

Syllabus - ENGL 1302 - Composition II

Fall 2020, Professor Sharon Race

COURSE INFORMATION

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: "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 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:

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. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.
5. Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
6. Apply the conventions of style manuals for specific academic disciplines (e.g., MLA)
7. 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.

Contacting the Instructor

Mrs. Sharon Race, Professor of English

Office Location: Communications Building (CM106) on Levelland Campus

Office Hours: Monday through Thursday 1:30-3:00 PM, Friday 10:00 AM-noon, or by appointment

Office Phone: 806-716-2439

Use the Course Messages link (located inside our Blackboard ENGL 1302 course under Course Tools) to contact me. I try to answer emails within 24 hours Monday-Thursday and Friday morning.

How to send me a message inside our Blackboard English course:

1. Click on Course Messages under the Course Tools menu on the left side of the screen.
2. Click on the Create Message button.
3. Click on the TO button and find my name in the Select Recipients box (Sharon Race - Instructor).
4. Click on my name and then click on the right arrow to move my name to the Recipient box.
5. Scroll down to the message area.
6. Type YOUR NAME and the SUBJECT OF YOUR MESSAGE in the Subject box (example: Jane Doe - Question about "Araby").
7. Type your message in the message area. Click on the ABC button with the check mark under it to check your spelling.
8. Click the Submit button to send your message.
9. If you want to make sure a mail message has been sent successfully, check your Sent folder in Mail.

REQUIRED COMPUTER SOFTWARE AND STUDENT EMAIL

Course Textbook: Our course textbook (ebook + online lab) is called *Mindtap Literature 2.0*. It is included in the cost of this class, **so you don't have to buy a textbook**. No access code is required. Follow instructions in Week 1 Assignments to register in *Mindtap Literature 2.0*

Required Computer and Internet Access: In order to participate in this internet course, you must have daily access to a computer or laptop with reliable, fast internet access.

- Blackboard is designed to work best with **Mozilla Firefox** browser, so download this browser now and use it every time you access Blackboard to avoid many technical issues.
- Computer or internet connection problems may occur for you at some point this semester. **Understand that it is your responsibility to find alternate computers you may use to**

submit your work on time. Find your alternate resources **now**; do not wait until you suddenly need them! You can find computers and/or Wi-Fi in the following places:

- SPC Reese Campus Student Computer Lab (806-716-4666)
- SPC Levelland Campus Student Computer Lab (806-716-2179)
- SPC Levelland Campus Library Computer Lab (806-716-2299) - this lab is open on Sundays also
- your local city library
- restaurants or cafes with free Wi-Fi
- neighbors or friends (line up at least three)

Computer Help: need help with your computer, laptop, email address, or SPC username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

Mindtap Help:

- You will probably need to disable pop-up blockers on your internet browser to access Mindtap the first time.
- Cengage Support: <https://www.cengage.com/help-center/>

Blackboard Help:

1. E-mail: blackboard@southplainscollege.edu. Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem. The blackboard@southplainscollege.edu account is monitored from 8:00 AM – 10:00 PM, Monday – Sunday. You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. Phone: 806-716-2180 (available between 8:00 AM and 4 PM Monday through Friday, except on holidays).
3. Online: click on the Help link listed under the Course Tools menu.

Required Computer Software:

1. **Internet Browser:** *Blackboard Learn* is designed to work best with the **Mozilla Firefox** browser. Blackboard experts do not recommend using Internet Explorer 8 or 9. Visit this website for a free download of the Mozilla Firefox browser: <http://www.mozilla.org/en-US/firefox/new/>. Mac users may use either Firefox or Safari--both seem to work well with Blackboard.
2. **Office 365: Word and PowerPoint:** You will need a good word processing program to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint,

and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or install to your PC, Mac, or mobile device.

- a. To access Office 365, go to <https://www.office.com> and sign in with the following format: SPCusername@southplainscollege.edu and your MySPC password.
 - b. You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
3. **Adobe Reader:** Available to download **FREE** from this website: <http://www.adobe.com/products/reader.html>

SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but SPC also sends many important messages to your SPC email address.

- Your SPC Email address is: **yourSPCusername@southplainscollege.edu** (ex. jsmith1234@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 (<https://portal.southplainscollege.edu/>) 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.

Do not confuse our course Blackboard Course Messages with your SPC Student Email account; they are separate. For all communication with me, use Blackboard Course Messages inside our Blackboard course.

COURSE ORGANIZATION AND POLICIES

Semester Calendar and Weekly Assignments

- **Calendar & Assignments** is the entry page for ENGL 1302 and is available as a link in the Course Content menu as well. The course material is released in weekly segments (ex. Week 1, Week 2), and each week runs from Tuesday 8:00 A.M. to Tuesday 8:00 A.M. of the following week.
- It is very important that you keep up with which week of the semester we are in so you will know when that week's assignments are due. So, for example, let's say that Week 1 begins on Tuesday, January 20; all assignments for Week 1 would be due by 8 A.M. on Tuesday of the following week, January 27.
- Weekly Assignments are normally posted by Tuesday of each week and detail the readings, discussion forums, exercises, quizzes, tests, and papers to be completed. Due dates are normally 8:00 A.M. on Tuesday of the following week.

- *I recommend you print out the weekly assignment sheets and keep them in a **three-ring binder**, along with all the other handouts you will be getting in this course. Use the assignment sheet as a checklist for the week. To print a Blackboard page, use the Print option in your internet browser.*

Grades **Grade Calculation: Assignments vary in weight and total 100%**

- Literature Quizzes and Tests (35%)
 - Short Story and Literary Term Quizzes (25%) *Your lowest literature quiz score is dropped. The Grade Center unfortunately does not flag the dropped grade, but it is set to drop the lowest literature quiz grade from the beginning of the semester. Midsummer Night plot quiz cannot be dropped.*
 - Drama Test (5%)
 - Poetry Test (5%)
- Research Skills and Grammar Assignments (30%)
 - Quotation and Paraphrase Quiz (4%)
 - MLA 8 (2016) Paper Format and Documentation Quiz (4%)
 - Plagiarism Quiz 1 (2%)
 - Plagiarism Quiz 2 (2%)
 - MLA Works Cited Format Quiz (4%)
 - Mindtap Research & Grammar Skills Assignments (14%) *Your 2 lowest Mindtap quiz/assignment scores in this category are dropped. The Grade Center unfortunately does not flag the dropped grades, but it is set to drop the 2 lowest grades from the beginning of the semester.*
- Writing Assignments (35%)
 - Short Essay Assignment (5%)
 - Article Summary Paper (5%)
 - Character Analysis Essay (7%)
 - Research Paper Outline (3%)
 - Research Paper (15%)
- **OPTIONAL EXTRA CREDIT:** Earn up to 3 extra points to be added to your final average by completing extra-credit assignments.

Grade Reports:

- Click on the My Grades link in the Course Tools menu to view your grades and current average. I recommend you do this weekly throughout the semester so you are always aware of your grade status.

Methods of Evaluation:

- Your work will be evaluated by means of this scoring system: A (90-100); B (80-89); C (70-79); D (60-69); F (59 and below).
- Blackboard quizzes and parts of the major exams are graded electronically and your grades will be available when I release them.
- Papers can take from one to two weeks to be graded; I will usually notify you through an Announcement when I have finished grading those written assignments. **MAJOR ERRORS are grade killers!** The major errors are fused sentences, comma splices, fragments, subject-verb agreement errors, pronoun-antecedent agreement errors, pronoun reference errors, three spelling/wrong word errors. Here's how major errors can affect your papers: if your paper has great content and contains no major errors, it could earn an A. Great content with one or two major errors would earn a B; great content with three or four major errors earns a C; five or six major errors drops it to a D; seven or more major errors receives a failing grade. In other words, don't let MAJOR ERRORS prevent your papers from earning the scores that your great content deserves! The absence of major errors, on the other hand, does not guarantee a good grade; content, organization, development, etc. must also be exemplary.

Essay Assessment Guidelines:

“A” Essay (Superior) To earn an “A,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences strongly support the thesis, and body paragraphs are unified around their topic sentences. The essay conveys a clear purpose and is tailored to a distinctive audience.
3. **Support:** Body paragraphs contain abundant, fresh details and examples that provide specific, concrete, logical evidence. If sources are required, the paper accurately integrates and correctly documents credible source material to add insight, sophistication, and complexity to the paper's ideas.
4. **Coherence:** The organization of the paper is excellent and logical (emphatic order, chronological order, etc.), transitions are sophisticated, and the paper exhibits mastery of basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and is virtually free of other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety (simple, compound, complex) are effective and powerful.

“B” Essay (Strong) To earn a “B,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The paper states a clear thesis, all topic sentences directly support the thesis, and body paragraphs display unity. The essay conveys good awareness of purpose and audience.
3. **Support:** Body paragraphs are well-developed with specific details, examples, and sound logic. If sources are required, the paper accurately uses and correctly documents credible source material to supplement its ideas.
4. **Coherence:** The organization of the paper is clear and helpful, transitions are helpful, and the paper exhibits strong basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than two major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) and very few other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice and sentence variety are strong.

“C” Paper (Acceptable) To earn a “C,” a paper meets all of the criteria below:

1. The paper fulfills all the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** A thesis is stated but may lack a strong claim or be obvious or predictable; topic sentences adequately support the thesis. One error in paragraph unity may occur. The essay’s purpose and audience are adequately conveyed.
3. **Support:** Body paragraphs contain relevant details or logical reasons but need more specific examples/evidence. If sources are required, credible outside sources are usually integrated and cited correctly.
4. **Coherence:** Organization of ideas is satisfactory, transitions are logical, and the paper indicates competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than four major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Some other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors are present but not distracting. Word choice and sentence variety are strong.

“D” Paper (Developing) To earn a “D,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper only partially fulfills one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis may announce the topic but no claim, contain more than one idea, or be too vague, too broad, or too narrow. Topic sentences are not tied to the thesis. Two errors in paragraph unity may occur. Essay conveys little awareness of audience or purpose.
3. **Support:** Details are sparse or vague and consist of generalizations, clichés, or repetition. If applicable, sources are insufficient and/or not always integrated or cited correctly.

4. **Coherence:** Organization is attempted but disjointed or confusing; transitions are sparse. The paper indicates awareness of but not competence in basic components (introduction, conclusion, and body paragraph structure).
5. **Sentence Skills:** The paper contains no more than six major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form). Several other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors distract from the content. Informal word choices occur with little or no variety in sentence type and length.

“F” Paper (Unacceptable) To earn an “F,” a paper will exhibit *one or more* of the weaknesses below:

1. The paper fails to fulfill one or more of the basic requirements of the assignment (for example, topic, purpose, length, format).
2. **Unity:** The thesis is illogical, incomplete, or missing, so the essay lacks focus on one central idea. Topic sentences are missing, so body paragraphs lack unity. The essay ignores the purpose and audience.
3. **Support:** Details are illogical, irrelevant, or missing from body paragraphs. If sources are required, the paper fails to use sources, does not meet the minimum source requirements, uses source material inaccurately, uses sources that are not credible, fails to document fully or correctly, and/or includes plagiarism.
4. **Coherence:** Organization is incoherent, transitions are missing or illogical, or the paper indicates lack of competence in basic paper components (for example, lack of introduction and/or conclusion, lack of paragraphing).
5. **Sentence Skills:** Seven or more major errors (fragment, fused sentence, comma splice, subject-verb agreement, pronoun reference or agreement, verb form) occur with numerous other grammar, spelling, wrong word, punctuation, mechanical, or point of view errors. Word choice is often inaccurate, immature, or inappropriate. Multiple sentence structure/syntax errors make the paper difficult or almost impossible to read. If one type or a combination of types of errors, regardless of whether they are major or minor, seriously affects the readability of a paper, it will receive an “F.”

TURNITIN (where you submit papers in our Blackboard course):

- TURNITIN is where papers are submitted and graded inside our Blackboard course.
- TURNITIN accepts files saved in the following formats: Microsoft Word, WordPerfect, Rich Text Format (.rtf file ending), and PDF. TURNITIN does NOT accept Microsoft Works documents. Do not submit Text documents (.txt file ending) because they will not retain the proper MLA formatting.
- Many students make the mistake of uploading a paper and thinking they are done. There is a second step, which is to confirm submission. If the second step isn't confirmed, the paper will not be submitted, and there will be no digital receipt.

- After you submit a paper to TURNITIN, you must immediately check your South Plains College e-mail account, including your junk, bulk, or deleted folders (it is sometimes filtered as spam) for the digital receipt email. If you do not see a digital receipt, then your submission was **not** likely received by TURNITIN, and you will need to resubmit your paper immediately.
- Without a digital receipt, you cannot prove that you submitted your paper before the deadline, and I don't accept late papers.
- Once your paper has been graded, click on the **View/Submit** link to view my comments and marks.

MLA 8th Edition (2016) Documentation Style:

- All papers must be formatted according to **MLA 8th edition (2016)** style. Our textbook contains a section on MLA style and documentation, but don't use it. It is the 7th edition (2009) information, so it is outdated.
- For MLA 8th edition (2016) documentation and bibliography guidelines, click on the **MLA 8 (2016) Style** link under Course Tools.

Late Work: *I DO NOT ACCEPT LATE WORK*



- You do not receive credit for a late assignment, nor should you ask to take a quiz or exam or submit a paper after the deadline because you have had or do have computer problems. Do not wait until the night before to complete weekly assignments.
- Have alternate computer locations already lined up to use in case you have trouble with your own computer. Our Blackboard course is set up to prevent submission of late assignments, so be sure you complete and submit assignments before the 8:00 AM deadline each Tuesday.
- **Pretend that the weekly deadline is Monday at midnight instead of Tuesday morning.**
- You may make up a major assignment (essay/exam) only if you have contacted me prior to the deadline and do have a dire circumstance, such as a death in the family. But keep in mind that you normally have at least a week or more within to complete assignments. Plan ahead; if you have to be out of town or at work right when assignments are due, finish them early.

Plagiarism and Cheating Policy

“Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers” (*SPC General Catalog*).

- *Cheating*: “Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook, or from the examination paper of another students, assisting others to cheat, alteration of grade reports, illegal entry or unauthorized presence in an office are examples of cheating” (*General Catalog*). Some example of cheating are copying responses from another student’s paper or quiz, allowing someone else to take a quiz or exam for you, or receiving help from someone else to complete any quiz, test, or written assignment.
- *Plagiarism*: “Offering the work of another as one’s own, without proper acknowledgements, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student [or another person] is guilty of plagiarism” (*General Catalog*). Some examples of plagiarism are not writing your own papers; copying parts of your papers from others’; not giving proper credit for source information; not quoting, paraphrasing, or summarizing source material correctly; or not using proper MLA documentation.
 - **DO NOT PLAGIARIZE YOUR OWN WORK: If you have taken this ENGL 1302 course with me in a previous semester, you may not submit the same papers you created for the previous course attempt in this current course. In other words, you may not submit the same or a revised version of a paper you wrote when you took my class during a previous semester. Nor may you submit papers for our class that you have written for any other course you have already taken. In other words, you will be expected to write new, original papers for each written assignment you complete this semester. For example, for the character analysis essay, if you wrote about Mathilde Loisel during a previous semester of this course, you will need to choose a different character to analyze for this semester's character analysis.**

If you are involved in cheating or plagiarism on exams, quizzes, papers, or assignments, you will receive a point deduction, or a zero for the assignment, or be dropped from the course with the grade of "F" or "X," at my discretion.

Course Attendance

- If you have not submitted any assignments by the twelfth class day, your access to the course will be blocked and the Registrar’s Office will remove you from my class roster.
- If you accumulate nine zeros and/or do not submit assignments for three weeks in a row, you will be dropped from the course.
- I recommend that you access our course at least three times a week to work on the week's assignments. To experience more success, do not procrastinate and attempt to complete a whole week's assignments the day (or night!) before they are due.

How to withdraw from our online course:

Dropping our class

- Before you withdraw from our class, please contact me or talk to your advisor. There may be a way for you to get back on track.
- Check the SPC Academic Calendar here to find out the last day to drop a course for this semester: <http://www.southplainscollege.edu/academiccalendar/index.php>
- To drop this class, fill out and submit this form online: https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWElqAmJdCCqVjMnZs6h15Nrs0pgCo_sEIUODExTUFXS0J0ODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu
- You are not required to obtain an instructor signature to drop. There will be no charge for drops for the fall or spring semesters.

Withdrawing from all classes

- If you wish to withdraw from all courses, initiate that process with the Advising Office. Schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.
- For additional information regarding schedule changes, drops and withdrawals, [click here](#).

Student Conduct

- *Be Respectful*—show respect to yourself, your classmates, and your instructor. Be courteous in all of your online communication. Treat others in communication as you wish to be treated. Students who display rude or confrontational behavior will be permanently blocked from the course.
- *Communicate*—if you do not understand the assignment, call or e-mail me, but do so in a timely fashion. For example, if you have questions about a research assignment, do not call or e-mail on the day the assignment is due. Type QUESTION in the subject line of your e-mail so I can find it more easily. I am usually able to respond to e-mails within 24 hours, except on weekends and holidays.
- *Be Conscientious*—give yourself enough time to do each assignment. Waiting until the last minute to take a quiz or exam or write a paper will increase your stress and definitely not produce the best results.
- *Be Studious*—realize that internet courses require a great deal of self-discipline, organization, and self-motivation. You must set aside times each week that you “attend” your internet class. If you plan to “attend” this class only to take quizzes or exams, you will not do as well as you desire. I recommend you access our Blackboard course and work on assignments at least three times a week.

Disability, Non-Discrimination, Diversity, and Title IX Pregnancy Policies

Note to Students with Disabilities

- 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. If you have a disability-related need for reasonable academic adjustments in this course, bring me your letter of accommodation from Disability Services Office, and we can privately discuss your specific accommodations.

Non-Discrimination Policy

- I will do my best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

Diversity Policy

- In this class, I will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves.

Title IX Pregnancy Accommodations 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.

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.

Course Calendar Overview

See **Calendar & Assignments** in the Course Content menu for specific weekly assignments.

Week 1:

- Introduction to Blackboard
- Course Syllabus
- Begin Short Story Unit

Week 2:

- Short Story Unit (cont.)

Week 3:

- Short Story Unit (cont.)
- Short Essay due

Week 4:

- Short Story Unit (cont.)
- Introduction to MLA Format
- Start Article Summary Paper

Week 5:

- Short Story Unit (cont.)
- MLA Format (cont.)
- Article Summary Paper Due

Week 6:

- Short Story Unit (cont.)
- Quotation and Paraphrase

Week 7:

- Short Story Unit (cont.)
- Start Character Analysis Essay

Week 8:

- Finish Short Story Unit
- Character Analysis Essay Due

Week 9:

- Begin Research Paper Unit

Week 10:

- Research Paper Unit (cont.)
- Plagiarism

Week 11:

- Research Paper Outline Due
- MLA Documentation
- Research Unit (cont.)

Week 12:

- Research Paper Due
- Begin Drama Unit

Week 13:

- Drama Unit (cont.)
- Drama Test

Weeks 14 and 15:

- Poetry Unit
- Poetry Test
- ENGL 1302 Post-Test
- Extra-Credit Assignments due (optional)

Week 16:

- Course Wrap-Up

Course Policy and Calendar Changes As instructor, I reserve the right to make changes in course policies or the calendar at my discretion.