Composition II: ENGL 1302
Spring 2023
Course Syllabus

Instructor: Katherine (Kaytee) Jackson (she/her/hers)
Sections: 1302.154
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Office: Lubbock Downtown Center, #2027

Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
9:30a – 10:45a	11:00a – 1:00p	9:30a – 10:45a	11:00a – 1:00p	10:30a – 12:00p

& by appointment

To schedule an appointment via Calendly:
https://calendly.com/katherine-jackson-1/office-hours-appointment?month=2022-01

Course Description

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

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

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

Core Curriculum Objectives addressed:
→ *Communications skills*—to include effective written, oral and visual communication
→ *Critical thinking skills*—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
→ *Teamwork*—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
→ *Personal Responsibility*—to include the ability to connect choices, actions, and consequences to ethical decision-making.

Student Learning Outcomes:
Upon successful completion of this course, students will:
→ Demonstrate knowledge of individual and collaborative research processes.
→ Develop ideas and synthesize primary and secondary sources within focused academic

arguments, including one or more research-based essays.

→ Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.

→ Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.

→ Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.

→ Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

→ Read and view videos of works of literature; analyze the use of literary devices (plot, point of view, theme, characterization, setting, symbolism, tone, etc.); participate in class discussions of the readings; and be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.

Textbook & Supply Requirements

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- *What is TexBook?* The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- *How do I access my TexBook?* Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- *Help with TexBook issues and support:* check with your professor or visit: https://support.vitalsource.com/hc/en-us/requests/new (available 24/7 via chat, email, phone, and text)
- *Opting out of TexBook:* Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to pwells@texasbook.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / Phone: 806-716-2097
Email: agamble@texasbook.com / Phone: 806-716-4610

Required Software & Materials

You will need access to a laptop or computer for this course to complete your writing activities and class assignments. Laptops will be available during class for your use; however, these cannot be taken home. If you need a personal device to use outside of class, you can request to borrow a Chromebook from the SPC Library. For more information, see: https://library.southplainscollege.edu/c.php?g=1021659&p=7400614

In addition, the City of Lubbock Public Library System will allow you to check out various technology (WiFi hotspot, laptop, or tablet) with a free library card for Lubbock residents. For more information, see: https://ci.lubbock.tx.us/departments/library/services

You are required to have access to the following technologies:
→ Blackboard
→ Norton Textbook & InQuizitive for Writers (included with course)
→ Packback (included with course)
→ Microsoft Word

All of these technologies are either included in the course or free to sign-up. No additional software purchases are necessary.

Communication

The best way to contact me is via email at kejackson@southplainscollege.edu. During office hours, you may also call me in the office. I will respond to emails as quickly as possible during regular business hours (M-F, 8-5). In the evenings and on the weekends, please allow up to 48 hours for a response. As I make every effort to be current and prompt with my email, I ask that you do the same. **You should check your official SPC email at least once per day**. I will send all course communications and important messages through SPC email. To protect your privacy as a student, I ask that all emails originate from your official SPC email address. I cannot guarantee that emails from a third-party account (Gmail, Yahoo, Hotmail, etc.) will be read or responded to. You can find instructions to access your SPC email account below.

In all correspondence with me (and I recommend with all your instructors), you should communicate at the level of a college student. E-mails should include your course number, a subject line, salutation, and closing. E-mails with attachments should also follow these guidelines. You should write in complete sentences. This is a habit that will serve you well in college—it is best to start practicing now.

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account.
→ Your SPC Email address is: yourSPCusername@southplainscollege.edu
→ Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
→ To access your SPC email account, log in to MySPC and click the Unread Messages: South Plains College O365 link at the bottom of the page.
→ You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
→ Check with the SPC Help Desk for assistance: 806-716-2600.

Attendance

This is an online, asynchronous course. In order to be successful, your "attendance" is measured in course participation, including regularly accessing the course—no more than 72 hours should go by without logging in to Blackboard. There is no face-to-face component for the course. Students who do not log in to Blackboard or submit any coursework for two consecutive weeks may be dropped with an X.

Grading Policy

Grades will be evaluated as follows: A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below).

Final grades are calculated as follows:

Packback Weekly Discussions	15%
Learning Media & Quizzes	10%
Character Analysis	10%
Annotated Bibliography	10%
Midterm Exam	10%
Research Paper Outline	5%
Research Paper Rough Draft	5%
Research Paper Peer Review	5%
Research Paper Final Draft	20%
Final Exam	10%

General Guidelines for Major Assignments

All major papers should meet the guidelines of the assignment prompt and be properly formatted in MLA 9th edition. You are responsible for understanding and following MLA format and asking questions when needed. Here's a quick overview: https://www.scribbr.com/mla/formatting/

All major assignments should be submitted as *Microsoft Word files (.doc or .docx).* I cannot accept .gdoc, .pages, .odt, .rtf, or .txt files. I will not accept assignments written in the "Submission Text" or "Comments" portion of the submission link. **Incorrectly submitted files are counted late until the appropriate file type is uploaded.** This is a firm guideline. I cannot stress this enough—do not, for any reason whatsoever, assume that I will accept anything that does not end in .doc or .docx.

Any submission that is blank or corrupt is considered late until properly submitted. Make sure you receive confirmation and a readable preview through Blackboard after submission.

Late Assignment Policy for Major Assignments:
All deadlines are at 11:59 p.m. If you submit after the deadline without a prior authorization for an extension, 20% is automatically deducted from your grade each day until submission. In the event of technical difficulties that prevent you from online submission, email me ASAP (yes, even at 11:58 p.m.) to let me know and attach the assignment. This will ensure your assignment is counted on-time. **I will not, however, grade emailed assignments. You're expected to upload the final draft appropriately after technical issues are resolved. *Note that this policy only applies to major assignments. Late work is not accepted for any reason on quizzes, activities, exams, or discussions.**

All major writing assignments must be completed in order to pass the course.

Grading Procedure:
Essay grades are returned within two weeks; on average, you can expect them within ten days. I will provide feedback via Microsoft Word comments, and I will return a PDF of my feedback for your convenience. You are responsible for reading and understanding all grading feedback. You are welcome to ask questions about your grading feedback; however, I ask that you wait at least 24 hours after an assignment has been returned to do so.

Essays submitted with less than half the required word count earn a zero by default.

Research Project

You will be required to complete a multi-part research project over the course of the semester. Over the course of the semester, you will have several steps to complete in service of this project, including:

→ *Annotated Bibliography:* You will complete an annotated bibliography related to your project prior to beginning any rough draft. Instructions will be provided. Annotated Bibliographies are worth 10% of your overall course average.

→ *Research Paper Outline:* You will complete a detailed, formal outline for your project in Week 13. Instructions will be provided. The outline is worth 5% of your overall course grade.

→ *Research Paper Rough Draft:* You will complete and submit a completed first draft of your research project through Packback Deep Dives worth 5% of your overall course grade.

→ *Research Paper Peer Review:* You will participate in an extensive review of your peers' rough drafts worth 5% of your course grade.

→ *Research Paper:* The most significant part of your research project will be a polished, well-researched essay. This paper will use scholarly sources and should be a minimum of four **full** pages in length. Detailed instructions will be provided. Research papers are worth 20% of your overall course average.

Learning Media & Quizzes

You will complete quizzes, online homework exercises, learning media, and other activities to contribute to your Learning Media & Quizzes score. All these assignments are averaged together for 10% of your course grade. In addition, an important component of this score includes your weekly Literature Study (see below).

Literature Study:
Each week, you will read one or more literary texts for the course. This includes short stories, nonfiction texts, and dramas. It is not possible to pass the course without engaged, active reading each week. For this important part of your learning, you will complete a multi-step learning activity for the week's literature, which are labelled as your Literature Study Assignments.

These run through Perusall, and they will contain a multi-step process including watching videos, reading & annotating a literary text, and completing open-answer quiz questions.
Your scores on Literature Study may be calculated using some or all of the criteria below.

- Contributing thoughtful questions and comments to the class discussion, spread throughout the entire reading (see some examples)
- Starting the reading early
- Breaking the reading into chunks (instead of trying to do it all at once)
- Reading all the way to the end of the assigned reading
- Posing thoughtful questions and comments that elicit responses from classmates
- Answering questions from others
- Upvoting thoughtful questions and helpful answers

Packback: Weekly Discussions & Deep Dives

Participation is a requirement for this course, and the Packback Questions platform will be used for online discussion about class topics. Packback Questions is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications.

Packback Weekly Discussions Requirements:
Your participation on Packback Weekly Discussions will count toward 15% of your overall course grade. In order to receive full credit, you should submit the following per each deadline period:
- 1 open-ended Question every week by Thursday at 11:59 PM with a minimum Curiosity Score of 50, worth 50pts of each assignment grade
- 2 Responses every week by Sunday at 11:59 PM with a minimum Curiosity Score of 50, worth 50pts of each assignment grade
- Half credit will be provided for questions and responses that do not meet the minimum curiosity score.

Packback Deep Dives
Packback Deep Dives will be used to assess independent research skills and improve academic communication through long-form writing assignments such as essays, papers, and case studies. While completing the summative writing prompts on Deep Dives, you will interact with a Research Assistant that will help you gather your notes and cite your sources, and Digital Writing Assistant for in-the-moment feedback and guidance on your writing.

How to Register on Packback:
Note: Only access Packback through Blackboard in order to ensure your grades sync properly
  1. Click "Packback Weekly Discussions" within Blackboard to access the community.
  2. Follow the instructions on your screen to finish your registration.
  3. In order for your grade to be visible in Blackboard, make sure to only access Packback via Blackboard.

Exams

You will complete two major exams in the course—the midterm and the final. Exams will take place in person during class. No make up exams will be given without written permission **before** the exam date from your instructor.

Extra Credit

Over the course of the semester, you will be presented with optional extra credit opportunities for a possible total of 3 points added to your course average in total. Instructions will be provided.

Blackboard

We will also use Blackboard in this course. You may access the Blackboard login page at southplainscollege.blackboard.com. Do not—under any circumstances—give your username and/or password to anyone else or allow anyone else to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and will be treated as such.

If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. Include your name, student ID, the name of the course you're taking, a description of the problem you are having.

Like all other areas of this course, there are no exceptions to the late work policy, for any reason, including technical difficulties.

COVID Statement

The following statement should be included in all course syllabi for face-to-face and hybrid instruction options:
If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Extra credit is available for students who carefully and thoroughly read the syllabus. In order to

receive these extra points, email me a photo or link to a photo of your favorite animal and a fun fact about them. These points are for students who are still reading this document carefully at this point—do not disclose this opportunity to other students. They must find it on their own for points.

Literature Disclaimer

This is a college-level literature course, and you should expect the literature to reflect this. Many of our stories contain adult situations, including (but not limited to) profanity, death, violence, sexuality, or drug use. You should be prepared to handle these things with maturity as a student enrolled in a college-level literature course. If you are sensitive to mentions of suicide or sexual abuse, you should reach out to me early in the semester to discuss specific readings and your options.

Academic Integrity and Plagiarism

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense. Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy may result in an F for the assignment and/or an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:
- Using Artificial Intelligence websites or apps to generate all or part of a paper or other assignment;
- Turning in a paper that has been purchased, borrowed, or downloaded from another writer or from an online site;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Missing in-text citations.

Cheating violations include, but are not limited to, the following:
- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, texting, internet, Quizlet, etc.) during an examination, quiz, or homework assignment;
- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper.

- Do not attempt to submit an assignment for this course that you also submitted to another course without my express approval.

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Do not attempt to submit an assignment for this course that you also submitted to another course without my express approval.

Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Both situations are representative of academic dishonesty and will be treated as such.

There is zero tolerance for academic dishonesty in this course. I cannot stress this enough—do not under any circumstances use words you didn't write in an essay without proper documentation. If you're not sure about proper documentation, you must reach out via email or office hours to ensure academic integrity. Plagiarism will automatically result in an F for the assignment and can, in many cases, result in getting dropped from the course with an F.

SPC Tutors
Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.
http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php

Tutor.com
You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:
Monday – Thursday: 8pm-8am
6pm Friday – 8am Monday morning

Disclaimer
Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards, or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Health and Wellness
Any student needing individual counseling for issues such as depression, anxiety, adjustment to college, stress management, and substance abuse may visit the Health and Wellness Center to chat, confidentially, with licensed mental health professionals who provide services free of charge to current SPC students. Call or visit on Levelland Campus 806-716-2529 from 8:00 am – 4:00 pm. Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face appointments. The number of people in an office will be limited to allow for safe social distancing. Signs are posted on the front door advising students not enter if they are showing signs of illness. Students will be escorted to an appropriate

office to ensure social distancing is maintained. Any student in need of food or other essentials may visit the food pantry on Levelland Campus. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

Diversity Statement

In this course, the teacher will establish and support and environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiples experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchanges, we will not only mirror society as it is, but also model society as it should be and can be.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Title IX Pregnancy Accommodation Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362, or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police D