

South Plains College

Course Syllabus: ENGL 1302 Face-to-Face

Spring 2024

Department: English and Philosophy
Division: Arts and Sciences
Course Number: English 1302
Course Title: Composition II

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Instructor: Dr. Buffy Rattan, Associate Professor of English

Office Location: Communications-English Building (CME100) on the SPC Levelland Campus

Office Hours: Monday and Wednesday, 10:00 AM-Noon; Tuesday and Thursday, 1:00 PM-2:00 PM; Friday, 9:30 AM - 11:30 AM

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Course Description: This course is a continuation of ENGL 1301 and an intensive study of and practice in the strategies and techniques for developing researched-based expository and persuasive texts, along with being an introduction to literature. The course emphasizes effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of a sampling of literary, verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisite: Grade of "C" or better in ENGL 1301 or chairperson approval.

Credit: 3 Lecture: 3 Lab: 0

Course Purpose: English 1302 has a two-fold purpose: it encourages critical writing by introducing the students to research and writing from sources, and it introduces the students to the study of literature, including short stories, drama, and poetry.

Required Textbook (eBook included in our course):

Portable Literature: Reading, Reacting, Writing, by Kirszner and Mandell, 10th edition

Technology Requirements:

1. **SPC username and password:** email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. **SPC student email access:**
 - **SPC Student Email Account:** If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.
 - Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@southplainscollege.edu).
 - Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
 - To access your SPC email account, log in to [MySPC here](#)
 - You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
 - Check with the SPC Help Desk for assistance: 806-716-2600.
3. **Regular access to a computer and reliable internet service:**
 - Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Lubbock Downtown Center, Lubbock Career and Technical Center, Plainview).
 - Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to submit your work on time.** Find your alternate resources **now**; do

not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.

- Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
- 4. **Blackboard:** grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: <https://southplainscollege.blackboard.com>
- 5. **Office 365: Word and PowerPoint:** You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
 - To access Office 365 for free as an SPC student, go to <https://www.office.com> and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
 - You can then click the link for the individual application you want to use online, or click the install Office link towards the top right to install the application to your computer.
- 6. **Adobe Reader:** Available to download free from this website: <http://www.adobe.com/products/reader.html>

Computer Help: need help with your computer, laptop, email address, or username and password?

- helpdesk@southplainscollege.edu
- 806-716-2600

Ebook Help:

- Cengage Help: <https://help.cengage.com/student>
- TexBook Information (Inclusive Access): <https://www.southplainscollege.edu/texbook.php>
- TexBook Help: <https://support.vitalsource.com/hc/en-us>
- SPC Bookstore: pwells@texasbook.com

Blackboard Help:

1. **Get Help by Email:** blackboard@southplainscollege.edu
 - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
 - The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
 - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. **Get Help by Phone:** 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. **Get Help Online:** click on the Help link listed in the Blackboard course menu.

Writing and Grammar Help:

Tutoring services are FREE to all SPC students!

Visit this link to view the drop-in tutoring schedule or make an appointment with a tutor in one of the Writing Centers on the Levelland, Downtown Lubbock, or Plainview campuses: [Tutoring Information](#)

Tutor.com is also FREE to you when SPC tutors are not available. You have 3 hours per week for free to utilize these after-hours tutors. To access Tutor.com, you must go through Blackboard. Log in, click on Tools in the menu on the left, and click on the Tutor.com tile.

Tutor.com hours:

Monday-Thursday 8:00 pm-8:00 am

Friday 6:00pm-8:00 am

Saturday-Sunday 24/7

Need assistance or don't see what you're looking for? Contact us using the email or phone number below.

Email: tutoring@southplainscollege.edu

Phone: 806-716-2538

Course Organization:

- The course is organized into sixteen weeks.
- Each week has its own folder on the **Course Content** page in our Blackboard course.
- Each course week runs from noon Monday to noon of the following Monday.

Assignment Deadlines: The weekly assignment deadline is Monday at noon unless otherwise noted.

Supplies: Access to a computer with printer and reliable internet access; three-ring binder

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **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.

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.

5. Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
6. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
7. Read and view videos of works of literature; analyze the use of literary devices (plot, point of view, theme, characterization, setting, symbolism, tone, etc.); participate in class discussions of the readings; and be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.

Student Learning Outcomes and Core Curriculum Objectives

Assessment:

A pre- and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that students have gained during the semester.

Grade Calculation:

Assignment	Weight	Grade	Multiply	Points Earned
Article Summary	8%		x 0.08 =	
Character Analysis Essay	12%		x 0.12 =	
Annotated Bibliography	10%		x 0.10 =	
Research Paper Outline	5%		x 0.05 =	
Research Paper First Draft & Peer Review Workshop	10%		x 0.10 =	
Research Paper Final Draft	15%		x 0.15 =	
Quizzes/Assignments Average: <i>(lowest quiz score is automatically dropped in Blackboard)</i>	20%		x 0.20 =	
Discussions/Attendance <i>(average of Social Reading Activities and attendance)</i>	5%		x 0.05 =	
Midterm Exam	7%		x 0.05 =	
Final Exam	8%		x 0.05 =	
TOTAL POINTS EARNED/ FINAL PERCENTAGE GRADE	100%			

Each week, click on the My Grades link in the Blackboard menu to view your grades and current average. If at any time you wish to discuss your course progress, contact me.

Essay Assessment Guidelines:

Essays may earn grades ranging from A to F based on the instructor's grading scale. Depending on the assignment, certain criteria may be weighted more than others, and the instructor's assignment may establish additional, more specific criteria. The quality of each of the criteria determines the letter grade. Not every essay will fit a single grade's description completely. Instructors may also include process assignments and drafts in their assessment of the final grade.

"A" Essay (Superior)

To earn an "A," a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support:** Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of

other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

“B” Essay (Strong)

To earn a “B,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support:** Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

“C” Paper (Acceptable)

To earn a “C,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay’s purpose and audience are adequately conveyed.
3. **Support:** Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

“D” Paper (Developing)

To earn a “D,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support:** Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.

4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

“F” Paper (Unacceptable)

To earn an “F,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support:** Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an “F.”

Student Responsibilities:

1. Be on time and regularly attend class
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Have a cooperative attitude and use appropriate language in academic environments; avoid condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form
4. Behave respectfully toward instructor and classmates to contribute to the atmosphere necessary for learning
5. Be courteous to others, especially by putting away cell phones and other distractions while in class
6. Write down all grades and apply them to the grading scale used for the class, which is shown in the syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements

8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration and unauthorized AI usage
9. Ask questions when something is unclear

Attendance: To be successful in this course, you must attend consistently and punctually and participate fully. For in-person courses, attendance counts as part of your course grade.

1. Students who enroll in a course but have “Never Attended” (in-person class) or who have not logged into the Blackboard class (for a fully-online course) by the official census date will be administratively dropped by the Admissions Office.
2. Attendance is taken at the beginning of class each day. If you miss more than 15 minutes of class at any point during a class meeting, you are counted absent and receive 0 attendance points for that day. Be aware that you must be mentally present in class to be counted present for the day. Additionally, students who are unable to participate in discussion when called upon will receive 0 attendance points for that day.
3. Please present an official SPC notification in advance if you are going to miss class for a school-sponsored event. I will work with you to avoid missing any deadlines.
4. It’s your responsibility to drop the course if you stop attending.
5. I will accommodate extenuating circumstances at my discretion.

Late Work Policy

- The weekly assignment deadline is Monday at noon unless otherwise noted.
- Unless prior approval is received, **you will not receive credit for a late assignment**. Do not wait until the night before to complete assignments.
- All files must be submitted via the assignment link in the Blackboard modules. It is your responsibility to make sure the assignment submitted properly *before* the due date. No documents will be accepted after the submission deadline has passed unless prior approval is received.
- Please notify me before you are going to be out of town for a school sponsored event. I will let you work ahead so that you don’t miss any deadlines. However, please know that no exceptions will be made to the late assignment policy.

Dropping the Class: The last day to withdraw/drop from a course this semester is listed on the academic calendar [here](#). It is the student’s responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades are continually available in Blackboard each week. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the

assignment and/or being dropped from the course with an F if circumstances warrant. In addition, an Academic Dishonesty Report may be filed with the Dean of Students.

Plagiarism violations include, but are not limited to, the following:

1. Using Artificial Intelligence websites or apps to generate and/or revise all or part of a paper or other assignment;
2. Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
3. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
4. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
5. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Artificial Intelligence Usage:

AI writing apps like Grammarly and Quillbot have become popular, but they now go beyond fixing grammar and spelling and can change wording, sentence structure, and diction level. They also leave an AI "footprint," which can be detected, not to mention alter your writing so it doesn't read like your voice at all.

Do not use AI apps to create your essays or assignments, and do not use Grammarly, Quillbot, and other AI paraphrasers to change your words, diction level, or sentence structure. If you do, you may earn a zero and be dropped from the course for plagiarism/cheating. If you struggle with wording and grammar, meet weekly with a free tutor and work to strengthen your own writing skills.

Style Guide:

- We will use the APA 7 style guide for formatting and documentation in this course. Specific rules regarding this style guide can be found in our Blackboard course and at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html. All documents you submit should be formatted using

APA 7 standards, and all citations you write, whether in-text or on a References page, should follow APA 7 guidelines for citation.

Intellectual Exchange Statement, Disabilities, Non-discrimination, Title V Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, Campus Concealed Carry, COVID-19, Artificial Intelligence: For information regarding official South Plains College policies on these topics, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

Health and Wellness: Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.