English 1302 Course Syllabus

Instructor Information:

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Course Information:

Course:

Title: English 1302: Composition and Literature
Course Dates: Please consult the online OC calendar published each semester.
Course Credits: Three hours
Location: This course is conducted in Blackboard and in a virtual classroom with ITV.
Course Prerequisites: English 1301: Composition and Rhetoric

Course Catalog Description:
English 1302: Consists of reading and analyzing selected works from the principle genres of literature and introduces research techniques. Requires analytical papers on literature, research exercises, supplemental readings and examinations.

Students enrolling in this course will be expected to have a good command of standard written English.

Course Requirements:

All students are expected to engage in the following activities:

1. Read and analyze three different genres throughout this course.
2. Write one (1) five (5) page research based paper, demonstrating correct MLA documentation and correct formatting.
3. Take three (3) examinations .
4. Participate in quizzes, discussion boards, and other assignments over the various works.
5. Take a final exam.

Learning Outcomes:
Upon the completion of this course, students will demonstrate the ability to:

Recognize the basic elements of fiction (plot, theme, character, symbol, style, and point of view) as they appear in selected works of American literature;

Recognize recurring themes as they appear in selected works of literature;

Demonstrate their understanding of selected assignments by responding to evaluation that tests their ability to read closely;

Understand the themes, philosophies, and symbolic comments portrayed in a diverse body of literature;

Become more aware of literature as a product of culture and history, thereby gaining a better understanding of themselves and their immediate world;

and

Write an analytical essay about an assigned literary topic.

Required Materials and Skills:
Textbook(s):
Kennedy, X.J. and Dana Gioia. <u>Literature: An Introduction to Fiction, Poetry, and Drama</u>. 10th edition. New York: Pearson and Longman, 2007.

You may purchase the text from the OC Bookstore listed on the OC website:
http://www.odessacollegebookstore.com/

Computer Skills: You must be able to type; browse and research internet; upload and download files by attachment; and save files in Rich Text Format. All written work must be sent to me in <u>Rich Text Format</u>.

Email: Students enrolled in Odessa College must use Odessa College email address. Go to http://www.odessa.edu/dept/it/studentemail.htm to set up your email account. Please note that when you access this program the first time, you will be asked to change your password before you may proceed. Each student must maintain a correct current mailing address and/or phone number with the instructor and the Registrar's Office. If there is any change in address, the student needs to contact the registrar regarding the new information.

Create Email Signature for Course:
I often email numerous learners within a short time period. I have students from around the nation to across the globe. Whenever a learner sends an email to the instructor, provide full identification. Create a signature for yourself. Include the following information EACH time you send an email:

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First and Last Name
Program or School
Course.Section Number     (Example:  Engl 1302:####)
Email:                    (personal)
Email:                    (school)
Ph:                       (home)  Include area code
Ph:                       (alternate cell or work)  Include area code
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==Make it easy for me to find you if one or more communication approach fails.== Also, make it known if you are with a specific program or school. Most students are with Odessa College, but I

do have some students whose grades I have to report to other academic institutions. (Example: the Virtual College of Texas (VCT) or concurrent students)

Example: Jane Doe
                   VCT – Howard College or Concurrent (Permian High School)

Course Schedule:
The course is divided into units, and I direct the coursework for each unit as we go through the semester. In other words, the course is not self-paced, but rather, you will have assignments with due dates, and you will complete course units on the schedule that I provide through announcements.

Course Evaluation:
The course incorporates assigned readings from the text as well as articles and links from the Internet; unit tests; analytical essay/s; attendance/participation in analytical interactive components; and a separate final exam.

Regular and punctual attendance in the course is expected and is the responsibility of the student. Students are expected to log on to Blackboard several times a week in a long semester and daily in a shortened semester. The student must regularly access announcements and complete course activities that are scheduled for each week.

You will be studying materials important to your performance on exams and/or essays; therefore, your "attendance" and participation are vital to your grade in the course**.** Under NO circumstances does it ever become my responsibility to catch you up in the course.

Important: Poor attendance will result in class failure.

Final Exam: Failure to take the final exam will result in a failing grade for the class.

Discussion Requirements, Participation Guidelines, and Grading Criteria:
In addition to your textual reading assignments during the semester, you will have multiple on-line lectures; interactive discussions; analytical writing components; several exams, audio/video presentations/lectures, and a final exam. Periodically, you will post to the Discussion Board for interaction with other learners in conjunction with assigned topics. These postings are required class participation and do carry a grade.

Interactive Discussion Components:
Learners are required to participate in all posting or as extra credit options. Postings are usually weighted percentages of a grade unless it is offered as extra credit, then the points will be assigned by the instructor. A posting always counts as attendance. If a student fails to post, that student, in effect, missed class and will be counted "absent." A posting serves several purposes:
1. Topics are set up to assist you in better understanding the works so that you are better-prepared for exams;
2. They provide an arena for collegiality among learners;
3. They alert me if you are not understanding material or may be struggling with concepts; and
4. Postings count for attendance, so if you miss a posting then you are "absent" from class that
    week. For this course, if you miss the assigned postings, you are in academic jeopardy
because of your absences in addition to the loss of grade points.
5. Postings have a deadline. A posting cannot be made-up. Each posting carries a weighted grade percentage. If a learner misses a posting, a zero will be entered for that posting.

You will respond to 3-5 discussion topics during the semester.   Discussion topics will vary. The learner will be required to make at least one response or a *reply* to one of the other learners in class. You will have a determined time period to respond to a question. The posting period varies according to the time constraints of the class. After that period, the question will be locked (meaning the learner will not be able to respond).

Netiquette:

Anything a learner types in the discussion area is <u>public</u> – which means that every student in this class (including your instructor) will see what is written. Pay attention to the language used and adhere to the following:

<u>Netiquette Guidelines</u>:
1. Do not post information of sensitive nature;
2. Do not use language that is inappropriate for a classroom setting (curse words, etc);
3. Do not use language that is inflammatory or prejudicial in regard to gender, race, ethnicity, or| religion;
4) Do not post in all caps; and
5) Remember your audience, which is an English instructor. So, use language that is appropriate. Do not use "text messaging" language/abbreviations. Be sure to adhere to basic grammar and punctuation rules and write in complete sentences.
(If you do not adhere to the guidelines for any posting, you will lose the points that would have been granted, and I reserve the right to remove your posting and to deny you any further posting privileges.)

Letter Grade Explanation:

The learner's grade will be determined by weighted activities (postings, papers, and exams) noted in Blackboard.

90 to 100	= A
80 - 89	= B
70 – 79	= C
60 – 69	= D
59 and below	= F

Policies and Procedures:

Testing: The dates are fixed and the exams are timed, and this is non-negotiable except for extreme situations.   When there is an exception, a late test penalty is imposed. The highest possible grade for a late test is a <u>70</u>. You will not be required to come to any campus for testing unless there is some question of plagiarism/cheating or a question of whether the student who has signed up for the course is really the student taking the exams and turning in work. IMPORTANT: I reserve the right to require you to come to the OC campus (or to a campus near you) for proctored testing if this should occur. You need to know two things:
> a) that this has happened, and <u>I have required proctored testing;</u> and
> b) that all I need is to <u>suspect</u> cheating to require this of you.

Rules for Taking Tests in Blackboard:

1. If the computer crashes, the learner is still responsible for accessing Blackboard and doing the

    assignments in a timely manner. Blackboard is accessible anywhere there is Internet access.

Go to the public library, the LRC/ computer center, an Internet Café, or a friend's house.

Travel is NOT an excuse for missing a deadline. Internet access is also available in most

hotels.

2. If you begin an exam in Blackboard and then you have technical difficulties and are "thrown

out" of the test, then this is what may happen: I can reset the test or a different test, or I can

ask you to take an <u>alternate</u> exam in my office or at a college testing center near you;

however, I need to be notified <u>immediately</u> or I will not even consider an option for you. I will

set the time and place for you to retake the exam or an alternate exam. So, if this happens, be

prepared to miss school or work to get the exam completed because it is my option to require

that. So, you need to be sure you are on a reliable computer and have a reliable server.

3. If you miss the deadline for an exam, then it is up to you to contact me immediately with an

explanation. The decision of whether your explanation is valid is entirely up to me. However,

you need to realize that the sooner you contact me, the better.   If I allow late testing, a penalty

will be imposed. The highest grade possible is a 70. The student must contact me and take

the test within one week of the deadline or this offer is no longer valid.   <u>I am not required to</u>

<u>give a makeup exam</u>.

4. If you miss your Final Exam, then you will receive an "F" in the course.   If there is an

emergency, you must contact the instructor immediately. I submit grades within 24 hours of

the final exam. Once I have submitted grades, the course is officially closed. I do not change

grades.

Written Work/Essays: Your analytical paper/s will follow standard MLA guidelines for documentation. Writing components should illustrate an appropriate level of critical thinking, which incorporates independent thought, self-awareness, recognition of relevance, intellectual curiosity, and academic integrity. All assignments and course activities that you submit to me must have the following in the name of the file: Your last name/ Section # and Assignment Name. All essays must be submitted in Rich Text (RTF) format.   If you submit in an incorrect format, your work will be counted late.   Work submitted incorrectly will be counted as late. Work is submitted through the "Assignment" Tool in BB. The Digital Drop Box is reserved for late and/or revised papers.

Late Submission Policy for Written Work:
An essay needs to be submitted on or before the deadline. Late work is not accepted on essays or tests or assignments unless extenuating circumstances occur. I have sole discretion over

whether the circumstances warrant and extension and a late penalty of a no higher than a 70 can be earned. No late papers, etc. will be accepted after five consecutive days (including weekends).

Disabilities: In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with disabilities should contact the ADA Accommodation/Support counselor, Becky Rivera-Weiss, directly: brivera@odessa.edu All requests, including VCT, for accommodations must be channeled through the Accommodation counselor.

Withdrawal Policy: See the current schedule for withdrawal policy criteria. Students who cannot complete the course must take the responsibility upon themselves to drop. The instructor will not drop students. Failure to drop before the deadline (see catalog or schedule of classes for the deadline) will result in a grade of F.

Incomplete Policy: An Incomplete (I) may be given only if the student has earned a passing grade on all submitted coursework and if the student has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. Furthermore, it is the student's responsibility to contact the instructor to complete the missing assignments. Remember, an Incomplete will automatically roll to an F at the end of the first long semester after the Incomplete was issued.

Course Mid-Semester and semester-end Evaluation: Students will be required to participate in an end-of-semester course evaluation survey.

Instructor Response Time: I check my email daily and will respond to your email within 48 hours. If you do not receive a timely response from me, please assume that I did not receive your email and resend it.

Plagiarism/Cheating:
If you plagiarize or cheat, you will receive an "F" in the course. Here is an excellent source of information in regard to plagiarism: http://www.plagiarism.org/

Grades:
All OC learners must access their grades through Web Advisor.

Hardware/Software Requirements

Computer:
A minimum of 64 MB RAM, 1 G of free disk space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

Peripherals: Speakers to be able to listen to audio files.

Software: Anti-virus software is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

Other software: You are required to submit assignments typed in Microsoft Word document, and I will ask you to view course content that is in the form of Microsoft Word. In this case, you must have access to Microsoft Word (2003), and documents must be sent in that format.

There will be audio/video files in the course for which you will need [Windows Media Player](#) or [QuickTime](#) or [Real Player](#).

Internet connection: 56 K modem or better

Browser and settings:
Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable Java:
1. In Internet Explorer 6, go to the "Tools" menu and choose "Internet Options".
2. Choose the "Privacy" tab and move the slider to "Medium" (which is the default setting) to enable Cookies.
3. To enable Java (if not installed, first see next item "Java Plug-in for Windows..." or Java Plug-in for Macintosh" below), while remaining in the "Internet Options" window choose the "Advanced" tab.
4. Scroll down until you see the "Java (Sun)" item and check the box beside "Use Java...".
5. Click "OK".
6. You may need to close your browser and all other applications and restart your computer before this setting takes effect.

Email: Students enrolled in Odessa College must use Odessa College email address. Go to http://www.odessa.edu/dept/it/studentemail.htm to set up your email account.

Preparation for Computer Emergencies

Computer Crash
Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

Server problems
When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

Complete Loss of Contact
If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at my office, 335 6585, and explain the reason you cannot contact me and leave a phone number so I can contact you. Repeat the phone number twice. Speak clearly.

Lost/Corrupt/Disappeared files
You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon

you to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

Tutoring Services:
Tutoring services are available free of charge to OC students, and use of the Student Learning Center is encouraged. The Center is located on the third floor of the LRC (Library Bldg). It is easy to find because it is the only three story building on campus. Online tutoring services are also available, and I encourage you to use them. Contact the Director (see info below) for help and directions.

Phone Number: 432-335-6878
Director's Phone Number: 432-335-6714

Please refer to their website for more information about the Center
http://www.odessa.edu/dept/slc/

Access to Odessa College Library Online Catalog:
http://www.odessa.edu/dept/library/