

Course Syllabus

ENGL 1302.001 Syllabus

English 1302.001 Composition II

INSTRUCTOR NAME: Mrs. Maureen F. Page

OFFICE: MB 4124

OFFICE PHONE: 432-522-2294

E-MAIL: page_m@utpb.edu

OFFICE HOURS:

Mon: 3:30-5 pm / Tues: 4-5 pm / Wed: 11-12 noon & 3:30-4:40 pm / Thurs: 10-11 am;

Or by appointment.

This course is a Web-Enhanced Course and is conducted within Canvas at <http://utpb.instructure.com>

Course Description

Course Catalog Description:

The goal of this course is to teach students to argue effectively, and to write good academic papers that defend an opinion with evidence and strong rhetoric. In this course, students will analyze and respond to texts of various kinds. Students will write essays and research papers that defend their points of view concerning important issues. The readings and exercises will help students learn to write broad-minded, well-informed essays in polished academic prose that persuasively moves and educates the reader.

Measurable Learning Outcomes (Objectives)

By the end of this course, you will be able to:

- Demonstrate the use of the writing process by producing at least 20 pages of writing using prewriting (invention), drafting, revising, editing, proofreading, and presentation.
- Understand and appropriately apply modes of expression i.e. descriptive, expository, narrative, argumentative, and self-expressive in written communication, specifically where that applies to basic principles of critical thinking, problem solving, and the development of exposition and argument.

- Demonstrate good academic reading and interpretation skills for analytical evaluation and rhetorical analysis by producing persuasive arguments in an academic context.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding. Students will establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he/she lives, and to understand the responsibilities of living in a culturally and ethnically diverse world.
- Develop personal values for ethical behavior specifically as that applies to the understanding and avoidance of plagiarism as it applies to the scope of this class.
- Demonstrate the use of polished academic prose through papers that are not only correctly written but show attention to the academic use of style and expression.
- Develop the ability to do research, including but not limited to books and academic databases, and produce a documented research paper.

Prerequisites

ENGL 1301 - Freshman Composition I, or its equivalent at some other institution of higher learning. (This will be checked with the Registrar's office).

Materials

Required Materials:

- Figgins, Kristen, ed. [A Time Traveler's Guide to Rhetoric](#) , UTPB Press, 2018. This electronic book is provided free of charge within this Canvas course.
- Stief, Sheena. *Composition Handbook*, 5th edition, 2019. (ISBN: 978-1-64485-0091)
- An up-to-date college dictionary. *Webster's Collegiate Dictionary* is very good.
- A flash drive to save all your work. You can also save your work on Microsoft 365's OneDrive.
- A webcam for the authentication piece.

You can purchase your texts from the UTPB bookstore or from an online retailer. If you do purchase through someone other than UTPB, be very sure you are purchasing the correct edition of the text. The textbook, *A Time Traveler's Guide to Rhetoric*, is free to all students within the course.

The course work will also require students to view several films.

The films we will view are:

- *Wag the Dog*, Reel Line Productions, 1997. Dir. Barry Levinson.
- *The Matrix*, Warner Bros. Productions, 1999. Dirs. Andy and Larry Wachowski.
- ??? a movie to be chosen

NOTE: *This course contains materials appropriate to the topics addressed this semester. However, some content may be considered mature in nature. While the faculty respects individual values and beliefs, all students will be expected to complete these assignments and focus on the aspects that pertain to a class discussion in a university environment.*

Other required materials:

To effectively complete the requirements of the course, you must have the following:

- An e-mail address linked to Canvas through my.UTPB.edu (checked daily).
- **Daily** access to your UTPB Canvas account. (not weekly - DAILY)
- A working computer and Internet connection, which will allow you to receive all course materials.
- A copy of Microsoft Word. I cannot accept assignments in ANYTHING except Word.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#). This is also how you can access Skype.

Important Academic Dates

UTPB [Academic Calendar](#)

- 2020 Fall
- Monday, August 24 Classes Begin
- Wednesday, Sept 4 – Last day to add a course
- Monday, Sept 7 - Labor Day; **no classes**
- Wednesday, Sept 9 - Last day to drop a course without creating an academic record
- Friday, Oct 30 - Last day to drop or withdraw a course
- Wednesday - Friday, November 27-29 - Thanksgiving Holiday; **no classes**
- You will **NOT** return to campus after Thanksgiving Holidays
- Everything after Thanksgiving will be online
- Friday, December 13 - Semester Ends

Course Overview

This course will be presented in Modules. Within each module will be a series of lecture pages, tests, writing assignments, and discussions.

Readings:

Readings will come from our online course textbook, *A Time Traveler's Guide to Rhetoric*. You will also be required to read and/or watch lectures on these materials.

Tests:

One method of assessment will be tests. Tests will cover material from the readings or lecture. Some tests ask you to apply information learned from the lectures. Be sure you are ready to take a test before you open it because once you start a test, you cannot save and restart later. Most tests are timed meaning you must complete it within the specified time limit. Finally, be certain that you save your answers before submitting. If you do not save your answers, the test will calculate as a zero. Most tests are self-grading, so you will be able to see your results instantly.

Papers:

This course is a composition course which means the main assessment for this course is essay writing (65% of your course grade comes from these assignments). There will be four essay assignments in this course: rhetorical analysis, research, gender analysis, and self-reflective. All papers should follow MLA formatting (double spaced, one-inch margins, Times New Roman font, 12 cpi, etc.) unless otherwise indicated in the unit.

For the first three papers, you will submit a completed rough draft and a final draft. As the professor, I will do my best to review each rough draft before final submission. However, as a student in the second semester sequence of Composition, you should be able to revise a draft for final submission on your own. Thus, the draft will serve as a tool to insure you are not waiting until the last minute to submit your essays. In addition, your rough draft grade (33%) will be averaged in with your final draft grade (67%) for your overall paper grade (100%).

The final paper, the Self-Reflective Essay, will serve as the final exam for this course. Thus, the final essay assignment is actually a portfolio assignment in which you will submit the following: a final copy of Paper 4 (a self-reflective essay in which you argue how your work meets the objectives of the course) with the proper MLA heading and Works Cited page, a clean copy of Paper 1, a clean copy of Paper 2, a clean copy of Paper 3, a clean copy of Paper 4, and a revised clean copy of the Academic Integrity initial posting. Clean copy means that you have revised the assignments according to the grading indications throughout the semester and have removed any professor or peer comments. Since Paper 3 is due so late in the semester, you will probably not receive a graded copy before the final is due and should revise according to comments on previous final drafts. The final draft of Paper 4 is worth 50%, while your clean copies are worth 50%. In total the final portfolio project is worth 15% of your overall course grade.

Journals:

With the concept that it is important to *always* be writing, there will be a total of 15 journal entries, one every week throughout the semester.

There will be specific topics assigned which will be posted on Canvas– that is where you will turn in your journal entries.

For the journals only, I **will not** grade on grammar or punctuation, unless your grammar affects the comprehension of your content. In general, I may call attention to some glaring errors, but this will not impact your grade. However, you must follow MLA formatting including the proper heading for each journal assignment. The grade for your journals will be based on the content and your ability to demonstrate the development of ideas. I am looking for overall improvement throughout the semester.

Discussions:

Discussion Boards will primarily be used for discussing course content related topics and issues. Collectively, discussion boards are worth 10% of your overall grade.

In addition to the course content related topics in the discussion tool there will be a few general topics: Technical problems/issues, General Questions related to the course content, etc. The posts under these topics will not be graded.

For each graded discussion question, first, you must respond to the question directly and second, you must read the other students' posts and reply to **at least two** other students' responses. You must ensure that your responses to the questions are meaningful, reflective, refer to personal experience and support your course readings. When responding to classmates, you need to avoid postings that are limited to comments on writing style or simple 'I agree' or 'great idea', etc. If you agree (or disagree) with a posting, then say why you agree by supporting your statement with concepts from the readings or by bringing in a related example or experience. Remember: engage in a discussion. Your posts to fellow students should be at least a paragraph or more in length.

You will need to make your initial posting by the Wednesday before the discussion board is due in order to allow your classmates the opportunity to respond to your initial posting prior to the final deadline. You are responsible for reading all of the messages that are posted in the online discussion. Not reading messages is the equivalent of sleeping in class.

Use a person's name in the body of your message when you reply to his or her message. It helps to keep all of us oriented by aiding us in maintaining a clearer sense of who is speaking and who is being spoken to in each post. In the same line of thinking, please include your name at the bottom of each posting you make. As we begin to associate names with tone and ideas, we come to know each other better.

Change the subject line when you introduce a new topic. The value of this tip will become apparent as the number of messages grows.

Attendance:

Regular and active participation is an essential, unmistakably important aspect of this online course. An expectation is that students will log on a **minimum** of three times every seven days. It is critical that you read all of the lecture and assignment materials as well as all of the public discussion materials.

Your full participation ON A WEEKLY BASIS is not only a requirement, it is also an essential aspect of the online course process. All students are expected to do the work assigned, notify the instructor when emergencies arise, and make up assignments no later than the due dates.

You might think that because this is a web course there would be no attendance policy, but that is not the case. Every week I will send out an **announcement**. In it, I will ask you to simply respond to that announcement. I will take attendance from the comments that are posted on the announcement. This exercise performs two functions: 1) it forces you to check in regularly, and 2) if anyone is really struggling, then I will find out sooner rather than later and can possibly intervene. The beauty of an online course is you can be anywhere and still "attend."

Grading:

Course Activity	Percentage of Total Grade
Paper 1- Government	15%
Paper 2- Research	20%
Paper 3- Gender	15%
Paper 4- Self-Reflective	15%
Tests	10%
Attendance	5%
Workshops and Journals	10%
Discussion Boards	10%
Total	100%

Grading Scale:

Grade Range	Letter Grade
90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
Less than 59	F

**Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

Communication: While I have provided my campus email, I do encourage you to communicate through Messages in Canvas (Inbox). In the event that Canvas is down, using my campus email is acceptable. I will make every effort to respond to all messages & emails within 48 hours. If I cannot, I will let everyone know. I also ask for extra consideration over the weekends or holidays. I am also available through phone. If I do not answer, please be sure to leave a message stating your name, class, section, and a phone number to return your call.

Time Management: Generally, a student should expect to spend two hours in preparation and learning assignments for every hour spent in class. A student in this course should spend at least nine hours on assignments each week to succeed.

Grading and Feedback: Minor assignments will be graded within 3 weeks of submission; however, major assignments (Papers) will usually take longer since instructors provide more detailed instruction on writing improvement; this is especially true of your research paper. Quizzes requiring instructor grading will have a longer turnaround than those graded by the computer. Regardless, individual feedback or general feedback will be provided for all assignments in the form of instructor comments and/or rubric.

All the course activities will be graded within 3 weeks after the set due date with exception to writing assignments requiring more detailed feedback. Generally, all essays will be graded prior to the submission of the next essay assignment with exception to Paper 3. You can check your grades by going to Grades. If there is any discrepancy in the grade, you must contact me immediately. I will provide individual

feedback or a general feedback in the performance of the course activity through comments and/or rubric.

Incompletes are at the instructor's discretion. Please speak with the instructor for details.

Policies

Discussion Board: Discussion Boards are primarily for discussing course related topics and issues.

Best practices are:

- Read all message postings in online discussion.
- Respond to the question directly.
- Reply to a minimum of two other student posts. Respond to someone's post that does not have a reply first, then move on to any student.
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings that are limited to 'I agree' or 'great idea', etc.
- Ensure responses to questions are meaningful, reflective.
- Support statements with concepts from course readings, refer to personal experience, examples.
- Follow **Rules of Behavior**.

Rules of Behavior: Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms as you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.
- [Language Registers Guide](#).

Acceptable Student Behavior: Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to

leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University's Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

Make-Up/Late Submission Policy: Just as in any course; face to face or online, if you do not have your homework or complete your classwork by a specific deadline, you will not receive credit and may not have the option to submit it late for partial credit. All course activities must be submitted before or on set due dates and times (please see the Course Calendar for our course schedule). If you are unable to abide by the due dates and times, it is your responsibility to contact the instructor immediately to ask permission to submit work late **one day before the deadline**. It is the instructor's discretion to accept late work that is not associated with a university sanctioned excuse.

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Academic Dishonesty/Plagiarism/Cheating: The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University's Handbook: Scholastic Dishonesty](#).

- **Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.
- **Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

Attendance and Class Participation: Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise. **NOTE:** For English 1302, students are expected to check in to Canvas daily, in the case that an instructor posts an important announcement and/or e-mail.

Tracking: The learning management systems have a tracking feature. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

Absenteeism: All the course activities have set dates to be completed and submitted. After the due dates the activities **will not be available** for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

Course Incomplete/Withdrawal/Grade Appeal:

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

Accommodation for Students with Disabilities:

The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored. **Adapted from UTSA ADA syllabus statement.**

ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4243 /4901 E. University, Odessa, TX 79762
Voice Telephone: 432-552-4696
Email: ada@utpb.edu

Computer Skills, Technical & Software Requirements

Please visit the following page for computer technical requirements: [Technical Requirements](#).

You will find:

1. Requirements
2. Plug-In Helper
3. Set up Information
4. Links to 24/7 Help Desk

For ENGL 1302: In this course, you will be asked to do some research using online databases. As a student of this class, you have access to many of the digital databases provided by the UTPB Online Library (see the tab J. Conrad Dunagan Library at the top of your screen once you log into Canvas). Depending on the network you are using, you might or might not have access to the following databases:

- Academic Host Complete/EbscoHost
- E-books EbscoHost
- J-stor

If you cannot access the links above, it is recommended that you talk to your professor or network administrator to make them aware of this. Network settings (especially for public areas such as schools or places or work) may need to be adjusted to allow access to the links above.

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page \(Links to an external site.\)](#). For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements \(Links to an external site.\)](#).

Online Student Authentication:

UTPB requires that each student who registers for a web-enhanced course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies student authentication by:

- Synchronous or asynchronous video activities using an approved photo ID*.

*Approved up to date photo identifications are passports, government issued identification, driver's licenses, military ID from DoD; dual credit and early college high school students use school district identifications. If your school district does not provide IDs, your facilitator must contact your instructor to verify.

Preparation for 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 before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact: If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files: You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through your my.utpb.edu account > My Surveys & Evaluations are on the first page after you login.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	Testing Services & Academic Accommodations Department (432) 552-2630
Advising	UTPB E-Advisor (432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
Email, Outlook 365, my.utpb.edu	Information Resources Division (IRD)
Financial Aid and Scholarship	UTPB Financial Aid (432) 552-2620
Library	Online at The J. Conrad Dunagan Library (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635
Student Services	Dean of Students (432) 552-2600
Technical Support	Canvas. 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course). Student Success Center

Modern Language Association (MLA) Tools and Support:

[Cocktails and Capitalization](#)

[Digital Citation Tool with Practice Templates](#)

[Formatting a Paper](#)

[Sample Papers in MLA Style](#)

[Works Cited: A Quick Guide](#)

[Using MLA Formatting](#)

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

Task Schedule

Date	Assignments / Activities / Topics	Due Date
Week 1 24-29 Aug	Go through syllabus and calendar DB 1 – Getting to Know You – Initial Post DB 1 —Getting to Know You – 2 Replies Test 1 -- Syllabus Student Authentication Assignment Journal 1	Initial: Thursday Replies: Saturday Saturday Saturday Saturday
Week 2 30 Aug - 5 Sept	Read Lecture 1—Rhetoric DB 2 —Rhetoric – Initial Post DB 2 – Rhetoric – 2 Replies Read Lecture 2: MLA Journal 2	Initial: Wednesday Replies: Saturday Saturday
Week 3 6-12 Sept	Academic Integrity Workshop – Initial Post Academic Integrity Workshop – 2 Replies Read Lecture 3—Argument Test 3 —Argument Read Lecture 4—Plato Test 4 —Plato Read Lecture 4—Plato and <i>The Matrix</i> Watch <i>The Matrix</i> Journal 3	Initial: Wednesday Replies: Saturday Saturday Saturday Saturday

<p>Week 4 13-19 Sept</p>	<p>Read Lecture 4—Plato and The Matrix Watch <i>The Matrix</i> DB 3 – Plato and The Matrix – Initial Post DB 3 – Plato and The Matrix – 2 Replies Journal 4</p>	<p>Initial: Wednesday Replies: Saturday Saturday</p>
<p>Week 5 20-26 Sept</p>	<p>Read Lecture 5—Leadership Test 5—King DB 4 – King – Initial Post DB 4 – King – 2 Replies Journal 5 Paper 1 Draft</p>	<p>Saturday Initial: Wednesday Replies: Saturday Saturday Saturday</p>
<p>Week 6 27 Sept - 3 Oct</p>	<p>Peer Review, Paper 1 Draft Read Lecture 6—Lao-Tzu Read Lecture 6—Machiavelli Test 6—Lao-Tzu and Machiavelli Journal 6</p>	<p>Saturday Saturday Saturday</p>
<p>Week 7 4-10 Oct</p>	<p>Paper 1 Final DB 5 - Research, Part 1 – Initial Post DB 5 – Research, Part 1 – 2 Replies Journal 7</p>	<p>Wednesday Initial: Wednesday Replies: Saturday Saturday</p>
<p>Week 8 11-17 Oct</p>	<p>Read Lecture 7 DB 6-- Research, Part 2 Paper 2 Topic Proposal Journal 8</p>	<p>Saturday Saturday Saturday</p>

Week 9 18-24 Oct	DB 7- Research, Part 3 Journal 9	Saturday Saturday
Week 10 25-31 Oct	Paper 2 Draft Journal 10	Saturday Saturday
Week 11 1-7 Nov	Peer Review, Paper 2 Draft Journal 11	Saturday Saturday
Week 12 8-14 Nov	Read Lecture 8 Test 7 -Wollstonecraft and Woolf Paper 2 Final Journal 12	Saturday Saturday Saturday
Week 13 15-21 Nov	Watch ?? Movie DB 8 - Gender - Initial Post DB 8 - Gender - 2 Replies Paper 3 Draft Journal 13	Wednesday Saturday Saturday Saturday
Week 14 22-28 Nov	THANKSGIVING HOLIDAY Journal 14	NO CLASSES Saturday
Week 15 29 Nov - 5 Dec	Paper 3 Final Journal 15	Saturday Saturday
Week 16 6-11 Dec	Paper 4 Final Portfolio Journal 16	Thursday Thursday Thursday