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Composition II

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COLLIN COLLEGE
COURSE SYLLABUS

Course Information

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: See the current *Collin Registration Guide*. The last day to withdraw with a “W” is Mar. 22, 2019.

Americans with Disabilities Act: 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 opportunity. It is the student's responsibility to contact the ACCESS office, Plano D140 or Frisco F144, 972.881.5898, to arrange for appropriate accommodations.

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

From the **Collin Student Handbook**, Chapter 6: Student Code of Conduct Violations:

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.

INSTRUCTOR'S INFORMATION:

Instructor's Name: Lisa H. Forrester, PhD

Office: L213 A

Office Hours: Tuesday: 8:30-10:30 am
Monday and Wednesday: 9:30-10:30 am, 12-1 pm

Phone: 972-377-1087

Email: lforrester@collin.edu

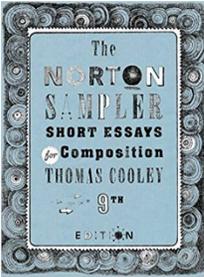
CLASS INFORMATION:

Section Number: WP1

CRN: 20731

Meeting Times and Location: Online via Canvas

Course Textbook:



The Norton Sampler: Essays for Composition 8th or 9th ed. Thomas Cooley, ed. and *Pocket Style Guide*, 8th ed. Diane Hacker and Nancy Somers, eds. and resources posted on the course site on Canvas.

Collin College's book seller is Barnes & Noble College. You may order your books online or at your nearest campus bookstore or from whatever book source you choose, but there will be reading assignments from this textbook the first week of class so be aware that you will be held accountable for the assignments due in class regardless of when you receive the book.

Technology Requirements:

1. **Regular and reliable access to Canvas.**
 - a. Basic computer specifications for Canvas: <https://guides.instructure.com/m/4214/1/82542-what-are-the-basic-computer-specifications-for-canvas>
 - b. What browsers Canvas supports: <https://guides.instructure.com/m/67952/1/720329-which-browsers-does-canvas-support>
2. **Word processing software:** Microsoft Word, Pages (Mac), and/or Google Docs all acceptable but all uploads to Canvas must be Word or PDF files.
3. **An understanding of all aspects of the Collin College Orientation to Online Learning:** <https://collin.instructure.com/courses/506067>
4. **Minimum Student Technology Skills:** Word processing, creating slide decks (powerpoints, etc), downloading and uploading of files, conducting web searches, and navigating CANVAS and outside websites. I do not teach basic computer skills nor Canvas skills in this class.

Attendance Policy: You are expected to log in to Canvas at least 3 times a week. Students are expected to actively engage in the course which will serve as attendance in the online course. *Instructor will not make any qualitative decisions whether an absence is justified; you are participating and completing work on time or not.*

Course Communication:

- It is your responsibility to make sure that you have your [Canvas Notifications](#) set up to receive course alerts. This includes making sure you are receiving Course Announcements, Conversations via Canvas Inbox, Discussion, Assignment alerts as well as Grading.
- **Campus Closures:** If campus is closed due to inclement weather or other unforeseen circumstances, you are expected to have a current subscription to CougarAlert: <https://www.collin.edu/cougaralert.html>
- **Communication with Instructor:** Students are welcome to address the instructor by office phone (972-377-1087), email (lforrester@collin.edu)/ through the Inbox in Canvas, or in person during office hours (see page 3). If a phone call is necessary, time the call during instructor office hours for best results. Emails are answered within 48 hours.

Course Participation: This is NOT a self-paced class. There will be weekly deadlines. This course will require you to participate in weekly work that is outlined in the **Modules** found on Canvas. In order to successfully complete this course, students must do the following:

- Actively and regularly participate in class discussions and activities.
- Complete all assignments, projects, and final essay/exam.
- Complete all work by established deadlines.

Due Dates and Late Work Policy: All assignments for this course are due by *11:59 p.m. (Central Time)* of the date stated for each item in Canvas. All work will be turned in via Canvas. **Late work will NOT be accepted.**

Communication Etiquette: You are in courses that prepare you to be successful in both college and in life. You are therefore expected to conduct yourself professionally. You are expected to be polite and respectful at all times in the classroom, online and any other interactions with your professor and classmates. Recordings of the course of any kind (including, but not limited to video, pictures, and posting to social media) are not allowed without prior permission of the instructor.

Submitting Assignments: All assignments must be submitted via Canvas in their appropriate location. Assignments submitted via e-mail or messages will not be graded.

- Writing/ Paper Format directions for this class: <http://digitalwriting101.net/content/how-to-format-papers-in-standard-academic-format-using-microsoft-word/>
- Accepted document formats include Microsoft Word, Pages, Google Doc. Other document formats only with prior approval or direction.
 - If using Pages (Mac), assignments **MUST** be saved and submitted as either a pdf or .docx, *not* .pages. Failure to do so will result in a 0 for the assignment.
 - Google Docs are provided as part of the college student cougarmail google accounts.

- When using Google Docs, it is the student's responsibility to ONLY use their Cougarmail account as well as to provide access so that the instructor can view and grade. Failure to do one or the other will result in a 0 for the assignment.

Failure to submit work on time and/or in the format requested will result in a 0 for that assignment.

Explanation of Grading:

Your final grades will be determined as follows:

Essay #1 (Student's Choice: Descriptive, Comp/Contrast, or Cause/Effect): 100 points

Essay #2 (Annotated Bibliography): 150 points

Essay #3 (Researched Argument Essay): 150 points

Essay #4 (Reflective Essay): 100 points

Discussion Board 100 points

Assignments 100 points

Reading Responses 100 points

Lab Assignments: 100 points

Final Exam 100 points

Total Possible Points: 1000 points

1000-900=A, 899-800=B, 799-700=C, 699-600=D, 599-0=F

Due Dates: Assignments for this class, including essays and discussion posts, will be due Sundays before midnight unless otherwise noted on the course calendar and/or in

Important Note: If a student is found responsible for academic dishonesty, a penalty ranging from a 0 on an assignment to an F in the course will be assigned based on the instructor's interpretation of the severity of the situation. See page 2 for more information.

Modules: This course is divided into modules which are the broader topics of the course. Every module will have graded quiz based on the assigned reading, as well as class work and assignments. All module assignments are due by 11:59 p.m. (Central Time) on Sunday of each week. Module requirements will be turned in online in Canvas. Yes – technical issues arise; plan ahead and turn your work in early to have plenty of time to deal with these issues. Late work will

NOT be accepted (except in documented cases of emergencies or extended illness). Make sure to set your [Canvas notifications](#) to alert you to due dates, announcements, etc

Discussion Posts: Each assignment in the discussion forum on Canvas is worth 10 points. The length of each initial post should be 200 words; the post should be copied and pasted or typed directly into Canvas rather than downloaded as an attachment. Use Edited American English grammar, spelling, and punctuation for discussion board posts. The due dates for these assignments are posted on the assignment forum. You are also required to respond to 2 of your peers' posts in a 3-5 sentence response. The discussion board prompts are found under "Discussions" on Canvas.

Assignments and Reading Responses through Canvas: Each of these assignments is worth 10 points. The length of each assignment varies and will appear in the directions. Use Edited American English grammar, spelling, and punctuation for short answer assignments. The due dates for these assignments are posted on the Course Calendar. Assignments are posted under "Modules" on Canvas.

Essay Submission: All essays are turned in through *turnitin* on Canvas and are worth 100 points each.

Lab Assignments: The lab component is an integral part of this writing course. Find the Lab Unit under the module **Course Information**. This lab work is not the same as regular daily course work that you must complete to stay on course in the class; it is instead designed to be additional writing-focused activities which will help improve your writing throughout the term.

Final Exam: You must turn in the final exam during final exam period assigned for this class. This exam cannot be made up. The final exam is worth 100 points.

Delivery Method of Feedback and/or Graded Material: Discussion posts and assignments 1-20 will be graded online and posted on Canvas within 2 weeks of the due date of the assignment. Essays will be graded and comments will be posted in Canvas; the grades will be posted in the Canvas gradebook within 2 weeks of the due date.

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. In order to accomplish this, the SOBI team has designed a process for assisting students who may display various levels of concerning behavior (e.g., strange or unusual behavior; changes in dress, personal hygiene, or physical appearance; threats of harm to self or others; etc.). 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.

Please note that SOBI is not a disciplinary committee, and SOBI actions are not a substitute for disciplinary procedures. Reports of Student Code of Conduct (Code) violations will be referred directly to the Dean of Students for disciplinary action. If you have any questions regarding disciplinary procedures, you can call 972-881-5604 or email dos@collin.edu. If you need to file an incident report with the Dean of Students, you can do so from this link,

https://www.collin.edu/studentresources/deanofstudents/forms/student_incident_report.html

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 SOBI (including how to submit a referral from off-campus) on the SOBI website, which can be found here (<https://www.collin.edu/studentresources/SOBI/>).

Miscellaneous

The professor will make any changes to assignments and due dates to this course as necessary. Any changes will be announced beforehand in class and on the Canvas and/or through Cougarmail.

Incomplete: Students prevented from completing the course because of extenuating circumstances may qualify for a grade of Incomplete if the student has attended regularly, completed 80% of the course work, and is present to sign the Incomplete Contract. (See the College Catalog about Incomplete Grades and Contracts.)

**Course Calendar
English 1302.WP1**

Unless stated otherwise, work due in Canvas is due on Sunday before midnight.

◆ Week 1

Jan. 22-27

Read through the Course materials in Canvas, paying special attention to the Home, Modules, and Grades pages where you'll find important information like:

- Course Syllabus
- Lab Assignments Explanation
- Welcome Note from Professor
- Syllabus Quiz (found under Module **Essay One**)
- Read chap 1 and 3 in textbook
- Discussion Board 1 (DB1). These assignments are due Sunday before midnight

◆ Week 2

Jan. 28-Feb. 3

- Assignment 1 (A1)
- Read chap 2 and 4
- RR1
- RR2.
- Read textbook p. 67-77

◆ Week 3

Feb. 4-Feb. 10

- A2
- Read textbook p. 317-327
- RR3
- Read textbook p. 417-427

◆ Week 4

Feb 11-Feb. 17

- A3
- Review prompt for Essay One
- Begin working on draft of Essay One

◆ Week 5

Feb 18-Feb. 24

- Self Review for Essay One
- Complete Essay One and upload it into Canvas
- Watch Video and read online information provided in Canvas on Annotated Bibliographies
- A3
- DB3

◆ Week 6

Feb. 25-Mar. 3

- A4
- RR3
- RR4
- Work on draft of Essay Two
- DB4

◆ Week 7

Mar. 4-Mar. 10

- Self Review for Essay Two
- Complete Essay 2 and turn it in through Canvas
- Read textbook p. 461-475

◆ Spring Break Week—No classes

◆ Week 8

Mar. 18-Mar. 24

- A5
- Read textbook p. 476-480
- RR5
- DB5

◆ Week 9

Mar. 25-Mar. 31

- A6
- DB6
- RR6

◆ Week 10

Apr. 1-Apr. 7

- Work on draft of Essay Three
- Self Review for Essay Three
- Complete Essay Three and turn it into Canvas

◆ Week 11

Apr. 8-Apr. 14

- A7
- Read textbook p. 121-131
- RR7

◆ Week 12

Apr. 15-Apr. 21—Collin College is closed Apr. 19-21 for Spring Holiday

- A8
- DB7

◆ Week 13

Apr. 22-28

- A9
- Read textbook p. 132-137
- RR8
- DB8

◆ Week 14

Apr. 29-May 5

- A10
- RR9
- RR10
- Complete and turn in Essay Four to Canvas

◆ Week 15

May 8-May 12 (Mother's Day)

- DB9
- Read review for Final Exam
- All lab work due May 10 before midnight through *Turnitin* on Canvas
- DB10

◆ Week 16

Final Exam Week May 13-17

- **Final exam for this course will be turned in through Canvas on or before May 17 at 5 pm**

Note: All dates and assignments listed here are tentative and subject to change. Students are responsible for recognizing and following any alterations made to this schedule.