ENGL 1102 - English Composition II, Summer 2021

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E-mail address: dtheobal@westga.edu

Office Hours:
Saturday, 1-3 p.m.

During office hours, you can contact me via email or at 678-988-3523 (cell). If you contact me via phone and I miss your call, please leave a voicemail with a detailed message.

NOTICE: Please use the internal course e-mail for general correspondence. I provide my external e-mail address for emergencies only. I cannot answer questions, accept assignments, or discuss grades via external e-mail so please use for emergencies only.

Response Time: Unless you are notified otherwise, I will work to respond to all student questions and emails within 2-3 business hours during the week and within 48 hours during the weekend.

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. BOTH of these activities are required and can be found within the START HERE module. Additionally, please note that these two items must be completed by May 28th at 11:59 p.m.
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 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></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Postings</td>
<td>600 minutes</td>
</tr>
<tr>
<td>Virtual meetings/chat or audio &amp; video</td>
<td>200 minutes</td>
</tr>
<tr>
<td>Course Content Facilitation</td>
<td>600 minutes</td>
</tr>
<tr>
<td>Writing activities/ essay assignments/ research</td>
<td>700 minutes</td>
</tr>
<tr>
<td>Authentic Assessment</td>
<td>150 minutes</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 offers open-source texts for this course. The term open implies information or technology that is shared freely without copyright restrictions. NOTE: These materials are collected from multiple higher education resources, including sources that are printed in British-English. The spelling of words and grammar may differ to American English. Although extremely rare, some material may have minor typos. We strongly encourage you to report these mistakes using the Student Change Request form in the Course Resources module.

The required course material consists of the content pages within the course, as well as external webpage links and embedded video content.

ENGL 1102 Unit Breakdown

The following units are covered in this course:

- Unit 1: Introduction to Literary Analysis
Attendance, Participation, and Time Commitment

"Attendance" and participation are required. You will be expected to participate in ongoing discussion 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 netiquette. 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, as well as an appropriate tone ('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 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 set aside 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 coming up with 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.
• Read all content and texts in all assigned units, and study for the assessments that follow.
• 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 a 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, 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 by 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

Grade Breakdown

<table>
<thead>
<tr>
<th>GRADED ACTIVITY</th>
<th>WEIGHT</th>
<th>DUE DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions (10)</td>
<td>45%</td>
<td><em>see Course Schedule</em></td>
</tr>
<tr>
<td>Unit 2 Essay</td>
<td>10%</td>
<td>June 23rd</td>
</tr>
<tr>
<td>Unit 3 Essay</td>
<td>10%</td>
<td>July 2nd</td>
</tr>
<tr>
<td>Unit 4 Essay</td>
<td>10%</td>
<td>July 11th</td>
</tr>
<tr>
<td>End-of-Course Reflection</td>
<td>8%</td>
<td>July 14th</td>
</tr>
<tr>
<td>Final Revised Essay</td>
<td>8%</td>
<td>July 20th</td>
</tr>
<tr>
<td>Unit 4 Thesis/Outline</td>
<td>5%</td>
<td>July 8th</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>3%</td>
<td>June 3rd</td>
</tr>
<tr>
<td>Attendance Verification</td>
<td>1%</td>
<td>May 28th</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 required 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. Instructor will provide comments along with grade as necessary for feedback.

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: 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 these 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 course 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, and 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.

**Academic Honesty**

(Acknowledgement is hereby given to Georgia State University on whose policy this is based).

Violation of the Academic Honesty Policy can result in failure of the assignment, failure of the course, and/or further consequences form the student's home institution. Ignorance of this policy is not an excuse or a means to repeal a charge of academic dishonesty.

As members of the academic community, all students are expected to recognize and uphold standards of intellectual and academic integrity. The University System of Georgia assumes as a core and minimum standard of conduct in academic matters that students be honest and that they seek for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. In addition, students are encouraged to discuss freely with faculty, academic advisers, and other members of the academic community any questions pertaining to the provisions of this policy.

For more information, visit: [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)

**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 Guide](https://owl.upenn.edu).
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 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, summarizing of the works of another person without acknowledgment, including the submitting another student's work as one's own. Plagiarism frequently involves a failure to acknowledge intellectual property rights.
text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written spoken by someone else.

The submission of research or completed papers or projects by someone else is plagiarism, as is 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 be 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 another 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 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 in 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 for further details on the eCore Academic Honesty Policy.

Frequently Asked Questions and Helpful Links

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<tr>
<th>I need:</th>
<th>LINK</th>
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</thead>
<tbody>
<tr>
<td>ADA Accommodations</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/academic-se-">https://ecore.usg.edu/current-students/student-guide/academic-se-</a></td>
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<tr>
<td>Technical Support</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/computer-s-">https://ecore.usg.edu/current-students/student-guide/computer-s-</a></td>
</tr>
<tr>
<td>To Report a Course Error</td>
<td><a href="https://docs.google.com/forms/d/e/1FAIpQLSdzKI9SXFh7oDcAjtAby">https://docs.google.com/forms/d/e/1FAIpQLSdzKI9SXFh7oDcAjtAby</a></td>
</tr>
<tr>
<td>To Make a Student Complaint</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/policies-and-">https://ecore.usg.edu/current-students/student-guide/policies-and-</a> policy</td>
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<tr>
<td>To Make a Grade Appeal</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/policies-and-">https://ecore.usg.edu/current-students/student-guide/policies-and-</a></td>
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<tr>
<td>To Withdraw from a Course</td>
<td><a href="https://ecore.usg.edu/current-students/student-guide/academic-set/course">https://ecore.usg.edu/current-students/student-guide/academic-set/course</a></td>
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<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-policy">https://ecore.usg.edu/current-students/student-guide/policies-and-procedures/academic-honesty-policy</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>