

1-15-2019

## Composition II

Diana Gingo

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# COLLIN COLLEGE

## COURSE SYLLABUS

Course Information
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**Course Number:** ENGL 1302

**Course Title:** Composition II

**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. Lab required.

**Course Credit Hours:** 3  
Lecture Hours: 3  
Lab Hour: 1

**Prerequisite:** ENGL 1301

### Student Learning Outcomes:

- **State-mandated Outcomes:** Upon successful completion of this course, students will:
  1. Demonstrate knowledge of individual and collaborative research processes. (Teamwork)
  2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays. (Communication Skills)
  3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence. (Critical Thinking)
  4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action. (Communication Skills)
  5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).
- **Additional Collin Outcome:** Upon successful completion of this course, students should be able to do the following:
  1. Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

**Withdrawal Policy:** Last day to withdraw from courses with a “W”: March 22<sup>nd</sup>.

**Collin College Academic Policies:** See the current [Collin Student Handbook](#)

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the ACCESS office, F144 or 972.881.5898 (V/TID: 972.881.5950) to arrange for appropriate accommodations. See the current [Collin Student Handbook](#) for additional information (pp.17-18).

## INSTRUCTOR INFORMATION

**Instructor's Name:** Dr. Diana C. Gingo

**Office Number:** J158 (Preston Ridge Campus)

**Office Hours:**

Tuesdays 9:30am-12:30pm

Thursdays 4:45pm-5:45pm

**By appointment only (in-person and online via Zoom)**

Wednesdays 10:00am-12:00pm

(appointments must be made *at least* 48-72 hours in advance and *confirmed* 24 hours or more in advance)

*Should these times conflict with your schedule, you may make an appointment at another time. Email to request an appointment well in advance, later that week or the following week—including all times/dates you are available.*

*Online Office Hours Available via Zoom (by appointment or during regular office hours when requested): <https://zoom.us/j/391245324>*

**Phone Number:** 972-377-1631 (*Voicemail? Include your full name, class and section number, phone number, and reason for your call.*)

**Email:** [dgingo@collin.edu](mailto:dgingo@collin.edu) (remember to email only from your Collin College email account)

**Class Information:**

**Section Number:** F06

**Meeting Times:** MW 3:15-4:30p.m.

**Meeting Location:** H121

**Course Resources:**

**Required:**

*Norton Introduction to Literature* (Portable 11th edition; ISBN 978-0-393-92339-1)

*MLA Handbook* (8<sup>th</sup> edition)

*\*No digital textbooks (e-texts) for in-class use.*

**Recommended:**

*Polishing Your Prose: How to Turn First Drafts into Finished Work* by Steven M. Cahn & Victor L. Cahn

Columbia UP; ISBN 978-0-231-16089-6 (*Also available in the library, hard copy and e-text.*)

**Required Supplies:**

**USB Drive/Flash Drive** and/or Cloud software (Dropbox/GoogleDrive, etc.)—a flash drive is *highly* suggested.

**MS Word** (GoogleDocs will not maintain proper MLA formatting—use MS Word): [FREE Download of MS Word](#)

**Pens and Paper** (Pens and pencils, notebook/loose-leaf paper, etc.—be prepared to take notes by non-electronic means.)

**Stapler** (or access to a stapler)

**Scantrons** (Form No. 882-E)

## IMPORTANT:

Come to class prepared with your books, handouts, scantrons, USB, and all necessary supplies daily.

**Regular Internet and email access are necessary and required elements of this course.** Computer/Internet access is available on campus for registered Collin College students with College ID. Students will be required to use Canvas (via Cougar Web) and to check Canvas announcements and their CougarMail (Collin email) daily, *always in advance of each class meeting.*

CougarWeb is accessible as a link from the Collin College Homepage, or directly:

<https://cougarweb.collin.edu/cp/home/displaylogin>.

Should you ever have difficulty accessing Canvas, the eLC can help: [Canvas Help](#) (*there's also a Canvas app!*)

CougarMail: <http://cougarmail.collin.edu>. You may also access CougarMail via Gmail—simply use your full email address as your username (e.g. [student@cougarmail.collin.edu](mailto:student@cougarmail.collin.edu)); the password is the same.

## ATTENDANCE

**Attendance and class participation are required and important elements of the course—your contribution to discussion, group work, and the overall class learning environment is essential. Absences will negatively affect your performance as well as your final grade for the course. Chronic lateness is unacceptable, as is disrupting class or coming to class unprepared.**

*If you are late, you must report your lateness to the professor at the end of class so that you are not marked absent— please note that this is the student's responsibility, and it must be done on the day of the lateness; otherwise, the absence stands (so don't forget!).*

Coming to class unprepared or disrupting class time will count as a partial or complete unexcused absence (depending upon the specifics and extent of the situation). Students who have an excess of two absences (or the equivalent with partial deductions/latenesses) should expect a significantly lower attendance grade.

**Late work is not accepted.** Submit all work prior to its due date if you are going to have a planned absence (including college-sanctioned events). *Exception: One-time Murphy's Law Pass (see policy below) or an extenuating circumstance, such as a medical emergency (e.g. hospitalization or family death), must be documented and professor-approved—please contact your professor as soon as possible after the emergency.*

If you need to submit a hard copy of an assignment *in advance*, you may submit it in class, during office hours, or to the staff at the information desk in Lawler Hall (Information Desk Hours: 7:30-8:00pm Monday-Thursday and 8:00am-5:00pm on Friday).

Please be aware of your attendance and avoid unnecessary absences and attendance deductions to succeed in the course. Multiple absences (6 or more, or the equivalent) may result in an automatic failure in the course.

Lateness counts as a partial absence.

**\*ATTENDANCE BONUS\*** of two PERCENTAGE points will be added to your final semester average IF AND ONLY IF you are NEVER absent, never late, receive zero partial deductions, and you are always prepared with all work and class materials.

## METHODS OF EVALUATION

**Attendance & Class Participation: 10%**

**Assignments and Quizzes: 15%**

**Labs: 10%**

**Essay #1: 10%**

**Essay #2: 10%**

**Poetry Presentation (Group) with Poetry Annotations (Individual): 10%**

**Annotated Bibliography and Research Proposal: 15%**

**Final Exam (cumulative exam & take-home final essay): 20%**

*\*Please see the class schedule of meetings for essay, presentation, lab submissions, and final exam dates. All essay projects require a writing process to arrive at the final paper; each essay has its basis in analysis, requiring primary-, and often secondary-source evidence.*

*“Assignments and Quizzes” include in- and out-of-class assignments (group work, homework assignments, reading responses, quizzes, documented steps of the writing process, etc.). “Labs” are explained below, on a separate lab sheet, and in the “Lab Requirement” Module on Canvas. Attendance and Class Participation is calculated based upon your attendance, class preparedness, and the quality of your in-class contributions (“Roll Call Attendance” on Canvas is **not** your attendance grade).*

**Lab Requirement:** Sixteen (16) lab units are required to successfully complete the course. This is a college-wide requirement and it is not specific to this course, but to all English 1301 and 1302 courses. The lab requirement is an integral part of these writing courses. Over the course of the semester, students will need to complete lab assignments and activities to meet the lab requirement. This lab work is not the same as regular daily coursework that students must complete to stay on track in class; it is, instead, designed as additional critical thinking and writing-focused activities that will help students improve their writing throughout the term. During the semester, each student will need to track and provide evidence of completing these lab requirements outside of class.

A lab sheet will be provided and there will be a Lab Requirement Module on Canvas; the lab sheet and this module will provide options and details for completing the lab requirement. Some lab options include: attending writing center workshops, writing center tutoring sessions, professor conferences, on-campus events, completion of written lab assignments, out-of-class peer edits, and grammar/writing exercises.

Again, students will receive a lab sheet with various options and opportunities for completing the sixteen lab units, but keeping track of these units, completing them, and submitting them in a timely manner for signatures are entirely the student’s responsibility. Be sure to review the “Lab Requirement” section on Canvas (via Modules) for directions and additional lab requirement options; these may be updated throughout the semester.

**Completed lab sheets will be collected on the following two dates for grading:**

**Deadline #1—March 6<sup>th</sup>: 8 lab units (min.)\***

**Deadline #2—May 1<sup>st</sup>: 16 lab units (min.)\***

**\*These are the dates that the lab sheet is due—all assignments should already be recorded on this sheet prior to the listed date. You may bring lab assignments to office hours, make an appointment with me to review them, and/or show them to me after class (if time allows).**

**\*\*Students who submit lab assignments early, at least a couple weeks in advance of each deadline, will have the opportunity to revise lab assignments that do not meet the minimum requirements for credit (no penalty); students who submit labs a week or less before the deadline will *not* have the opportunity to revise, if necessary, or submit additional labs if they fail to meet the deadline requirements.**

Submit labs regularly (weekly, if possible) and well in advance of each deadline—this will ensure you know how many credits you have and how many more lab assignments you need to complete to earn full credit (in addition to the opportunity to revise).

**Numeric Grading Scale:** (Collin College final semester grades do not include pluses or minuses, but class assignments and papers will be graded using the plus and minus system):

90-100	A (A+ =98; A=95; A- =90)	<b>A means Excellent</b> (Well above average)
80-89	B (B+ =88; B =85; B- =80)	<b>B means Good</b> (Above average)
70-79	C (C+ =78; C =75; C- =70)	<b>C means Adequate</b> (Average)
60-69	D (D+ =68; D =65; D- =60)	<b>D means Poor</b> (Below average)
0-59	F (F=59 or below; 0=did not submit/plagiarized)	<b>F means Failing</b> (Far below average/failing)

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**Students may not record any part of the class (class content, fellow students, or the professor) without the professor's prior written permission, and that there is no sharing or posting of course materials without express written permission from the course professor.**

## COLLEGE-LEVEL RESEARCH

You will be required to use trustworthy, college-level sources—specifically [academic and scholarly peer-reviewed texts](#). While you may use encyclopedias and dictionaries for general information, you should not quote from them or use them as sources unless they are specialized encyclopedias (e.g. *The Encyclopedia of Popular Culture*, *The Oxford Encyclopedia of British Literature*) or *The Oxford English Dictionary* (OED). Please note that Wikipedia is an online encyclopedia, and it should not be used in college (even according to the creators of the website)—see [here](#). “Wikipedia is the best thing ever.” #Sarcasm

### WATCH:

Collin College Library, Databases, & Academic Research: <http://iws.collin.edu/library/research.html>  
([Mobile version](#).)

Introduction to Academic Research: <https://www.youtube.com/watch?v=LdQeaDN9Qic>

## WRITTEN PAPERS & ASSIGNMENTS

You will need MS Word for class; if you do not yet have access, simply use your CougarMail/Collin email address to download it here: [FREE access to MS Word](#). This is a downloadable version of Word, Excel, PowerPoint, etc. **Free!** (Google Docs is *not* the same thing.)

**All papers must be MLA-formatted** (*MLA Handbook*, 8<sup>th</sup> edition). [MLA Format Guide](#) (also see “MLA in 5 Minutes” on Canvas).

**Students will submit major papers to Canvas in advance of the assigned deadline. Late papers will receive an automatic zero.** Please be careful to submit in advance of the deadline—Canvas and Turnitin.com are *precise*—if you submit even one second after the deadline, your paper will be marked late. So, if the deadline is 1:00pm CST, you need to finish the submission process BEFORE 1:00pm CST. (If you submit at 1:00pm and 1 second, Canvas will mark it LATE.) Allow time for uploading/processing.

**While major papers are submitted online to Canvas and Turnitin.com, sometimes a hard copy is also required.**

**Save/print your digital submission receipt (Turnitin.com) to have proof of submission in case of any problems with the website. Students have the burden of proof should any technological issues occur with submission, so save/print a digital receipt and confirm submission by reloading Canvas to make sure the assignment is marked as complete/submitted.** After submission on Canvas, log back in to confirm that the paper/assignment is marked “submitted.” (To the right of your submission for major assignments submitted to Turnitin.com, there’s an icon to the right that allows you to open and print the digital receipt—save/print this for submission proof—it should be a PDF file.)

**Computer issues are never acceptable excuses for late papers or assignments.** Back up your work in *multiple* places (the cloud, USB drive, hard drive, email, etc.) to prevent any problems or issues—computers and printers are available on campus.

**Late papers are not accepted** without a Murphy’s Law pass (see policy) or medical emergency documentation.

**There are no make-up quizzes or exams and late homework assignments will not be accepted.**

If you need to submit a hard copy of an assignment in advance, you may submit it in class, during office hours, or to the staff at the information desk in Lawler Hall (Information Desk Hours: 7:30-8:00pm Monday-Thursday and 8:00am-5:00pm on Friday).

**Do not slide anything under your professor’s office door—these assignments will be recycled, not graded.**

**\*Professionalism, courtesy, and respect are expected and required at all times. \***

**Please refer to Collin College’s Core Values and “Academic Etiquette and the College Experience” in the [Student Handbook](#) for detailed information (p.16-17).**

## TECHNOLOGY

**Cell phones, smartphones, tablets, smartwatches, laptops and any other personal electronics are expressly prohibited in class;** it is an unnecessary distraction to you, other students, and the professor, so **students must *silence* all cell phones and electronic devices (tablets, laptops, smartwatches, etc.) while in class.** Unauthorized use of technology in class will count as a partial or full absence. Tweet, text, and post later—you can tell your “followers” on Twitter how awesome the class and your professor are later (same goes for other social media and texting, etc.).

**Please Note:** the professor does not need to mention or announce such observations for a student to receive a deduction. Please keep all electronic devices off desks, out of hands, and out of sight (in bags or pockets) to avoid any confusion about unauthorized use.

If special emergency circumstances arise (family in hospital, child sick, on-call at work, etc.), obtain permission *prior* to the start of a particular class so that you may keep your cell phone on “vibrate.” If you receive an emergency call, please leave the classroom before answering the phone during these emergency situations.

According to recent research, handwritten notes are more effective; read more [here](#) or [here](#), so please use paper for note-taking purposes in class. Laptops, tablets, “smart” devices, and other personal technology are not allowed to be used in class; please use paper notebooks or paper for note-taking purposes in class.

Students may not record any part of class discussion or lecture *without prior written permission*.

## EMAIL ETIQUETTE

*Everything you write is a reflection of you.*

- 1) **Remember that you are emailing your professor.** While email is used as a common form of communication, you must remember your audience—you should never write to your professor in the same informal manner you would use when writing to a close friend or family member. **Be professional—spell check and proofread your emails before sending them, and always use a formal tone.** *Everything* you write is a reflection of you and your work.
- 2) **Include a proper greeting (e.g. Dear Dr. Gingo, Good morning, Dr. Gingo, etc.—“Hey” is not appropriate) and an appropriate closing/signature (i.e. Sincerely, Alex Doe or Thank you, Chris Jones).**

Always address your professor by his or her title and last name (unless he or she advises you otherwise) and remember to include your complete name for your signature (your professors teach more than one class each semester, and they may have more than one “Alex” or “Chris” in their classes). **Do not use “Mrs.” to address a female professor unless she has specifically advised you to do so—such an assumption may be considered sexist.**

- 3) **Choose an appropriate subject heading.** Include the course name *and section number* in the subject heading along with the topic/reason for your email (e.g. English 1302.F06—Question about Essay #1).
- 4) **Never send attachments,** unless an attachment is specifically requested.
- 5) **Use Cougar Mail.** Collin College requires students and faculty to communicate via official College email addresses. In order to email any of your professors, you will need to use your free Cougar Mail account. Sign in here: <http://cougarmail.collin.edu>.

**You may also log in to Cougar Mail via Gmail—simply use your full email address as your username (e.g. student01@cougarmail.collin.edu). The password is the same.**

Please follow the above rules, and good common sense whenever emailing me or any of your other professors (or bosses, etc.). **Sloppy or unsigned emails may not receive a response.** You should expect a response to your email within 48 hours (excluding weekends—this is the standard email policy). Whenever possible, you will receive a response in a shorter amount of time. **Plan ahead and do not wait until the last minute to ask a question or to request a meeting. Do not send multiple emails unless you have not received a response after following the above guidelines and waiting at least 48 hours, excluding weekends.**

## MURPHY'S LAW POLICY

Despite the best of intentions, sometimes things go wrong (“[Murphy’s Law](#)”). To counterbalance Murphy and his law, each of you will be given one free “excuse pass.” This free pass is to be used with caution, as you only get one (and no, you cannot give yours to a friend or buy another one online). Use it when you *really* need it, not before. **You are still responsible for the assignment, but you are given a 48-hour extension for submission.** This pass cannot be used to obtain an extension for a quiz, exam, group work, or in-person presentation.

**Please note—when you want to use your pass, you must email me once you submit/post the assignment to alert me to the late submission and inform me that you are choosing to use your one-time Murphy’s Law pass (48-hour extension). Then, post a comment on Canvas in the assignment slot confirming your use of the pass.**

Carefully consider when to use this pass; remember that the Murphy’s Law pass is a one-time use only (one per semester). **Beyond this one free pass, there are no excuses—professor-approved extenuating circumstances (e.g. hospitalization) are the only exceptions.**

If you are **not** confronted by Murphy or his law this semester, and you are left still with an unused “Murphy’s Law Pass” at the end of the semester, you will be rewarded with one bonus PERCENTAGE point which will be added to your *final course average*.

## SCHOLASTIC DISHONESTY

*To view the Board policies associated with this section, go to <https://pol.tasb.org/Policy/Search/304?filter=flb>.*

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student’s own work. Collin College may initiate disciplinary proceedings against a student or prospective student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one (1) or more of the following acts:

- 1. Cheating** includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else’s work for an assignment as if it were one’s own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; using annotated texts or teacher’s editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.
- 2. Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.
- 3. General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

4. **Plagiarism** includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author's words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.

**A student found responsible for a scholastic dishonesty offense(s) shall receive an appropriate disciplinary penalty or penalties from the Dean of Students Office. The student will also receive an academic penalty in the course—the academic penalty may range from a grade of zero (0) on the assignment or paper to an “F” in the course.**

### **Avoiding Scholastic Dishonesty:**

Many cases of plagiarism are the result of careless documentation or faulty note-taking; however, **intentional or unintentional, plagiarism in any paper will still carry serious penalties.**

**You can avoid plagiarizing if you remember that when you quote, use quotation marks; when you paraphrase or summarize, use only your own words and sentence structure. IN ALL CASES, YOU MUST DOCUMENT (in-text/parenthetical citations and the source on the Works Cited page).**

Good writing involves the synthesis of your own ideas with the ideas of others; documentation serves the purpose of clearly indicating which ideas and words are yours and which are those of other thinkers and writers. If you are in doubt about that dividing line, ask the course professor and/or Writing Center tutors for guidance.

**NEVER resort to plagiarism—use your one-time use Murphy's Law Pass if time is an issue or speak directly to your professor if you have extenuating circumstances.**

## **SOBI**

Collin College's Strategies of Behavioral Intervention (SOBI) team is an interdisciplinary college-wide team whose mission is to provide support for students, faculty, and staff, and to facilitate a positive and effective learning environment. [...]. Any behavior that becomes a *concern* to you or that negatively affects your ability to succeed as a student at Collin College may be referred to SOBI. [...].

To submit a SOBI referral through CougarWeb, go to the “Student” tab, scroll down to the section entitled, “Safety and Wellness” and then click on “Refer information of concern (SOBI)”. Complete the form as fully and as accurately as possible. You can obtain more information about [...] on the [SOBI website](#).

## **THE WRITING CENTER**

The Frisco Campus (PRC) Writing Center is located in Lawler Hall (LH 141: 972-377-1576), but students may also use the Plano Campus (SCC) Writing Center (972-881-5843) or the McKinney Campus (CPC) Writing Center (972-548-6857), depending upon availability and convenience. You can also make, change, and cancel your appointments online.

**Please make appointments in advance**—the [Writing Center](#) gets quite busy at times, so please remember to plan ahead (suggested: two weeks in advance). Please note—the Writing Center staff is NOT there to edit and correct papers for students. It is the student's responsibility to make sure that he or she learns from these sessions and makes needed revisions (be sure to follow the course/specific assignment requirements first and foremost, and share this information with the tutor at the start of the session—bring your assignment sheet). Take notes!

Also, please remember to focus on [higher-order concerns](#) before addressing lower-order concerns. The Writing Center staff and Collin faculty also offer a series of free Writing Workshops throughout the semester to help facilitate student progress in this and other writing-based courses.

### [The Online Writing Center \(OWL\)](#)

Additionally, [free group tutoring](#) is available via the ACCESS Office for *all* Collin College students.

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## CLASS SCHEDULE OF MEETINGS

Please note that this class schedule does not include all assignments; additional details will be provided. All readings are in *The Norton Introduction to Literature* (Portable 11<sup>th</sup> Edition), unless otherwise indicated.

Students will be given specific instructions for the submission of each assignment.

**Hard copies: Assignments must be typed, printed, and stapled unless directed otherwise by the professor.**

**Electronic copies: Assignments must be uploaded to Canvas and/or Turnitin.com, as directed.**

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**Wednesday 1.23.19— Welcome to English 1302! Introduction to the Course**

**Monday 1.28.19— What is Literature...Why Read and Study Literature?**

**Syllabus Quiz**

**MLA Format and Lab Requirement Explained**

*\*All assigned readings should be completed in advance of the due date, annotated (take notes and write comments and questions in the margins), and brought to class for discussion, etc. Be sure to bring printed versions of readings on Canvas.*

**Wednesday 1.30.19— Thinking, Reading, and Writing Critically**

**Discussion of Nabokov's "Good Readers and Good Writers"**

**Atwood's "Happy Endings"**

*\*All assigned readings should be completed in advance of the due date, annotated (take notes and write comments and questions in the margins), and brought to class for discussion, etc. Be sure to bring printed versions of readings on Canvas.*

**Monday 2.04.19—Important Course Documents and Essay Writing Basics (Review)**

**"Elephant in the Village of the Blind"**

**Essay #1 Assigned**

**The Writing Process: Prewriting (if time allows)**

*\*Final Reminder: All assigned readings should be completed in advance of the due date, annotated (take notes and write comments and questions in the margins), and brought to class for discussion, etc. Be sure to bring printed versions of readings on Canvas.*

**Wednesday 2.06.19—Literary Terms: Analyzing Literature and other Works of Fiction**

**Writing Process Questions (Prewriting, Planning, and Drafting)**

**Essay Structure Basics**

**Monday 2.11.19—The Writing Process in Action: Thesis Discussion & Group Work**

**Oral Critique: Introduction and Body Paragraphs**

**Wednesday 2.13.19—What is a Short Story?**

**Understanding and Using the Language of Literary Analysis**

**In-class Short Story Analysis**

Monday 2.18.19—Essay #1 Due  
Introduction to Essay #2 (Assigned)  
**Professor Conferences (TBE)**

Wednesday 2.20.19—**Professor Conferences (TBE)**  
MLA Videos and Readings

Monday 2.25.19— Research, Evaluating Sources, and Documentation Basics  
Writing Workshop—Integrating Research  
Summary, Paraphrasing, Integration, and Synthesis  
MLA Documentation

Wednesday 2.27.19—Writing and Researching  
MLA Documentation Work (cont.)

Monday 3.04.19—MLA Work  
Essay #2 Works Cited

Wednesday 3.06.19— Lab Sheet Deadline #1 (*8 lab credits, or more, on your lab sheet*)  
Conclusion of MLA Work (if needed)  
Introduction to Shakespeare's *Hamlet* (pp.1081-)  
Essay #2 Due (Optional)

*Last day to withdraw from Spring courses with a "W": March 22<sup>nd</sup>.*

Monday 3.11.19—Spring Break (No Classes)  
*Enjoy your break...if you can, continue reading Hamlet—this will help you greatly, allowing you to read the play more slowly and carefully.*

Wednesday 3.13.19—Spring Break (No Classes)  
*Enjoy your break...with a good book! ☺*

Monday 3.18.19— Essay #2 Due (Extended/Final)  
Shakespeare's *Hamlet*

Wednesday 3.20.19—Shakespeare's *Hamlet*

Monday 3.25.19 Major Themes and Important Concepts in Shakespeare's *Hamlet* (Class Discussion)  
Research Proposal and Annotated Bibliography Explained

Wednesday 3.27.19—Shakespeare's *Hamlet*  
Writing and Research Questions Answered

*April is National Poetry Month!*

Monday 4.01.19—Shakespeare's *Hamlet*  
*Shakespeare on Screen*

*Dual Credit Students: Check the AP Exam schedule—you must notify me 2 weeks in advance, should any conflict exist with our final exam.*

Wednesday 4.03.19—Shakespeare's *Hamlet*  
*Shakespeare on Screen*  
Research Proposal and Annotated Bibliography Due

Monday 4.08.19—Shakespeare's *Hamlet* (conclusion)

**Wednesday 4.10.19—Introduction to Poetry: The Form, Structure, and Language of Poetry  
Annotation Sheet Explained**

**Monday 4.15.19— Poetry Selections (Canvas): Poetry Analysis  
Explanation of Final Essay**

**Wednesday 4.17.19— Poetry Selections (Canvas)  
Critical Analysis: Poetry and Meaning**

**Monday 4.22.19— Final Essay Workshop/Research Questions  
Poetry Analysis and Class Discussion**

**Wednesday 4.24.19—Poetry Group Work**

**Monday 4.29.19— Poetry Group Work**

**Wednesday 5.01.19— Lab Sheet Deadline #2 (16 lab credits, or up to 21 for extra credit, on your lab sheet)  
Poetry Presentations and Annotations Due (Annotation Sheet Due)  
Final Essay Due**

**Monday 5.06.19—Poetry Presentations (continue, if necessary)**

**Wednesday 5.08.19— Final Exam Review  
Literary Jeopardy (if time allows)**

**Final Exam Week: Please follow the final exam schedule this week.**

**Monday 5.13.19— Final Exam (Please note the extended time: 3:15-5:15pm)**

*\*\*The class schedule is subject to change at the professor's discretion. Assignments and readings may be added, deleted, or altered, depending upon time restraints and student need. It is the student's responsibility to be aware of such changes.*

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***Below is a copy of the contract you will need to sign after carefully reviewing the syllabus.  
You do not need to print/sign this copy—one will be provided for you in class.***

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I, \_\_\_\_\_, have read my English 1302 syllabus in its entirety and I understand all of the course rules, regulations, and policies, including the scholastic dishonesty policy. I now know what scholastic dishonesty is and am aware of the consequences should I be found responsible for violating the college and/or course policies—either intentionally or unintentionally. All of my questions about the syllabus have now been answered by my professor. I understand that I am completely responsible for all of the information and requirements provided in the syllabus, that there is no recording or photographing of the class (or class content, fellow students, or my professor) without the professor's prior written permission, and that there is no sharing of course materials without express written permission from my professor.

***I agree to follow the syllabus and adhere to all of the requirements, policies, and procedures for this course.***

Printed Name: \_\_\_\_\_ Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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