment  
Sun.: **Toulmin Quiz** (this is like a review before MP3)  
Finish MP2 Rough Draft. |
| 11. (M 4/6 – S 4/12) | **MP2 (rough draft, peer review, final) Due; How to Find a Reliable Source** | Read notes  
Mon: MP2 Rough Draft Due  
Fri: Peer Review  
Make final changes to MP2 draft. |
| 12. (M 4/13 – S 4/19) | Start **MP3: Researched Argument Paper**; How to Write an Annotated Bibliography | **Mon.: MP2 Final Draft due**  
Fri.: DB  
Sat.: DB comment  
Sun.: 1 annotation due |
| 13. (M 4/20 – S 4/26) | Outlining MP3                                                          | Fri.: DB  
Sat.: DB comment  
Sun.: outline and 1 annotation due |
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<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings &amp; Assignments (due day)</th>
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<tr>
<td>14. (M 4/27 – S 5/3)</td>
<td>Continue MP3</td>
<td>Fri.: DB</td>
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<td>Sat.: DB comment</td>
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<td>Finish rough draft.</td>
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<td>15. (M 5/4 – S 5/10)</td>
<td>MP3 Peer Review, Final Draft due</td>
<td>Read: info about the final</td>
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<td>Mon: MP3 Rough Draft Due</td>
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<td>Fri.: Peer Review</td>
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<td>Sun.: Final MP3 Draft due <strong>Note: other MPs are due on a Monday, but MP3 is due on a Sunday since the 16th week is finals week.</strong></td>
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