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Composition II

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Collin College

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COLLIN COLLEGE

COURSE SYLLABUS

Course Information

Course Number: ENGL 1302.WS7

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.).

Withdrawal Policy: Census day: September 10. Last day to withdraw from the course: October 19.

Repeating courses: After Fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour.

Undergraduate courses attempted at Collin College with a graded status of A, B, C, D, F, I, W (withdrawals after census), and AU (Audit) will be evaluated for repeat limits. Refer to the Collin College website for a complete list of courses exempt from the course repeat tuition and how to qualify for exemptions from the higher tuition rate. <https://www.collin.edu/gettingstarted/register/withdrawal.html>

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, SCC-

D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

INSTRUCTOR INFORMATION

Instructor's Name: Dr. Peggy Brown

Office Number: BB201 Plano Campus

Office Hours:

- Monday, 11:10 a.m. to 2:10 p.m.;
- Tuesday 1:00 p.m. - 2:00 p.m.;
- Thursday 12:00 – 2:00 p.m.: you may visit me in my office on the Spring Creek campus, or you may call me for a telephone conference during these hours.

Phone Number: 972-881-5808

Email: <http://pbrown@collin.edu>

Class Information:

Section Number: WS7

CRN: 11582

Meeting Times: Web

Meeting Location: Web

Minimum Technology Requirement:

Will be posted in Canvas.

Minimum Student Skills:

You should know how to access a Web site when given an address, use the features of your Web browser, download files, attach files to emails, disable pop-up blockers, and use word processing software. If you do not have these skills, you can get assistance at the lab on campus, get help from a friend, or take this course in a classroom setting.

I DO NOT teach computer skills in this class

Netiquette Expectations:

Netiquette is a term coined specifically for Internet communication and is exactly what it sounds like: etiquette for the Net. I expect students to exhibit good manners based on respect and honesty. I insist on civility in our e-mail and Discussion Post conversations; however, this does not mean that we won't fundamentally disagree from time to time. All I ask is that you don't fall prey to insults, stereotypes, propaganda, or platitudes in your discussions. Absolutely no racist or hate comments will be allowed. All opinions should be informed AND respected.

Course Resources:

Required Textbooks and Supplies: Be sure to get the correct versions—use the ISBN number when you buy the text—available at the Collin College bookstore.

- *The Aims of Argument: A text and Reader* by Timothy W. Crusius & Carolyn E. Channel, 8th edition, McGraw-Hill (2015) ISBN 9781260298826 (this is the loose leaf edition—cheaper, but you can't sell it back. You can order the hard copy if you prefer it or would like to rent; they are

the same book.)

- **Supplies:** See “Minimum Technology Requirement” above.

Attendance Policy:

Attendance in an online course is achieved when you log onto the course on a regular basis to participate in the Discussion forum, grammar quizzes, and to submit writing assignments. **You should log on to the module for each week on your computer on Sunday to be sure you are prepared for the week. Look ahead also! Of course you may use your phone anytime, but the screen is different on your phone.** Failure to open the weekly module constitutes absence from the class. As with all college courses, absences usually result in a negative impact on student grades.

Religious Holy Days: Please refer to the current *Collin Student Handbook*.

Method of Evaluation:

Final grades for the semester are based on the following point system:

1. Essay # 1	100 points
2. Annotated Bibliography	200 points
3. Essay # 2	200 points (includes submission of drafts)
4. Essay # 3	200 points (includes submission of drafts)
5. Labs	200 points
6. Discussion Posts	100 points

Get Out of Jail Free Card: You may receive one late paper pass (it allows submission of the assignment no later than 11:30 p.m. on the Monday following the due date) for you to submit your assignment online. You must notify me before the deadline of the paper by copying the “card” into an email to me in Canvas.

Each student may use his/her “Get Out of Jail Free” card **only once** during the semester. It allows one extra day for paper submission. The late paper is **to be turned in NO LATER than ONE CLASS PERIOD after the due date (e.g., due Monday, if the due date is Sunday).** **This card may not be used to substitute for an assignment.** In order to use the card, **you must notify me that you will use your card** in an **e-mail no later than the day the assignment is due (before the deadline).**



Grading Scale:

A = 900 –1000 points
B = 800 – 899 points

C = 700 – 799 points

D = 600 – 699 points

F = Below 600 points

Other than the one late card exception, late work will NOT be accepted in this class. This online course is NOT self-paced. Assignments are due as announced—once the due date has passed, assignments will not be accepted into the system.

Online Discussion Posts: formal writing assignments that are required for this course. Please see the example of an acceptable discussion post.

Discussion Post Participation: is required, and deadlines must be met for these assignments.

Evaluation Criteria for Discussion Post Assignments:

- Satisfactory completion of assignment by the deadline.
- Demonstration of *excellent* knowledge and understanding of the assigned readings.
- Responses that are tactful, respectful, insightful, and critical.
- **Detailed, in-depth** posts consisting of 150 words in several paragraphs. Name the work that you are discussing, and support your opinion with references to the assigned reading. As a bare minimum, you must include at least one short quote in support of your opinion. Look for several that help support your claim.
- Response to at least one other student consisting of at least 50 words. Give reference to specific ideas taken from the assigned text.
- Individual views, opinions, or thoughts must be supported by and connected to material from class readings and / or lectures—superficial conversation (“The author discusses the use of drugs,” “The science of this topic is wide-ranging,” etc.) does NOT satisfy assignment requirements.
- Discussion Board grading criteria are located in the “Discussion Post Evaluation” folder on the Course Content page

Labs: The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete a series of lab assignments (provided in the appropriate weekly course modules). Labs are not the same as regular daily course work; they are instead, designed as additional writing-focused activities that will help improve your writing throughout the term. During the semester, you will need to track and provide evidence that you have completed these lab assignments (lab assignment instructions are provided in the appropriate weekly modules in Canvas)). Sixteen units of lab work are required for this class—each unit is equal to 12.5 points of credit toward the final grade in this class

Successful submission of Labs # 2 & # 3 will be acknowledged with a turnitin.com “receipt” that appears on the screen when your assignment is successfully uploaded. DO NOT close out of the system until you have received this “receipt.” Be sure to copy and keep this receipt as a record of your submission—**no appeals regarding submission will be accepted without this receipt as proof of your submission. NO claims regarding submissions will be accepted during Finals week**

Collin College Academic Policies: See the current *Collin Student Handbook*

- The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty.
- Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, **plagiarism**, collusion, use of annotated texts or teacher’s editions, use of information about exams posted on

the Internet or electronic medium, and/or falsifying academic records.

- **Collin faculty are required to report alleged violations of scholastic dishonesty** to the Dean of Student Development, who then investigates the case, and renders an administrative decision.
- **Faculty are not allowed to assign a grade to the work in question** until the Dean of Student Development renders a decision.
- **Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the office of the Dean of Student Development.**
- **Additionally, students found responsible for scholastic dishonesty will be assigned a penalty in this class that ranges from a grade of “F” on the assignment to a grade of “F” for the course.**

Instructor Response and Availability:

- **Replies to e-mail and telephone messages will be made within 48 hours.**
- **Essay assignments will be graded in *approximately* two weeks after submission.**
- **Discussion Post grades will be posted with less priority than essays; that means at times I will take longer to grade your discussions.**

Assignment Schedule

1. **All essay assignments appear in modules for the week noted on the calendar. They must be submitted in Canvas:**
2. **Essay assignments must be uploaded (in Canvas) as Microsoft Word attachments.**
3. **Carefully review and follow ALL grading criteria as outlined in the individual Assignment Instructions (assignment requirements and guidelines)**
4. **All assignments (essays and discussion posts) must be submitted by 11:30 p.m. on the due date.**
5. **Assignments sent via e-mail will NOT be accepted; if you have trouble submitting to Canvas for any reason, you may email a copy and follow up with the correct submission to Canvas the following day. You may use the library computers at any of the campuses.**

A note about submission of writing assignments: if you wait until the last minute to submit your writing assignments (11:25, for example) it is likely that the system will not accept it, as it does take a bit of time for your work to load into the system. **If you miss the submission deadline, you miss it (and the allotted points).** Please manage your time carefully and allow yourself ample time to complete the writing and submission process--**I recommend that you wait no later than 11:00 p.m. to begin the submission process to ensure there are no glitches.**

Successful submission of Essays # 1, # 2, & # 3 and Labs # 2 & # 3 will be acknowledged with a receipt from Canvas when your assignment is successfully uploaded. DO NOT close out of the system until you have received this “receipt.” Be sure to copy and keep this receipt as a record of your submission—no appeals regarding submission will be accepted without this receipt as proof of your submission. NO claims regarding submissions will be accepted during Finals week

Please be mindful of the lab requirement for this course as you plan and organize your work throughout the semester. Reminders of due dates for labs are noted in this schedule. As with all assignments, labs are due BEFORE 11:30 p.m. on the due date.

Assignment Schedule:

Module 1: August 27 - September 2

Part I: Introduction; Reading & Analyzing Arguments

Read: Chapter 1: “Understanding Argument,” pp. 3—15

Read: Chapter 2: “Reading Arguments,” pp. 17—38

Post to the “Introduce Yourself” discussion topic. Remember to respond to two of your fellow students’ posts. Due on Sunday, BEFORE 11:30 p.m.

Lab # 1: begin working on the Grammar Quizzes—each quiz must be completed BEFORE 11:30 pm on Sunday the week it is due.

Grammar quiz #1 due Sunday, before 11:59 p.m..

Module 2: September 4 - September 9

Read Chapter 3: “Analyzing Arguments: The Toulmin Method.”

Post to the “Descriptive Outline” discussion topic. Remember to respond to two of your fellow students’ posts. Due on Sunday, BEFORE 11:30 p.m.

Quiz #2 due Sunday, before 11:59 p.m.

Module 3: September 10 - September 16 - **Census Day: Monday, September 10**

Read all of Chapter 8: “Joining the Conversation: Arguing to Inquire”

See assignment in Module 3.

I will ask you to choose a topic to research and on which to write two of your essays. Look in your textbook, Part III, pp. 301-482, for possible research topics from which you may choose your semester-long study. I include Consumer Society, Immigration, and Civility as choices for your semester-long research and writing assignments. On what the library calls “libguide” the librarian has collected specific sites for all of the research choices in addition to the ones in the textbook. The choices in the libguide are Sustainability and Urban Agriculture, Artificial Intelligence and Future Jobs, and Racial Injustice. [Click here](#) The libguide will have sites for you to visit to conduct your research. Read as widely as possible (but only from approved sites).

Select ONE general subject as the focus of the two documented essays (Essay #1 & Essay #2) you will write in this class. Choose carefully! You will be working with and writing about some aspect of this subject for much of the semester.

- **Due on Sunday, BEFORE 11:30 p.m.**
- **Quiz #3 due on Sunday, Before 11:59 p.m.**

Module 4: September 17 - September 23

- **Examine the topics for argument. You will have a choice of subjects (see the module for the options). and future jobs, and Racism. There are multiple issues associated with each of these broad subjects.**

Post to the “Comparing Perspectives” discussion topic. Remember to respond to two of your fellow students’ posts. Due on Tuesday, BEFORE 11:30 p.m.

Revise Essay # 1: Due on Sunday, BEFORE 11:30 p.m.

Quiz #4 due on Sunday, before 11:59 p.m.

Module 5: September 24 – September 30

Read Chapter 9: “Making Your Case: Arguing to Convince,”

Post to the “Case Structure” discussion topic. Remember to respond to two of your fellow students’ posts. Due on Sunday, BEFORE 11:30 p.m.

Quiz #5 due on Sunday, before 11:59 p.m.

Module 6: October 1 - October 7

- **Read Chapter 10: “Motivating Action: Arguing to Persuade,”**
- **Read the Annotated Bibliography instructions.**
- **Read the Essay #2 instructions. NOTE: Essay # 2 should combine the strategies you will learn in both Chapters 9 & 10 (convincing and persuading).**
- **Lab # 2: Library Online Research Orientation due BEFORE 11:30 p.m. on Sunday.**
- **Quiz #6 due Sunday, before 11:59 p.m.**

Module 7: October 8 - October 14

- **Post to the “MLA Works Cited” discussion topic. Due on Wednesday, BEFORE 11:30 p.m.**
- **No need to respond to other students’ MLA Works Cited posts—devote your time to working on your own Works Cited list.**
- **Lab # 3 Library Database Tutorials due BEFORE 11:30 p.m. on Sunday.**
- **Create Working Outline for Essay # 2.**
- **Quiz # 7 due Sunday, before 11:59 p.m.**

Coming:

- **Lab # 4: Writing Center tutor Session upcoming. You may go to the Writing Center more than once. Components of this lab must be completed BEFORE the deadline shown on the calendar—certification sent to me from the Writing Center AND a written summary of the experience submitted at the appropriate submission site.**

- This lab assignment requires you to make appointments in advance, so plan ahead to ensure that you get everything done BEFORE the deadline. I will not accept any part of this assignment late for any reason.
- Quiz #7 due Sunday, before 11:59 p.m.

Module 8: October 15 - October 21. Last day to withdraw: Friday, October 19.

- Write: Annotated Bibliography: Due on Sunday BEFORE 11:30 p.m.
- Quiz #8 due Sunday, before 11:59 p.m.

Module 9: October 22 - October 28.

- Draft of Essay # 2 due. Submit the draft to the Writing Center on Sunday at the same time you submit your draft to me.
- Lab # 4: Writing Center tutor Session due BEFORE 11:30 p.m. on Sunday. ALL components of this lab must be completed BEFORE the deadline—certification sent to me from the Writing Center AND a written summary of the experience submitted at the appropriate submission site.
- This lab assignment requires you to make appointments in advance, either visiting the physical location on campus or through scheduling a virtual appointment. Plan ahead to ensure that you get everything done BEFORE the deadline. I will not accept any part of this assignment late for any reason.
- Quiz #9 due Sunday, before 11:59 p.m.

Module 10: October 29 - November 4

- Completed revised draft for Essay # 2 draft. Direction provided in the Lab # 4 Writing Center tutor session.
- Quiz #10 due Sunday, before 11:59 p.m.

Module 11: November 5 - November 11

- Revised Essay # 2: Due on Sunday BEFORE 11:30 p.m.

Module 12: November 12 - November 18

- Read Essay # 3 Instructions. Submit prewriting exercises for the essay and an outline.
- Post: Topic to be announced. Remember to respond to two of your fellow students' posts. Due on Sunday, BEFORE 11:30 p.m.

- **Lab # 1: all ten quizzes must be completed BEFORE 11:30 pm on Sunday.**

Module 13: November 19 - November 20

- **Post: Topic to be announced. Remember to respond to two of your fellow students' posts. Due on TUESDAY, BEFORE 11:30 p.m.**

THANKSGIVING HOLIDAY WEDNESDAY - SUNDAY,

Module 14: November 26 - December 2

- **Draft of Essay – Make appointment for a virtual conference with the Writing Center.**

Module 15: December 3 - December 7

- **Revise Essay # 3: Due on Sunday, BEFORE 11:30 p.m.**

Finals Week: December 10 - December 14.

- **Essay # 3 will be graded during Finals Week**