



Course: Eng102-
Semester: SP2012
Class Location:
Class Dates/Times:

Instructor's Information:

Instructor:
Office Location:
Office Hours:
Phone Number:
Email Address:

Email Response Time:

Division Chair: Susan Lockwood

Tutoring Hours: (If applicable)

Course Description:

Prerequisite / Co-requisite

Prerequisite: Successful completion of ENG 101 (C or better).

College Credit Hours: 3

Required Materials & Supplies:

Letter-size manila folder, ink pen, blue or black, theme paper (only available in the Troy bookstore, across the street from CVCC), notebook.

Recommended text and supplies:

Myers, Michael. *The Bedford Introduction to Literature*. Ninth Edition
Hacker, Diane. *A Writer's Reference*. 7^h Edition. *Webster's Collegiate Dictionary or American Heritage Dictionary*.

Course Overview

Course Description:

English Composition I provides instruction and practice in the writing of at least six extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. The course may include instruction and practice in library usage.

All student essays must be submitted at the end of the semester for documentation and storage. Failure to fulfill this requirement will result in a grade of Incomplete.

Essential Course Functions:

Students enrolled in ENG 101 must be able to receive and assimilate presentations of course content, directions, and procedures in written, verbal, tactile, and/or visual demonstration format as presented by the instructor. In addition, students must be able to respond in written, verbal, tactile, and/or demonstration format to evaluation procedures as presented by the instructor with regard to course content and requirements.

Student Learning Outcomes:

- (1) Write topic sentences for paragraphs.
- (2) Organize ideas for paragraphs.
- (3) Write logical, well-developed paragraphs with clear topic sentences using various methods of development such as **accumulation of detail, illustration, comparison -contrast, and cause-effect.**
- (4) Write paragraphs on topics which extend beyond the realm of personal experience and exhibit evidence of research and logical critical thinking.
- (5) Organize ideas for essays.
- (6) Write thesis statements for essays.
- (7) Write outlines for essays.
- (8) Write introductory, developing, and concluding paragraphs as parts of an essay.
- (9) Write essays on topics that extend beyond the realm of person experience and which reflect research and logical critical thinking.
- (10) Recognize and avoid the major writing errors (**subject verb agreement, verb errors, noun plural, fragments, comma splices, and fused sentences.**) in paragraphs and essays.
- (11) Recognize and avoid minor errors (**commas, capitalization, spelling, possessives, pronoun reference, and punctuation**) in paragraphs and essays.
- (12) Use varied sentence structure (coordination and subordination) in paragraphs and essays.
- (13) Use MLA style documentation in essays.
- (14) Write MLA style in-text citations and a **correlating** works cited page for documented essays.

Instructor Expectations:

Student Responsibilities

All student essays must be submitted at the end of the semester for documentation and storage. Failure to fulfill this requirement will result in a grade of Incomplete.

Instructional Methods:

Topics and Assignments: (See attachment for additional information)

Traditional Class

Hybrid Class

Online Class

Evaluation Method(s):

Grading:

The student will write a minimum of six graded essays (minimum of 450 words) in ENG 102, each consisting of an introduction, a minimum of three body paragraphs, and a conclusion. At least four essays **must** exhibit evidence of research (three to five in-text citations and a works-cited page consisting of a minimum of three sources (MLA style documentation required). All of the graded essays will be based upon the reading, discussion, and analysis of the literature—short stories, poems, and plays—as assigned by the instructor. While the content of the papers will be based upon literature, the focus of the course is on persuasive writing. The student will be graded on his/her writing ability, not on his/her knowledge and understanding of literature.

Only the grades received on the six essays and the oral presentation will be used to determine the final course grade. No graded writing can be rewritten for regrading. (See above statement concerning revisions.) However, the instructor may require the student to revise papers for practice. The student **must** make a "C" or better on the oral presentation, which will be graded for organization, logically-developed content, diction, and grammatical correctness. If the student fails to earn a grade of "C" or better on the oral presentation, he/she will be given one additional opportunity to do so. If the student fails to earn a grade of "C" or better on the second attempt, he/she will be required to take SPH 107 (Fundamentals of Public Speaking).

The graded assignments in ENG 102 will be weighted as follows: Essay 1=10%, Essay # 2=10%, Essay # 3=10%, Essay # 4=15%, Essay # 5=20%, Essay # 6=25% Oral Presentation=10%. In marking papers, the instructor will follow the Divisional Essay Grade Description included in this syllabus. Each instructor will explain the numerical values for the letter grades.

The summer semester varies from the standard evaluation listed above in the following area:

Five writings required:

W-1 15%
W-2 20%
W-3 20%
W-4 20%
W-5 25%

Grading Scale:

A.....100-90 D.....69-60
B.....89-80 F.....59 and below
C.....79-70

In an effort to keep students informed about their progress in the course, the instructor will have a conference with each student at or about the mid-term of the semester. Only the grades received on the graded writings will be used to determine the final course grade. The instructor may require students to revise writings.

Students must receive a grade of "C" or higher in ENG 101 before he or she is allowed to take ENG 102.

Missed Exams and Assignments:

CVCC and Course Policies:

Attendance Policy:

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the sixty percent completion date in the semester. If a

student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either NS or NA the student is administratively withdrawn from the course and a "W," indicating withdrawal, is posted for the course grade.

Each instructor's attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as no-shows (NS) resulting in administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC's official Class Schedule for the term. Online students who fail to complete this assignment will be reported as no-shows (NS) resulting in administrative withdrawal from the course. In addition, students who stop attending classes prior to the sixty percent date of the semester will be reported as non-attending (NA) students which will result in administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the sixty percent date will be reported as non-attending (NA) students which will result in administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students' attendance.

Students who have been administratively withdrawn as a result of the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated should follow the appeal process for administrative withdrawals in the College Catalog.

Withdrawal Policy: (Dates for W, WP/WF, etc.)

A student who withdraws from a course or from the College before the end of a class will receive a grade of "W," "WP," or "WF." The date the student withdraws from the course or College and the student's course grade at the time of withdrawal determine the assigned grade. A student, who withdraws after the last date to receive a "W" as stated in the College Calendar, will receive a grade of "WP" if passing at the time of withdrawal or "WF" if failing at the time of withdrawal. A grade of "WF" is calculated the same as an "F" in the grade point average. Don't let this happen to you! Be proactive and withdraw in a timely manner if you know you won't be able to attend the course any longer.

Services for Disabled:

This College is committed to assisting students with various disabilities in keeping with the guidelines of the Americans with Disabilities Act (ADA). Any student who has a disability (physical, emotional, or learning) and who is in need of assistance with admission, registration, orientation, or any other phase of college life should contact the ADA coordinator, Vickie Williams, at (334) 214-4803 located in Wilson Hall.

Non-discrimination Policy:

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment and discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is in violation of State Board policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

Student Conduct:

According to the *CVCC Catalog & Student Handbook*, a student is subject to disciplinary action by the College, up to and including permanent expulsion for misconduct on property owned or controlled by the College; off campus at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted (241,242). Misconduct includes academic dishonesty, unruly classroom behavior, and violation of any laws of the state of Alabama. For more detailed information on misconduct, students should refer to the Student Code of Conduct contained in the student handbook.

Plagiarism/Academic Dishonesty:

Academic dishonesty is one form of academic misconduct. Students are expected to practice academic honesty in all classes including **online classes**. Students are expected to do their own work. According to *CVCC's '11-12' Catalog &*

Student Handbook (242), "Plagiarism is defined as incorporating into one's work the work of another without indicating the source from which the work was obtained". Plagiarism also includes the copying of files, programs, disks or working together to complete an assignment, project, case file or any other work intended for individual completion.

In an instance of academic misconduct determined by the instructor to have occurred, a student may:

- 1. Be required to retake an examination on campus with the instructor;**
- 2. Receive an "F" for the assignment or exam; or**
- 3. Receive an "F" for the course.**

Whether or not academic misconduct occurred, and what classroom sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed may appeal the matter to the Dean of Instruction through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive a sanction for academic misconduct may also be subject to disciplinary action by the Dean of Student Services if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor.

Cell Phones:

CVCC Computer Resources:

Internet Acceptable Use Policy:

Students are expected to review and abide by the policy stated on pages 239-240 of the *CVCC '11-12' Catalog and Student Handbook*.

Classroom and online etiquette:

CVCC is committed to open, frank, and insightful dialogue in all of its courses. Note that the online interface hides cues such as inflection, facial gestures, intonation and body language. Diversity has many manifestations, including diversity of thought, opinion, and values. Students are encouraged to be respectful of that diversity and to refrain from inappropriate comments. Should such inappropriate comments occur, the instructor will intervene as needed. Disciplinary action may be recommended if deemed appropriate. Students as well as faculty should be guided by common sense and basic etiquette. The following are good guidelines to follow:

- Never post, transmit, promote, or distribute content that is known to be illegal.
- Never post harassing, threatening, or embarrassing comments.
- If you disagree with someone, respond to the subject, not to the person.
- Never post content that is harmful or abusive; racially, ethnically or religiously offensive; vulgar, sexually explicit or otherwise potentially offensive to readers.

Blackboard:

If you experience technical difficulties with Blackboard (<http://bb.cv.edu>), please read the trouble-shooting information found by clicking the Trouble-Shooting button on the course homepage. You can also email bbadmin@cv.edu. Include your name, the name of your class, and the name of your instructor. Please note that if you get locked out of an exam, you should contact your instructor.

Student Email Accounts:

The url to the web mail server is <http://studentmail.cv.edu> . Do not place WWW before this url address.

Gaining access for the first time:

User ID – First initial + last name + last 4 digits of your Student ID number

Password – Entire Student ID number

All letters are lower case. Upon logging into any CV system for the first time, please change your password as soon as possible.

Stars Website:

Students can access transfer information relative to courses offered in AA and AS degree programs by logging on to the state "Articulation and General Studies Committee" Transfer Guide at: <http://stars.troy.edu>

Appeals Process:

- A student who has been administratively withdrawn from a class because of unexcused absences related to extenuating circumstances may submit, in writing and with documentation, an appeal to the course instructor.
- The course instructor will evaluate the appeal for extenuating circumstances and will notify the student of the appeal's outcome within three working days.
- If a student is to be allowed to return to class, the instructor **must** submit to the Admissions Office a written request for the student's reinstatement, and the student **must** verify his/her reinstatement in the Admissions Office, be cleared by the Business Office, and show the instructor documentation that the process was completed to finalize the reinstatement and be allowed to attend class.
- If a student is not allowed to return to class, the student may file a written appeal, with documentation, to the appropriate division chair who will notify the student of that appeal's outcome within three working days.
- If the matter cannot be resolved at the division chair level, the student may make a final documented written appeal to the chief academic officer. The decision of the chief academic officer is final and will be communicated to the student within three working days from the date the written appeal is received.

DIVISION OF LANGUAGE AND FINE ARTS

GRADE DESCRIPTIONS FOR ENG 102

ESSAY-LENGTH WRITING ASSIGNMENTS

GRADE	A	B	C	D	F
LENGTH (Minimum Word Length)	450	450	450	450	Fewer than 450
MAJOR ERRORS	0	0	No more than 1	No more than 2	3 or more
MINOR ERRORS	1-2	1-4	-No more than 5	No more than 6	7 or more
TOPIC AND THESIS SENTENCE	Appropriately narrowed topic as indicated in a clear concise thesis statement	Appropriately narrowed topic as indicated in a clear concise thesis statement	Appropriately narrowed topic as indicated in a clear concise thesis statement	Topic not appropriately narrowed--Thesis vague and confusing	Too Broad--Lacks adequate focus
STRUCTURE	Clear Structure--Outline evident in the essay	Clear Structure--Outline evident in the essay	Clear Structure--Outline evident in the essay	Unclear Structure--Outline not evident in the essay	Unclear Structure--Outline not evident in the essay

DICTION	College Level	College Level	Occasionally awkward and/or incorrect	Often awkward and incorrect	Consistently below college level, awkward and/or incorrect
SUPPORT AND DEVELOPMENT	Contains specific supporting details	Contains specific supporting details	Contains many generalizations--few specifics	Contains many generalizations--few specifics	Nearly all generalizations

USE OF CITED MATERIAL WHEN ASSIGNED	In place and correctly done MLA form when required--possibly 1 minor form error	In place and no more than 2 errors in MLA form--Otherwise totally functional citations	In place and no more than 3 errors in MLA form--Otherwise most functional citations	Four or more errors in MLA form and barely functional citations	No evidence of research and/or no functional MLA citations
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IN ADDITION	"A" and "B" essays must exhibit quality sentence structure and variety, evidence of synthesized information based on critical thinking. A sense of the writer can be found in the essay.	Information is crudely set into the paper. The writer disappears from the writing. Little, if any, evidence of critical thinking. These elements indicate "average" to unacceptable writing.
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NOTES

1. MAJOR ERRORS--fragments, comma splices, fused sentences, and word formation errors (S/V agreement, tense forms, noun plurals); 2. MINOR ERRORS--spelling, capitalization, possessives, pronoun reference, punctuation, and other noted errors.

Attach Assignments and Due Dates (Course Specific)