Attendance Verification & Semester Dates

IMPORTANT- In order to confirm your attendance and participation in this course, you must complete the Mandatory Attendance Quiz AND the Introductions discussion activity by Friday, January 17th at noon. BOTH of these activities are required and can be found within the START HERE module.

Please note: failure to complete these activities may result in you being removed from the course.

| Mandatory Attendance Quiz |  
| Quiz |

| Introductions |  
| Discussion Topic |

Introduce yourself to your classmates and respond to the introductions of at least 2 of your peers. This will allow you to get to know the people you are in class with quickly.

Participation in this discussion activity is mandatory and will help fulfill one of your attendance requirements. If you haven’t already done so, be sure to also attempt the Mandatory Attendance Quiz.

ENGL 1102 Course Description

ENGL 1102 is a composition course that develops writing skills beyond the levels of proficiency required by English 1101, emphasizes interpretation and evaluation, and incorporates a variety of more advanced research methods.

Course Objectives

In this course, students will:

Enhance their appreciation of various types of texts, both visual and written.
Reflect upon and respond to the ideas of others.
Refine their thinking, reading, and writing skills.
Use the writing process to understand different texts.
Increase their working vocabulary of literary terms.
Improve their research and documentation skills.
Improve their electronic communication skills.
Apply critical perspectives to various genres.
Demonstrate critical thinking skills in reading and writing assignments.
Write well-developed and logically organized essays.
Plan and conduct a research project using a variety of research sources.
Navigate and communicate effectively online.
Expand their awareness of these themes and explore the connections between these themes and their own experiences.
Critically evaluate resources and assess varied perspectives and viewpoints.

Prerequisites
See your home institution's prerequisite requirement.

Course Credit Compliance
This course will be delivered entirely online with the exception of the minimum of one face-to-face (FTF) proctored exam and a maximum of two FTF proctored exams. This requires the online equivalent of 2250 minutes of instruction (instruction time) and an additional 4500 minutes of supporting activities. As such, you will be required to complete the following online activities during this course (times are approximate):

<table>
<thead>
<tr>
<th>Instruction Time</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Postings</td>
<td>600</td>
</tr>
<tr>
<td>Virtual meetings/chat or audio &amp; video</td>
<td>200</td>
</tr>
<tr>
<td>Course Content Facilitation</td>
<td>600</td>
</tr>
<tr>
<td>Writing activities/ essay assignments/ research</td>
<td>700</td>
</tr>
<tr>
<td>Proctored Exam</td>
<td>150</td>
</tr>
</tbody>
</table>

It is anticipated that students will need to work independently for twice the number of minutes listed above to complete the online activities.

ENGL 1102 Course Text

eCore has explored cost reducing options for students and currently utilizes a range of open educational resources for this course. The term open implies information or technology that is shared freely without copyright restrictions. The required course material consists of the content pages within the course, as well as external web links and embedded video content.

ENGL 1102 Unit Breakdown

The following units are covered in this course:

- Unit 1: Introduction to Literary Analysis and Research
- Unit 2: Analyzing Poetry
- Unit 3: Analyzing Short Stories
- Unit 4: Analyzing Drama
- Unit 5: Final Revised and Researched Essay

Attendance, Participation, and Time Commitment

"Attendance" and participation are required. You will be expected to participate in ongoing discussions of the lesson topics and to interact with other students and your instructor regularly. It is expected that you will demonstrate a positive attitude and courtesy toward other participants in the discussion and observe good discussion etiquette. Be sure to read and observe the following procedures:

You are a guest in the instructor's classroom, so be sure to observe the class rules.
Practice manners and civility, and be polite and respectful of your instructor and classmates in all your communication.
Respect your instructor, and be on time in your work submissions.
Keep your instructor informed of your status.
Address your instructor as Professor or Doctor.
Use correct grammar and punctuation in all your communication (‘Dear Professor xxx’ not ‘Hey’).
Accept your instructor’s feedback and learn from it.

In the online environment, problems associated with power outages, networks being down, and ISP troubles inevitably result in legitimate reasons for delays, however, you should still be prepared to deliver your work by the stated deadlines. If you have a problem, let your instructor know as soon as possible. The student who repeatedly turns in late work will be subject to penalties.

Time Commitment

Taking an online course is not easier or faster. On the contrary, it will take as much time as taking a face-to-face class or more. If you normally go to class 3 hours per week per course, you will need to devote that same amount of time to your online course. In addition to online time, you should spend time studying and working with course materials several hours per week offline. It will be helpful to set aside regular study time when you can work uninterrupted. Offline time could be spent in composing messages to post online, reading, studying, and working homework problems.

The amount of time it will take you to complete the work for the course will depend on many factors, which will vary with each individual. Students can expect to spend anywhere from 8 - 15 hours per week on this course. Consult the course Calendar and your instructor to be sure you are on schedule, keeping up with the material and taking quizzes on time.

As a general rule, in this course you will be expected to:

Log in regularly to check messages from your instructor and other students.
Check the Calendar for announcements from your instructor.
Study, read online materials, and work all assigned problems for each lesson.
Complete all course work and assignments in the time allowed.

Conduct:

You are expected to refrain from profanity, crudeness, and slurs of any kind. In other words, you are expected to behave and treat your fellow students and instructor fairly, just as you would in the traditional classroom.

Just as you would listen to others speak in the classroom, you are expected to read and respond politely and thoughtfully to others in the online course. You are expected to refrain from crude or unbecoming comments and be supportive to the class. Proper conduct applies to all forms of communication in the course.

Late Policy

Late Assignments: All late assignments (including quizzes and discussions) can and should be made up in a timely fashion. If you miss the deadline for any assignment, please contact me via email to discuss a timeline in which you can get caught up. There is a standard -10 point deduction per day for any late work.

**Please note, however, that we are all humans and life happens. Should something unforeseeable occur, please email me and let me know, and we’ll work to get you back on track. Regular communication is one of the keys to success in this course.**

Grading and Standards

<table>
<thead>
<tr>
<th>GRADED ACTIVITY</th>
<th>WEIGHT</th>
<th>DUE DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proctored On-Site Exam (Midterm)</td>
<td>15%</td>
<td>take during 2/28-3/5 exam window</td>
</tr>
<tr>
<td>Unit 2 Essay</td>
<td>10%</td>
<td>March 6th</td>
</tr>
<tr>
<td>Unit 3 Essay</td>
<td>10%</td>
<td>March 20th</td>
</tr>
<tr>
<td>Unit 4 Essay</td>
<td>10%</td>
<td>April 5th</td>
</tr>
<tr>
<td>Final Researched Essay</td>
<td>15%</td>
<td>April 28th</td>
</tr>
<tr>
<td>Discussions</td>
<td>30%</td>
<td>Various (see Course</td>
</tr>
</tbody>
</table>
Grade Scale

Grades are based on student performance and capability. Simply turning in all the assignments does not guarantee that the student will receive a “good grade.” To receive a higher grade, a student must demonstrate proficiency in the material. For different students, gaining that proficiency requires different levels of work, because not all students walk into the class with the same aptitude for the course content. The standards for the respective grades are as follows:

A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
F: 0-59%

Grade Turnaround: All assignments and assessments will be graded within one week’s time. I will provide extensive comments along with grade as necessary for feedback. Should you ever have any questions about my feedback, do feel free to contact me.

Expectations and Standards

For each Discussion, Assignment, and Essay, the specific criteria on which you will be graded is captured in a rubric. You can find each of these rubrics by clicking on the Assessments menu in your navigation bar, and clicking “Rubrics.” Familiarize yourself with these prior to turning in your work.

For more information on the grading of writing assignments, consult the Grading Expectations for Discussions, Assignments, and Essays page in the START HERE module.

A – To achieve this grade you must display superior performance in his/her course work. This includes demonstrating the ability to process and comprehend complex ideas, and to be able to convey those ideas to others in a clear, intelligent manner. An "A" student will go beyond simple requirements and seek to excel in his/her preparation for and presentation of assigned work. He/she will demonstrate excellence in communication skills and the ability to contextualize material.

B – To achieve this grade you need to display above average performance in your course work, including demonstrating the ability to process and comprehend complex ideas, while being able to convey those ideas in a clear, intelligent manner. As a "B" student you will also go beyond minimum requirements in terms of preparation and presentation of assigned work. You will demonstrate above average communication skills and ability to contextualize material.

C – For this grade, you must meet the minimum requirements for the course, displaying adequate performance in his/her course work, and adequately demonstrate the ability to comprehend complex ideas, while also being able to convey those ideas in a like manner. A "C" student demonstrates competence in terms of preparation and presentation of assigned work. You will demonstrate adequate communication skills and ability to contextualize materials.

D – A student receiving this grade is performing below the minimum requirements for the course. This could include failure to complete or turn in assignments on a timely basis, or failure to adequately demonstrate the ability to comprehend or convey complex ideas. A "D" indicates that your performance is below the average in terms of preparation and presentation of assigned work. You may not be demonstrating adequate communication skills or ability to contextualize materials.

F – If you receive an F, you have failed to meet the requirements of the course, including failure to complete or turn in assignments, or failure to demonstrate the ability to comprehend or convey complex ideas. An "F" student has not performed in a manner satisfactory to the standards of the class.

Presentation and Submission of Written Work

Formatting Requirements

All written assignments for this course should follow the Modern Language Association (MLA) academic style and be double-spaced, using 12 point type. A standard font, such as Times New Roman, is recommended. Consult the general formatting requirements for an MLA paper (e.g., spacing, justification, headings, indentation for paragraphs, etc.).

You will be required to review the MLA guidelines throughout the course. Please be on the lookout for this information. You may also refer to the following online resource from Purdue OWL: MLA Citation Guide.

Additionally:

Correct spelling, grammar, and punctuation are minimum requirements in a college level course.
Save a copy of all submitted work and save the graded work when it is returned to you.
The heading on the top left should include your name, followed by the instructor's name, then the course number, then the date the assignment is due, double spaced. All heading components are
also double spaced. After your heading, there are two spaces and then your centered title. A sample of the MLA heading is listed below:

Sam Jones
Dr. Susan Smith
English 1102
1 January 2050

The Day the Story Stood Still

Begin your essay.....

File Name and Type for Essays and Assignments

Save the document using your name and the assignment number; for example, if your name were Susan Williams, you would submit assignment 1.1 as Williams1.1. Upload files as doc, docx, rtf, or PDF. Note that you can click on your uploaded assignment to ensure that it has been properly uploaded.

Discussion Posts

Type (or copy-and-paste) discussion posts into the text box that is provided; do not upload files with your responses. Note that you can type your post in a program, such as Microsoft Word, and copy (ctrl + c) and paste (ctrl + v) into the text box; this may make it easier to edit the posts before posting them.

Save a copy of all submitted work and save the graded work when it is returned to you.

Plagiarism

(NOTE: Plagiarism detection systems (i.e. Turnitin) are used in this course. For example, see the following site: http://turnitin.com/en_us/training/student-training. I am required to report violations to the eCore Administrative offices for investigation.)

Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else.

The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the instructor. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism.

Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the instructor. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating this responsibility.

Consequences for Plagiarism: Any act of plagiarism on any assignment (discussion board, essay, etc.) will be addressed immediately with the student and the following will occur:

1st instance of plagiarism: Student will be contacted via email, with evidence of plagiarism/academic dishonesty. Student will then be given the opportunity to redo the assignment for the highest grade of a "50." Student must redo this work within one week of initial email.

2nd instance of plagiarism: Student will fail the assignment with a grade of "zero," receive a grade of "F" for the course, and will reported to the eCore Administrative offices for investigation.

Cheating on Examinations

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, "crib sheets," websites, electronic documents or notes, and computer programs during an examination (unless specifically approved by the instructor), or sharing information with another student during an examination (unless specifically approved by the instructor). Other examples include intentionally allowing another student to view one's own examination and forbidden collaboration before or after an examination.

Unauthorized Collaboration

Submission for academic credit of a work product, developed in substantial collaboration with other person or source but represented as one's own effort, is unauthorized. Seeking and providing such assistance is a violation of academic honesty. However, collaborative work specifically authorized by an instructor is allowed.

Falsification
It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding. Some examples of falsification are:

- false or misleading citation of sources
- the falsification of the results of experiments or of computer data
- false or misleading information in an academic context in order to gain an unfair advantage.

Additionally, it is a violation of the Academic Honesty policy for authorized users to knowingly share passwords, PINs, or any other means of access to their eCampus courses with unauthorized persons or for the purpose of dishonorable or unethical conduct related to their academic work.

**Multiple Submissions**

It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, or required. However, the student is responsible for indicating in writing, that the current work submitted for credit is cumulative in nature.

**Evidence and Burden of Proof**

In determining whether or not academic dishonesty has occurred, guilt must be proven by a preponderance of the evidence. This means that if the evidence that academic dishonesty occurred produces a stronger impression and is more convincing compared to opposing evidence, then academic dishonesty has been proven. In other words, the evidence does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Evidence, as used in this statement, can be any observation, admission, statement, or document that would either directly or circumstantially indicate that academic dishonesty has occurred. Electronic means may be used to monitor student work for the inappropriate use of the work of others.

Consult your eCore Student Guide at [https://ecore.usg.edu/current-students/student-guide/policies-and-procedures#student-academic-dishonesty-procedures](https://ecore.usg.edu/current-students/student-guide/policies-and-procedures#student-academic-dishonesty-procedures) for further details on the eCore Academic Honesty Policy.

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**Frequently Asked Questions and Helpful Links**

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<th>LINK</th>
</tr>
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<td><a href="https://ecore.usg.edu/current-students/student-guide/academic-services#student-accessibility-services-ama">https://ecore.usg.edu/current-students/student-guide/academic-services#student-accessibility-services-ama</a></td>
</tr>
<tr>
<td>Technical Support</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/computer-support">https://ecore.usg.edu/current-students/student-guide/computer-support</a></td>
</tr>
<tr>
<td>Proctored Exam and/or Exam Extension information</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/academic-services#proctored-tests">https://ecore.usg.edu/current-students/student-guide/academic-services#proctored-tests</a></td>
</tr>
<tr>
<td>To Report a Course Error</td>
<td><a href="https://docs.google.com/forms/d/e/1FAIpQLSdzKI9SXPh7oDcAtA8Wj6Mj9zE1DWyy7yToMy7zz7YdnF4alQaA/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdzKI9SXPh7oDcAtA8Wj6Mj9zE1DWyy7yToMy7zz7YdnF4alQaA/viewform</a></td>
</tr>
<tr>
<td>To Make a Student Complaint</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/policies-and-procedures#student-complaint-grievance-policy">https://ecore.usg.edu/current-students/student-guide/policies-and-procedures#student-complaint-grievance-policy</a></td>
</tr>
<tr>
<td>To Make a Grade Appeal</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/policies-and-procedures#grade-appeals">https://ecore.usg.edu/current-students/student-guide/policies-and-procedures#grade-appeals</a></td>
</tr>
<tr>
<td>To Withdraw from a Course</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/academic-services#dropping-adding-withdrawing-from-course">https://ecore.usg.edu/current-students/student-guide/academic-services#dropping-adding-withdrawing-from-course</a></td>
</tr>
<tr>
<td>To Understand the eCampus Academic Honesty Policy</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/policies-and-procedures#academic-honesty">https://ecore.usg.edu/current-students/student-guide/policies-and-procedures#academic-honesty</a></td>
</tr>
<tr>
<td>To Know the Campus Carry/HB 280 Policy</td>
<td><a href="https://www.usg.edu/hb280/additional_information">https://www.usg.edu/hb280/additional_information</a></td>
</tr>
</tbody>
</table>