ENGL 1302: Composition and Readings
Course Syllabus

INSTRUCTOR INFORMATION
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ENGL 1302: Composition and Readings (3-3-0)
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: "C" or better in ENGL 1301. F, Sp, Su (2313015112).

COURSE RATIONALE

This transferable course meets the requirement for Communications, a component of the core curriculum for every state-supported institution of higher education in Texas. The course also meets a Communication requirement for the A.A., A.S., and A.A.T. degrees, and a Language and Culture requirement for the A.A.S. degree at Kilgore College.

EDUCATIONAL MATERIALS


COURSE EVALUATION

Major grades = 75% This includes essays, exams, oral presentation, daily grade average, attendance and participation.

Cumulative Final Exam = 25%

It is the student’s responsibility to keep track of grades. Dedicate a folder to all returned work, with a page to note any daily grades. I do not provide progress reports.
ATTENDANCE

Daily, on-time attendance is required. Save official school functions with notice to me at least a week beforehand, there are NO “excused” absences. If you are not present at the beginning of class, you will be marked absent and it is your responsibility to see me after class to insure I change the note to a tardy. For each absence, I will deduct 10 points from your attendance/participation grade, and 5 points for each tardy or early exit. Quizzes missed due to tardiness cannot be made up. 2 tardies or early exits will equal one absence for record keeping.

Per the Kilgore College Catalog, an instructor may drop a student from class after the student misses the equivalent of 2 weeks of class. This translates to 4 MW/TR classes, 6 MWF classes, or 2 one-night-per-week classes. Important note: 2 tardies or 2 early exits = 1 absence.

Once a student reaches the 2-week mark (whether all at once or spread out over a semester) the student likely will not pass the class. It is the student’s responsibility to secure a course drop/withdrawal before the deadline—failure to do so will result in a final grade of F, regardless of the student’s in-class performance. I will only institute faculty drops in emergency circumstances.

GRADE DROP POLICY

Your lowest essay/exam (except the final exam) grade and lowest daily grade will be dropped, EXCEPT in the case of 0’s. Zeroes never drop.

MAKE UP WORK

Students are responsible for insuring that assignments are submitted on time, regardless of whether the student is in class on the due date or not. If you cannot make it to class, submit your assignment early, send it with another student, or—as a last resort—email a digital copy to me.

Students absent on verified, official school business will be allowed to submit an assignment or make up missed work within ONE WEEK of the absence. Failure to make an appointment to do so will forfeit the student’s right to make up the work. If at all possible, please give me advanced notice that you will miss class.

LATE WORK

I do not accept work after the beginning of class on the due date. However, each student has ONE late pass each semester. When using the late pass, the assignment is due at the beginning of the next class session. You must put your request to use your late pass in writing and submit it at the time the assignment is originally due.

GRADE STANDARDS

A = Superior, essentially flawless work.
B = Excellent, above average work.

C = Good/average work

D = Passing, but needs improvement

F = Fails to meet assignment parameters

Essays will be graded per the departmental policy of 50% content and 50% grammar/mechanics. See the Essay Grading Rubric and Numerical Comment Guide for detailed information about grading (available at your eKilgore course site.)

CLASSROOM CIVILITY

Students are required to conduct themselves as adults and in a manner conducive to learning. Inappropriate or distracting classroom behavior will not be tolerated. Should a disruptive incident occur, I may remove the student on a temporary or permanent basis.

ACADEMIC HONESTY

The English Department will not tolerate acts of academic dishonesty, including (but not limited to) the following:

Plagiarism—submitting the work of someone else, or work that you have done previously, as original. Note that even paraphrasing, summarizing, or borrowing someone else’s organization, without citations, is plagiarism. While plagiarism is a large topic, the rule of thumb is: if you got any information or ideas from anywhere but inside your own head, you must cite your sources.

Copying—If you are taking a test, keep your eyes on your own paper. Cover your own answers.

Talking during exams.

Using notes or a cheat sheet on closed-note exams.

Refer to the Kilgore College Student Handbook for further definitions of academic dishonesty.

Academic dishonesty matters may first be considered by the faculty member, who may recommend penalties such as withdrawal from the course, failing the course, reduction or changing of a grade in the course, a test, assignment, or other academic work; denial of a degree and/or performing additional academic work not required by other students in the course. Acceptance of the faculty member’s recommended penalties by the student shall make the penalties final and constitutes a waiver or further administrative procedures. If the student does
not accept the decision of the faculty member, he/she may have the case heard by the appropriate
department chair, dean, and Vice President of Instruction for review. If the student is ultimately
found not to have been involved in academic dishonesty, the instructor shall not base his/her
evaluation of the student on the alleged, but unproven, academic dishonesty. If the student is
ultimately found to have violated matters of academic dishonesty, the appropriate disciplinary
sanction shall be implemented. Any student who believes that a grade has been inequitably
awarded should refer to the academic grade change procedures.

USE OF TURNITIN.COM

Students in all college-level English courses will be required to submit papers/major essays to
this plagiarism detection service. Failure to submit an essay to Turnitin.com and submit a
printed report with an essay will result in a student receiving no credit.

STUDENT COMPLAINT/GRIEVANCE

If a student wishes to pursue through the administrative structure some action that has been taken
that significantly impacts him or her in a negative way, he or she needs to complete a Student
Grievance Form available from the offices of department or division administrative assistances.
This procedure applies to both instructional and non-instructional issues.

SCHEDULE OF CLASSES

The course covers these areas in the following approximate order: introduction to the course;
reading and responding to essays; reading and responding to short stories; reading and
responding to poetry; reading and responding to drama; term paper; oral presentation; final
exam.

DISCLAIMERS

This course includes literary and critical commentary that is of an adult nature. This includes,
but is not limited to, content and discussion related to sexuality, psychology, death, torture, etc.
Students are expected to complete the assigned readings and participate in class discussions on
these topics.

The instructor reserves the right to modify this syllabus at any time.

FERPA

The Family Educational Rights and Privacy Act (FERPA) guarantees student privacy. As your
instructor, federal law prohibits me from discussing you, your grade, your attendance, or any
other matter with anyone but you, your high school officials (for dual-credit classes,) or Kilgore
College officials.

This means that I cannot discuss any matters with parents, even in dual-credit classes. Parents
may, after proving dependent status with the Registrar’s office, be allowed to access your
academic information; you may also sign a waiver with the Registrar’s office that gives up your right to privacy. However, I will still only discuss student matters with the student.

**STUDENT CONTRACT**

Within the first 2 weeks of the course, all students must print, sign, and return the syllabus contract from your eKilgore course website. The contract verifies, in writing, that you have read the syllabus, understand the major course policies, and agree to abide by them.

**STUDENT LEARNING OUTCOMES**

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

FOUNDATIONAL COMPONENT AREAS:

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<th>Critical Thinking</th>
<th>How will the objective be addressed?</th>
<th>How will the objective be assessed?</th>
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<tr>
<td>Creative thinking</td>
<td>Students will develop ideas with appropriate support and attribution to compose critical analyses of literary works.</td>
<td>Graded according to departmental rubric</td>
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| Innovation | Students will develop original ideas for thesis statements in critical analyses of literary works. | Graded according to departmental rubric |

| Inquiry | Students will engage individually or collaboratively in research of credible sources in an assignment requiring appropriate attribution. | Graded according to departmental rubric |

| Analysis of information | Students will analyze, evaluate, and interpret evidence from a variety of texts based on the author’s use of literary elements. | Common assessments embedded in exams, which may include objective and/or subjective questions to be developed by the department. |

| Evaluation of information | Students will analyze, evaluate, and interpret evidence from a variety of texts based on the author’s use of literary elements. | Common assessments embedded in exams, which may include objective and/or subjective questions to be developed by the department. |

| Synthesis of information | Students will synthesize information from primary and secondary sources in a written literary analysis. | Graded according to departmental rubric |

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<th>Communication</th>
<th>Effective development, interpretation and expression of ideas through</th>
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<td>-written communication</td>
<td>Students will write a research-based critical paper about assigned readings in clear and grammatically correct prose, using various critical approaches to literature.</td>
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| -oral communication | Students will collaborate to develop and present an oral | Graded according to departmental rubric |
presentation based on research and analysis, interpretation, and evaluation of a literary work or works.

-visual communication

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<th>Skill</th>
<th>Description</th>
<th>Grading</th>
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<td>Students will use visual forms of enhancement including utilization of technology, such as PowerPoint, in oral presentations.</td>
<td>Graded according to departmental rubric</td>
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**Teamwork**

| Ability to consider different points of view | Students will collaborate to develop and present an oral presentation based on research, analysis, interpretation, and evaluation of a literary work or works. | Graded according to departmental rubric |

| Ability to work effectively with others to support a shared purpose or goal | Students will collaborate to develop and present an oral presentation based on research, analysis, interpretation, and evaluation of a literary work or works. | Graded according to departmental rubric |

**Personal Responsibility**

| Ability to connect choices, actions and consequences to ethical decision-making | Students will maintain academic integrity by providing appropriate attribution and by producing original work on assignments. | All major essays submitted to Turnitin.com, a plagiarism detection service, for originality assessment |

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **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

**Disclaimer:** As instructor, I reserve the right to amend and/or modify this syllabus as necessary to promote the best education possible within prevailing conditions affecting this course. Each semester students will be given an opportunity to evaluate the instructor and the course.

**ADA Statement:** Kilgore College is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you choose to request accommodations for a documented disability which may impact your performance, attendance, or grades in this course, you must first register with the Office of Disability Services. Please note that classroom accommodations cannot be provided prior to your instructor’s receipt of an accommodation letter from the Office of Disability Services. For more information about accommodations, please contact the Disability Services office on the second floor of the Devall Student Center: (903) 983-8206.