

Angelina College – School of Arts and Education - Language Arts & Education Department
English 1302 – Composition II - Online
General Syllabus

I. BASIC COURSE INFORMATION:

A. Course Description: Three hours credit. 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.

B. Intended Audience: Students who have successfully completed ENGL 1301 or its equivalent.

C. Instructor: Ms. L. Wijntjes

Office Location: L102B

Office Hours: Mondays and Wednesdays - 9:20 -10:20 & 12:45-1:15

Tuesdays and Thursdays - 9:20-10:20

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II. INTENDED STUDENT OUTCOMES:

A. Through the Texas Core Curriculum, 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.

Core Objectives:

1. **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. **Communication Skills** – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
3. **Empirical and Quantitative Skills** – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. **Personal Responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making.
6. **Social Responsibility** – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

III. LEARNING OUTCOMES:

A. Course Learning Outcomes for all Sections

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 ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).

IV. ASSESSMENT MEASURES

A. Assessments for the Core Objectives:

1. **Critical Thinking:** Students will read expository prose critically to distinguish between perception and inference, surface and implied meanings, fact and opinion. Students will formulate and develop arguments and critical theories about issues, argumentative prose, and literary interpretations. A rubric will be used to assess critical thinking skills as demonstrated through embedded questions on standardized exams.
2. **Communication:** Students will write researched essays and other written compositions. Students will prepare visual aids to use in oral presentations over literary works being studied. A rubric will be used to assess the effective development, interpretation and expression of written, oral, and visual communication as demonstrated through embedded questions on standardized exams.
3. **Teamwork:** Students will engage in teamwork exercises to demonstrate each member's ability to consider different

viewpoints and work towards a common goal. These exercises may include a mixture of peer editing in groups, group research projects, and group oral presentations of findings. A rubric will be used to assess teamwork as demonstrated through embedded questions on standardized exams.

4. **Personal Responsibility:** Students will be required to make choices in the composition of written assignments that demonstrate their ability to connect choices and actions, engage in ethical decision-making, and understand its consequences. A rubric will be used to assess personal responsibility as demonstrated through embedded questions on standardized exams.

B. Assessments for Course Learning Outcomes

1. Students will demonstrate knowledge of individual and collaborative research processes by engaging in a guided research project.
2. Students will demonstrate the ability to develop ideas and synthesize primary and secondary sources within focused academic arguments by preparing a major research paper over a literary topic.
3. Students will demonstrate the ability to analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence by preparing a researched essay that requires this ability.
4. Students will demonstrate the ability to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action by preparing a research paper over a work of literature.
5. Students will apply the conventions of MLA style correctly in regards to page format, in-text citations, and works cited entries in a research paper.

V. INSTRUCTIONAL PROCEDURES:

A. Methodologies common to all sections:

Methodologies that may be utilized in presenting course content include in-class or online lecture notes, paper and pencil or online grammar exercises or research exercises which give immediate feedback, in person or email workshops for student writings in progress, audio-visual presentations for view in class or outside of class, online discussions (synchronous or asynchronous), student presentations to groups or to professor only, and guest participants.

VI. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks and Recommended Readings, Materials and Equipment

1. Required Texts & Materials

- All texts in hardcopy. Ebooks generally will not work in this course.
 - (1) *Literature: A Portable Anthology*, fourth edition. Edited by Gardner, Lawn, Ridl, Schakel. (ISBN: 978-1-319-03534-1)
 - (2) *The Bedford Handbook*, tenth edition. Edited by Hacker and Sommers. (ISBN: 978-1-4576-8303-9) (This has the 2016 MLA updates which are required for documentation.)
 - (3) *Blackboard* – Access is provided by the school and may be used from home. To access Blackboard, go to www.angelina.edu and then "My Student Tools," and click on "AC Blackboard." **IT help email: ithelpdesk@angelina.edu Phone: 936-633-5208.**
- Some type of removable media or cloud storage for saving work. This is also very important because you should always have a backup of your work.
- Software and computer access that allows you to save documents in .doc, .docx, or .pdf format. Computers and software are provided to you through the College if you do not own them. The software is also available from Microsoft free for students with a student email address.
- This course uses online tools to enhance engagement and learning. This often requires a camera, smartphone, or tablet that can load and use apps and use wifi.
- Student ID that is current for using various campus resources.

B. Course Policies – This course conforms to the policies of Angelina College as stated in the Angelina College Handbook and Policy and Procedures Manual.

1. **Educational Accommodations** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you may fill out the Educational Accommodations application within your AC Portal, under the "Student Services" tab. A Student Success team member will contact you once the application is received. At a post-secondary institution, you must self-identify as a person with a disability in order to receive services; for questions regarding the application process you can visit the Office of Student Success and Inclusion in the Student Center (205A); text 936.463.8078; or email access@angelina.edu. To report any complaints of discrimination related to a disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 101 of the Student Center. You

may also contact Dean Hudman by calling (936) 633-5292 or by emailing shudman@angelina.edu.

- 2. Attendance** – Excessive absences are defined as three or more consecutive absences or four or more cumulative absences from regularly scheduled class periods. Virtual classes must document equivalent participation. The summer terms call for two or more consecutive, or three or more cumulative absences. A three-hour night class counts as two class periods. Students will not be dropped and will be allowed to make up work for absences because of (1) College District (including early college high school) authorized and sponsored activities, and (2) religious holy days. It is the student’s responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time. In accordance with the Texas Education Code, each student is allowed to be absent from a class for the observance of a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The student must notify the instructor of each class of the anticipated absence not later than the 15th calendar day after the first day of the semester. A student who is excused under this section must complete all assignments or missed examinations at the direction of the instructor.

3. Additional Instructor Policies

“College District instructional standards allow the instructor to set the educational objectives and requirements for each course. The student who does not meet these requirements because of excessive absences and/or non-participation will be dropped by the instructor.” – *Angelina College Policy and Procedures Manual* » *FBD (Regulation) – Admissions and Attendance: Attendance*

A. Acceptance by Enrollment

All policies are formally accepted by you and your legal representatives upon enrollment because enrollment by you and your representatives is voluntary and represents approval of this agreement upon disclosure. Your signature is not required, nor is the signature of your representative, parent, or guardian if you are a minor, for this agreement to be binding. It is hereby the responsibility of the student and his or her representatives to know the course and College policies.

B. Make-Up/Late Work for Daily and Major Assignments Policy

1. Military Service – Make-Up

In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or completing course activities and assignments if called to active military service within the semester. According to the Texas Higher Education Coordinating Board, this absence can affect “no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.” The student will be allowed to complete assignments and take exams within a reasonable amount of time. Arrangements for make-ups must be made with the instructor upon return to class (or during the first office hours available after returning to class).

2. Religious Holy Days – Make-Up

In accordance with the Texas Education Code section 51.911, each student is allowed to be absent from a class for the observance of a religious holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The student must notify the instructor of each class of the anticipated absence not later than the 15th calendar day after the first day of the semester. A student who is excused under this section will be allowed to complete assignments and take exams within a reasonable amount of time. Arrangements for make-ups must be made with the instructor upon return to class (or during the first office hours available after returning to class).

3. College District – Make-Up

Students will be allowed to make up work for absences when attending events on behalf of the College District. It is the student’s responsibility to arrange for make-up work with the professor on or before the day the student returns to class and to complete it within the required time.

C. Daily Grades Make-Up (Late Work Policy)

SUMMARY: Late daily grades in an online class are not accepted.

DETAILS:

- Zeros on daily grades count as non-participation. It’s an online class with already-flexible due dates.
- Examples of daily assignments include, but are not limited to, assignments like drafts, revisions, in-class writing, peer response, in-class activities, quizzes.

- You may not email assignments in lieu of submitting in class or on Blackboard. You may never shove assignments under the professor's door. You must follow submission guidelines and requirements.
- Technical problems are not excuses for late or missed assignments. Plan ahead. Do not gamble by waiting until you're out of time to solve problems.

D. Major Assignments Make-Up (Late Work Policy continued)

SUMMARY: You can submit late major grades up to three calendar days late.

DETAILS:

- Late major assignments are accepted late. If work has not been returned to anyone, major out-of-class writing assignments are accepted up to three calendar days past the due date, counting weekend days.
- You may not turn in major grades if any version of the assignment has been graded and returned to any student in the course, including other sections of the same course.
- There is a letter grade penalty for each calendar day the assignment is late. However, late work will not earn above F if another student's work has been returned prior to the three-day cut-off.
- A major assignment is considered late if it is received fifteen minutes past the beginning of class on the day the assignment is due.
- You may not email or otherwise electronically submit assignments that require a hard copy or vice versa. You may not email assignments in lieu of submitting in class or on Blackboard. You may never shove assignments under any door. You must follow submission guidelines and requirements.

E. In-Person Tests and In-Person Writing Make-Up (Late Work Policy Continued)

SUMMARY: In the case of an in-person major grade, you must schedule an in-person assessment before a known absence. If you are in good standing, you may be able to make up tests for unexcused absences if it was a sudden event.

DETAILS:

- In the cases of scheduled College District, military, or religious holy day absences, in-person assessments must be scheduled before or on the day you return.
- Only students in good standing (no missed work, attending, participating) will be allowed to make up tests and in-class writing and only under special conditions with the professor's approval.
- On the first class day you return, you must arrange for your make-up which must be completed within a reasonable amount of time determined by the professor.
- Tests or other in-class writing can only be made up by students who provide a doctor's note for a sudden incapacitating illness or chronic and formally diagnosed debilitating condition currently monitored by a physician. If it is an exceptional situation and not habitual, accommodations can be made for students in good standing without a doctor's note. This includes caring for a loved one.
- Other legally recognized evidence that attendance was not possible may be acceptable (an accident report, court document, jury summons, incarceration/arrest record, etc.).
- Make-up assignments may be different to protect the integrity of assessments.
- In-class exams and writing must be made up during special testing hours designated by the professor and must be completed in the presence of the professor or in the testing center.
- Students must adapt their work and childcare schedules to the testing time.

F. Academic Dishonesty, Plagiarism, and Cheating Policy

SUMMARY: You must write your own essays and create your own sentences and structures using your own ideas. If you are referencing someone else's ideas or work, you must indicate it using correct MLA format.

DETAILS:

- Putting other people's ideas in your own words is plagiarism if you do not give the author credit.
- Plagiarism is stealing, borrowing, quoting, even rephrasing, other people's ideas or sentence structures without giving your reader information about where you obtained the information.
- Plagiarism and academic dishonesty can happen even if you do not intend to be dishonest.
- If either accidental or intentional academic dishonesty is evidenced in your writing, at the professor's discretion, you will be given an F on the assignment and/or, at the professor's discretion, for the entire course.
- All work must be new work. Using papers that you have previously submitted for other classes or at any other institution, including high school, will also be considered an act of academic dishonesty.

- All outside sources must be cited in correct MLA format, whether paraphrased or quoted.
- All writing is subject to submission to an online plagiarism detection service.
- If outside sources are not allowed for a particular assignment, using an outside source of any kind will be unacceptable. (This is sometimes a requirement to evaluate the writer's ownership and critical thinking.)
- If online submission (for plagiarism detection) is requested in addition to a paper copy, papers not submitted online by the student will receive a grade of F or 0%.

G. Participation (Non-Participation) Policy (Includes Tardies, Assignments, Leaving Class)

SUMMARY: You must participate regularly, complete work by due dates, and participate in all activities within and outside class or you may be dropped or not pass.

DETAILS:

- Non-participation is missing activities and/or due dates.
 - In hybrid courses, not successfully participating online between class meetings will count as non-participation.
 - In online courses, not signing in, reading assignments, completing assignments, or otherwise not participating at intervals relative to course activities will count as non-participation. The minimum for successful participation is measured by completing activities by their due dates, not just logging in. Workflow in online courses usually follows a pattern of weekly required log-ins at the beginning and near the end of the week. Four consecutive and/or seven total non-participation events will result in a drop or an F.
- Non-compliance is not following instructions and/or policies.
 - Non-participation is non-compliance and includes all course activities, even tasks and activities that do not produce hardcopy or traditional grades.
 - All zeros, missed activities, missed course content, and non-compliance with course policy count as non-participation. Each missed course activity counts as a non-participation incident.
- When excessive absences and/or non-participation does not result in a drop, students who have not met educational objectives or requirements to pass the course will not earn above F.
- Non-participation totaling more than six missed content elements/events or instructional requirements in an online class or for a class that meets twice per week, three times in a class that meets once per week, or three times in a summer course -- will result in a final course grade of F, or you may be dropped from the class.

H. Student Conduct Policy

SUMMARY: All interactions must avoid abuse of others and the ridicule of their cultures, creeds, and identities.

DETAILS:

Your conduct changes the learning experience for others for better or worse. Disruptions should be minimized. A disruption is any activity that the professor evaluates as detracting from the **learning or teaching** experience for you, another student, or the professor. Professors are authorized to remove you from a learning environment and/or lower your grade for disrupting the learning or teaching process, and it is a violation of College policy to fail to comply with the instructions of your professor. Here are some class meeting expectations:

- Complete your coursework and participate in all coursework in a respectful and non-disruptive way.

Consequences

Each disruption is a non-participation event. If your behavior is deemed unsatisfactory overall, this may also result in an F in the course, being dropped from the course, or a grade reduction due to unsatisfactory participation in the course. First offenses will be subject to this Student Conduct Policy. These guidelines represent the lawful directives of your professor in the scope of duty.

Your access to the course may be denied. If your access is denied due to a conduct issue, you may or may not be readmitted to class. To be considered for readmission/access, you must meet with your professor. Before the meeting and before any additional requirements are met to the satisfaction of the professor (meaning while the process is on-going), you will be counted absent, and all work, even major grades, will be given a grade of 0% without the possibility for make-up. Your grade will be lowered, and you may still be dropped or fail the course, especially if the issue occurs after the drop date.

I. Electronic Communication Policy

SUMMARY: You must check your AC student email regularly, follow formal protocols, and be civil in all communication.

DETAILS:

- You must check your AC student email account regularly for emails from your professor.
- All electronic communications to the instructor must adhere to formal protocols and include a subject, greeting, body, and closing. (Replies in the same thread and regarding the same matter may omit these.) **Include your course number and class section. Day and time of your class** are helpful, too.
- Assignments may not be emailed in lieu of attendance or in lieu of online Blackboard submissions.
- All class-related communications like videos, discussion posts, and other emails are subject to the student conduct policy and must be respectful in tone; they must also be appropriately formal, and writing must be grammatically and mechanically correct.
- Every reasonable effort will be made to answer emails as soon as possible. “Reasonable” means you should not expect replies while your professor is with other students, in class instructing, in meetings, or not at work.
- TIP: The best time to seek help is during class when you are asked if you have any questions and during office hours listed on your syllabus.

J. Collaboration Policy

All work for this class becomes available for collaborative purposes for all members of the course, now and in the future. Your identity will remain private if your writing is used in other classes. Your grades and your non-public personal information will always be protected by federal law (FERPA).

K. Recording & Use of Class Content Policy

You may never photograph, record, or make images of ANY course content, other students, or the professor due to federal privacy considerations (FERPA laws) protecting students in the closed learning environment.

L. Technology Policy

- You will be required to use technology and software to complete assignments. If yours is unusable for any reason, use on-campus resources like the Writing Lab in L106. (All students must adapt to course requirements for technology and software.)
- You may never make an image or video of course events, assignments, or materials. Doing so may be a violation of federal law.
- If an electronic device (not involved in the assessment format) is visible to anyone while working on a major grade assessment, this is considered serious and will be treated as a violation of the Academic Dishonesty, Plagiarism, and Cheating policy.

VII. COURSE OUTLINE:

Example Calendar of Course Events (Tentative)

- Deadlines and due dates usually correspond with the end of each unit. Assessments are usually given at the end of each major grade unit.
- Assignment specifics that vary between individual class sections will be given in class. Sometimes, a Major Grade is made up of several parts averaged together, like three short writing assignments instead of one long one.
- The calendar and unit plans may be adjusted to address individual class needs.

Dates	Course Content - Units
Week 1	Course Intro. & Grammar and MLA Review
Weeks 2-3	Analyzing & Writing about Fiction – Short story unit begins.
Week 4	Reading Response 1 due
Weeks 5-6	Short story continues and wraps up.
Week 7	Annotated Bibliography due. Novel unit begins.
Week 8	Reading Response 2 due. Novel wrap up.
Week 9	Poetry and argument unit begins.
Week 10	Poetry and argument continues.
Weeks 11 – 12	Argument with Research essay due. Unit wraps up.
Weeks 13 – 15	Poetry wraps up. Drama begins. - Reading Response 3 Due
Week 16	Finals - Official course grade posted by Friday, May 10th, 10 a.m. on AC Portal. See AC final exam schedule for testing day and time.

VIII. EVALUATION AND GRADING:

A. Assignment Summary & Weight

Please note the following grade policies:

- The official grade in the course is the letter grade posted on AC Portal after finals. Grades or averages posted on Blackboard may not be complete or correct and are for general ideas only, not for determining your final grade in the course.
- **In the case of academic dishonesty, a student may be dropped or receive a course grade of F.**
- **Non-participation in course activities totalling more than six will result in a drop or a course grade of F.**
- Submitting words on a page does not guarantee a grade above zero any more than writing numbers on a math test means someone deserves some points. Evaluations have specific as well as conventional criteria. Partial credit is not always earned.

Generally, **if you have met minimum requirements for participation** (attendance, completion of activities and assignments, acceptable conduct) your final grade for this course comes from your major grades and daily work. Each major grade and your daily average are averaged together equally. (I use a spreadsheet which performs the calculations for me.) Here is a sample breakdown of how your average may be calculated. The actual percentages are finalized based on the needs of the class during the semester:

Reading Response 1 – 10%
Reading Response 2 – 10%
Reading Response 3 – 10%
Annotated Bibliography- 20%
Argument with Research Essay - 30%
Daily Work - 20%

B. Determination of Grade - Standards

A (90-100)	Excellent (Exemplary)	D (60-69)	Minimum Passing (Deficient)
B (80-89)	Good (Above Average)		
C (70-79)	Average (College-Level)	F (59 or below)	Failure (Not Passing)

Standard Grading Policy for the English Department for all Essays Assigned

A, 100-90 – exemplary. Good organization, exceptional content. No more than one major error.

B, 89-80 –above average. Good organization, exceptional content, and only one or two major errors.

C, 79-70 –average. Organization, clear content, no more than 3 major errors.

D, 69-60 –below average, deficient. Either lacks content and/or organization or has many major errors. More than 5 major errors drops the grade to an F.

F, 59 and below –failing. Shows little or no effort. Contains 6 or more major errors or does not meet minimum requirements.

0–no grade. Did not turn in work, committed an act of plagiarism or academic dishonesty, did not meet minimum requirements, or did not write on the assigned topic or otherwise fulfill enough requirements for measurable credit.

Examples of major errors:

- cs–comma splice The boy ran, he fell down.
- frag –fragment Crying as he fell on the sidewalk.
- frag - frag. error After he fell; his knee started bleeding.
- ro–run on or fused He hurt his knee it was bleeding.
- s/v–subject/verb agreement Everyone laugh at him.
- pro/ant-pronoun/antecedent agrmt. No one saw their teachers coming.
- pro-pronoun error Him was laughing at hisself.
- verb form/usage Sue set on the chair watching the sun set.

Minimum Requirements for Writing Assignments Policy

You will be provided instructions, lectures, and readings for each major grade. Use your class notes, textbook readings, and handouts to complete your essays. As in any class, your grade depends on how well you follow instructions and put information together (synthesize) to complete your assignments.

Before turning in any draft, consult your instructions. Points will be deducted for not following instructions and may result in failure of the assignment or a zero. Instructions vary between drafts submitted on Blackboard and drafts submitted in hardcopy in class. Refer to your instructions to know which you must prepare and submit.

IX. SYLLABUS MODIFICATION:

The professor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made. All handouts, assignment instructions, lectures, addendums, and even verbal instructions constitute the lawful directives of a representative of the College in the scope of duty in class-related matters and must be followed for the successful completion of the course, safety and integrity in the learning environment, and facility of the learning and teaching processes.