Ranger College

English 1302 Composition II

Instructor Information:
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Changes to the Syllabus and Course Schedule:
The information and guidelines given in this syllabus and course schedule are subject to change if deemed appropriate by the instructor. Information concerning course schedule or policy changes will be given in the announcements section of blackboard. It is in your best interest to check announcements daily and remember to scroll down the announcement board until you are certain you have read all new announcements posted.

Course Description:
This class is a continuation of English 1301 with further emphasis on essay composition and literary analysis as the basis of essay generation. The course includes instruction and practice in writing a formal research paper.

Texas Core Curriculum Statement of Purpose:
Students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Required Text & Materials:
Microsoft Office Word 1997 or later. Papers turned in using any other word processor will not be accepted.

Books:
Title: Prentice Hall Reader
Editor: George Miller
Edition: Eleventh Edition

Title: The DK Handbook
Authors: Anne Frances Wysocki and Dennis A. Lynch
Edition: Third

Suggested materials:
Zip drive folder set up for English “stuff.”
Course Structure:
This class meets throughout the week for approximately three hours a week. This course does not include a lab. You will receive three hours of transferable academic credit for successfully completing this course.

Prerequisites:
Students in English 1302 must have either 1) previously taken and passed English 1301, or 2) been exempted from English 1301 (e.g., by ACT or SAT scores).

Transferability:
This course is a requirement of the core curriculum for the Associate of Arts degree.

Course Outcomes, Objectives, and Goals:
This course directly meets the following of the six Core Objectives: ☒Critical Thinking Skills: To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information ☒Communication Skills: To include effective development, interpretation, and expression of ideas through written, oral, and visual communication ☐Empirical and Quantitative Skills: To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions ☒Teamwork: To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal ☒Personal Responsibility: To include the ability to connect choices, actions, and consequences to ethical decision-making ☐Social Responsibility: To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Blackboard:
Please familiarize yourself with the Blackboard online course management system (available through Ranger College's Website), since this class will use it for delivering some coursework and maintaining an updated course calendar.
* An important note about your email address: Make sure that the email address you use/registered with blackboard is the one that you check daily for this class. This is the method by which I will use to contact you when needed.

Major Units of Study
The four main units of study are: Compare & Contrast, Profile, Research Paper, and Literary Analysis. You will also have the opportunity to earn extra credit. The extra credit assignment, should you choose to do it, would replace your lowest grade.
There is a rough course-length calendar available at the end of this document. We have a short amount of time to do a great deal of work, so please be aware that this course moves quickly and requires your attention on a daily basis. Resist the temptation to put off your English work until right before it is due! I will do my best to make sure you know what’s going on at all times, but also please be aware that I may have to change the schedule upon occasion. You will be informed, but you must keep up with the class.

**Student Conduct and College Policies**

- Students are expected to follow all classroom policies listed in the course syllabus. College-wide policies can be found in the College Catalog, the Student Handbook and on the college website.
- **CLASS ATTENDENCE:** Attendance for an online class is measured on a weekly basis. If a student fails to complete assignments for a week, that student is considered absent.
- **LATE WORK:** Late work is not accepted for any reason. If an assignment is due at 11:30 pm, turning it in at 11:31 pm will be considered late and you will not receive credit.
- Obviously, since this is an online class, our means of communication will be through email, messaging, and discussion board communication. Please be aware of the fact that it can be very difficult to read another person’s intended tone and meaning in a statement made online. Sometimes your efforts to be sarcastic and/or funny in an online setting may come across the wrong way. Please keep your conversations professional.
- Make sure that when you enter your information on blackboard, you enter your school email address and that you check it regularly. If I need to communicate with you privately, this is the email address that blackboard will send my message through. You will be held accountable for any private instruction given through email.
- In short, please keep your conversation respectful and civil. I am granted the right by the college and the State of Texas to remove a student from the classroom when he/she ignores such civility. In an online class, that means I will remove your posts and you will be required to make a new one to meet the weekly requirement.
- Finally, you need to know that it is against federal law for me to speak about your performance in this class to anyone but you.

**My Expectations for you in this Class**

- If you need help, ask me!
- Follow Directions
- The student is responsible for knowing the assignment for each week and for being prepared for class, regardless of circumstances. To clarify, this includes, but is not limited to, technical difficulties.
- Due dates and times may vary, so check the course schedule below regularly.
Reaching Your Instructor:

Although you have 24/7 access to this class via the internet, you do not have 24/7 access to me. Like any other instructor, I am not always in my office or waiting by the phone or computer in case someone in my class needs me. If you need to contact me, know that I cannot always respond immediately. However, know that I greatly welcome your questions and encourage you to communicate with me as often as you need to.

Like your other professors, the best time to reach me is during the regular work week: Mon-Fri 9am-5pm

If you need to communicate with me before 9am or after 10pm on any day of the week, please send me an email explaining what you need and the best way to reach you. I cannot guarantee an immediate response during these hours but I will respond as soon as I can.

I will be checking emails and taking phone calls on weekends and evenings when I am available to do so, but I cannot guarantee that you will be able to reach me.

Academic Honesty/Integrity:

Plagiarism is another word for academic dishonesty and is a form of theft. This occurs when you attempt to present someone else’s work as your own and/or you do not provide adequate documentation to another author’s work. Basically, plagiarism occurs when you fail to “give credit where credit is due.”

All of the writing that you do and the ideas in your papers must either be your own or be correctly attributed to their source. Any attempt to pass off the work of someone else as your own is a SERIOUS offense. If you plagiarize a large part of your paper (failing to document another source correctly), your paper will receive heavy penalties, up to possibly failing the paper for the first offense. On the second occurrence of plagiarism, the student will fail the course. Please be aware that cutting and pasting from internet sites IS plagiarism if you fail to acknowledge directly copied material with quotation marks, even if you attribute the information to the correct website. If you attempt to turn in a paper you had someone else write or that you got off of an online service, you will fail the course.

Cheating is unacceptable. I expect you to do all of your own work. If I see marked similarities between your work and another class member’s, there will be serious repercussions.

Students with Special Needs:

Students who qualify for specific accommodations under the Americans with Disabilities Act (ADA) should notify their instructors the first week of class. It is
the student’s responsibility to provide the necessary documentation to the Special Populations Coordinator. No special dispensations will be given without notification from the office of the Special Populations Coordinator.

Course Content

College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

Papers in this Class:

All Papers:
Must be double spaced
Must be in Times New Roman font
Must be font size 12
Must have one inch margins
Must use heading and page numbering according to MLA style (see sample on page 333 in the DK Handbook.)
Must display correct spelling, grammar, punctuation, and professionalism that would be expected at the college level.

The Compare and Contrast paper, Profile Paper, Extra Credit paper, and final literary analysis Paper are to be at least three full pages in length. A works cited page is required for all papers.
The Research paper is to be 4 to 5 pages in length. The Work Cited page will be graded along with the overall content and form of the paper but it will not count toward your page requirement on any papers. You are to use MLA style guide in your DK Handbook (starting on page 329) for citations within the paper as well as the works cited page.

A minimum of 10 point deductions are implemented if the full page requirement for a paper is not met. To clarify, the paper must be at least long enough to reach the very last line on the very last required page.

Also, as you should have learned in 1301, the Thesis statement is the backbone of any academic paper. If you have a missing or weak (meaning it does not follow guidelines for thesis statements that I posted in your lectures) you will receive a minimum of a 10 point deduction from your grade.

Grading

How I Grade Your Papers:
I grade by using five categories that are worth 20 points each. I deduct one point per error in each category. Example: If you have 20 errors in the mechanics category, you will lose all 20 points in that category and the highest grade that you can earn on the paper at that point will be an 80.

When I grade you on your MLA Format, I am evaluating how well you have followed the given MLA guidelines on spacing, heading, page numbering, citations, etc.

When I grade you on your Basic Structure, I’m evaluating if and how well you have written your introduction with thesis statement, the minimum three body paragraphs, and conclusion with the restated thesis statement. The Memoir paper will be the only paper that does not require a formal thesis statement.

When I grade you on your Content Organization and Quality, I’m evaluating whether or not you followed the given content outline given in your required textbook reading. For each paper, there is a required textbook reading that introduces and explains the genre of paper you will be working on for the next few weeks. At the end of each of these chapters on the particular genre you are writing, you will find a small chart outlining how the content of the paper should be organized. You will be expected to follow this outline. I will also be evaluating the overall quality of your content, how well you communicated the content, and how well you appear to understand and explain what you are writing about.

When I grade you on your Mechanics, I’m evaluating whether or not your grammar, spelling, punctuation, sentence structure, and word usage are what they should be now that you are writing at the college level. You have been covering mechanics since you first started writing complete sentences in the first grade. The expectation at the college level is that you already know your mechanics. The reading assignments in the handbook portion of your textbook are meant to be a review, not new information. Therefore, for this particular section of your paper grade, points will be deducted for mistakes regardless of whether or not we have covered it in your reading for this class. As always, if you have a question about mechanics, please contact me well before your paper is due.

Finally, but most importantly, when I grade in the section Following Directives, I’m evaluating whether or not you have followed instructions concerning your papers. The instructions for your papers can be found in this syllabus, lectures, announcements, textbook reading, and in personal notes at the end of each of your graded papers. It is important to note that points deducted from this section are a result of points being deducted in another section of grading your paper after covering a particular issue in class. For example, one of the first things we will cover in this class is a basic paper outline. If in your first paper, you fail to include a clear thesis statement as directed in your reading, you will get one point deducted in the Basic Structure section and one point deducted in the Following Directives section. You would have failed to provide a correct basic structure and you have failed to read carefully the instructions before the paper is due.

Therefore, making mistakes within the areas that we have covered before the paper is due will lead to a double point reduction. This part of the grading process helps to ensure that you are doing your reading and that you are not repeating the
same mistakes over and over in your papers. If you fail to read and fail to follow instructions, you will fail this class.

**Grading Breakdown**

*For your papers:*
- Following MLA Format .......................................................... 20%
- Basic Structure ......................................................................... 20%
- Content Organization & Quality ............................................... 20%
- Mechanics (Grammar, Punctuation, Spelling, etc) ..................... 20%
- Following Directives ................................................................. 20%

*For the Course:*
- Response posts ................................................................. 20%
- Compare & Contrast Pa. .......................................................... 20%
- Profile Paper .......................................................................... 20%
- Research Paper ..................................................................... 20%
- Final Exam: Literary Analysis ............................................... 20%

**Extra Credit:**
There will be one extra credit opportunity in this class. The grade earned will replace the lowest course grade.

**Course Schedule**

**Week 1** – Answer Response Post in Response Post tab. Response post are due most weeks that papers are not due. Read these links on Formal writing:
- [http://www.skillsyouneed.com/write/formal-or-informal.html](http://www.skillsyouneed.com/write/formal-or-informal.html)

Formal writing is expected in this course.
Start working on your first paper. See details about this assignment under the “assignment prompt” tab in Blackboard. The assignment prompt tab is where you will find the instructions for all assignments. Answer Response Posts posted, Read Chapter 5 in The Prentice Hall Reader on Comparing and Contrasting. Review MLA format at [http://owl.english.purdue.edu/owl/resource/747/01/](http://owl.english.purdue.edu/owl/resource/747/01/). You are expected to know MLA for 1302. See the sample MLA paper starting on page 333. This is what your papers should look like.
Review the links on conflict in narratives (see the buttons at the top of the page) or listed below. Review how to do a basic outline in a paper posted under “lectures” on Blackboard. These are lectures from English 1301 posted as a refresher on some writing basics. You are expected to know how to do a basic outline for this course. Read the assignment prompt posted concerning your extra credit assignment due near the end of the semester.

[http://www.dummies.com/how-to/content/a-war-with-words-the-role-of-conflict-in-literatur.html](http://www.dummies.com/how-to/content/a-war-with-words-the-role-of-conflict-in-literatur.html)

Read the description of the conflict presented in the slideshare.net link.

Do a database search for conflict in narratives, conflict in literature, types of conflict in literature. This work will be used in your first and second papers.


View this lecture on Comparing and Contrasting: https://www.youtube.com/watch?v=Qeg1s7uc

You will be citing some primary and secondary sources later in this class.

**Week 3-** Work to complete Compare and Contrast paper.

**Week 4-** Turn in Compare and Contrast paper to SafeAssignment. You will turn in all papers except the extra credit paper and final exam under the SafeAssignment tab. Begin work on your Profile paper. Textbook reading: Please skim the Grammar and Punctuation Section of The DK Handbook. Read Chapter 3 in The Prentice Hall Reader. Complete Response Post.


https://www.youtube.com/watch?v=0SeIHb07zlI – This video is from a different class than ours. There are a few things they talk about that do not apply to you as your assignment is slightly different. I included it because I thought, generally speaking, the explanation of a profile paper is helpful.

**Week 6-** Work to complete profile paper due
**Week 7**- Turn in Profile paper on October 5th to SafeAssignment by 11:30pm and begin reading and preparing for your Research paper and optional extra credit paper. Read chapter 10 of The Prentice Hall Reader. Complete Response post

**Week 8**- Complete Response Post. Continue to conduct research for research paper. Text Book Reading: Read chapter 9 in The Prentice Hall Reader. View these links: http://www.academictips.org/acad/atipsforwritingresearchpaper.html

**Week 9**- Continue working on Research paper. Complete Response post. For your Literacy Narrative Extra Credit Assignment view this link: https://www.wwnorton.com/college/english/write/fieldguide/writing_guides.asp#06

Read this link on Literacy Narratives: http://condor.depaul.edu/writing/writers/Types_of_Writing/litnarrative.html

View this link on Research papers: https://www.youtube.com/watch?v=5vjGUKcnTg0

**Week 10**- Finish up Literacy Narrative. Continue to work on Research paper.

**Week 11**- Turn in Extra Credit to my email by 11:30pm. Continue work on Research Paper. Review Pages 329-440 in The DK Handbook on how to document and cite your sources according to MLA style. Complete Response Post. Read this link on Research Papers: https://owl.english.purdue.edu/owl/resource/658/01/

**Week 12**- Conclude Research paper.


**Week 14**- Complete Response post. Please view these links on writing Literary Analysis: http://homepages.wmich.edu/~cooneys/tchg/lit/adv/lit.papers.html

http://writingcenter.appstate.edu/sites/writingcenter.appstate.edu/files/Tips%20for%20Writing%20a%20Literary%20Analysis.pdf

**Week 15**- Make final preparation for final exam/paper. View these links: http://www.roanestate.edu/owl/writinglitanalysis1.html
https://www.wwnorton.com/college/english/write/fieldguide/model_essays.asp#07

https://www.youtube.com/watch?v=8adKfLwIrVk – This video is talking about a literary analysis on a larger scale than what we are doing for this class. However, the overall guidance she offers still applies to what we are doing.

**Week 16- Finals**

ADMISSIONS, EMPLOYMENT, AND PROGRAM POLICIES OF RANGER COLLEGE ARE NONDISCRIMINATORY IN REGARD TO RACE, CREED, COLOR, SEX, AGE, DISABILITY, AND NATIONAL ORIGIN. X. RECEIPT OF SYLLABUS I HAVE RECEIVED AND UNDERSTAND THE INFORMATION IN THE SYLLABUS FOR ENGLISH 2322, AND I AGREE TO ABIDE BY THE STATED POLICIES.

Signed: ____________________________ Legibly print the following information: Name__________________________________________

Date_________________________ Student ID (SS#)____________________________

Major__________________________

Hometown_________________________ (City/State/Country) Athletic or activity participation____________________________