**Freshman Composition English 104, Section 16819**

**3 Credit Hours**

**Spring 2019**

INSTRUCTOR: Dr. Karen Palmer

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Office Hours: Tuesday 10:45-12:30 and 1:45-3:00; Thursday 10:45-12:30 and 1:45-2:00

*The best way to contact Karen is via the* [*Questions for Karen*](https://canvas.yc.edu/courses/16819/assignments/237850) *discussion forum or the Canvas Inbox.*

See [Modules](https://canvas.yc.edu/courses/16819/modules),  [Class Calendar/Assignment Checklist](https://canvas.yc.edu/courses/16819/pages/class-calendar-and-assignment-checklist), and [How This Course Works, Due Dates, Time Required, and Help Resources](https://canvas.yc.edu/courses/16819/pages/how-this-course-works-due-dates-time-required-and-help-resources) for course information.

This course syllabus along with the [Class Calendar/Assignment Checklist](https://canvas.yc.edu/courses/16819/pages/course-calendar) constitutes the student contract for this course. Students are held accountable for the information recorded on these documents, posted on the course Canvas site, and stated in the [YC Code of Conduct](https://www.yc.edu/v5content/student-services/codepage.htm).

**Prerequisites & Technology Requirements**

A grade of "C" or better in ENG 101, which means that students should be able be proficient with writing academic essays in MLA format, have a basic understanding of source documentation/citation, and be proficient with proper use of grammar.

In addition, students taking an online course should have a basic knowledge of computer and internet skills. Click [HERE (Links to an external site.)Links to an external site.](http://www.mnsu.edu/ext/online/skills.html) for a good reference.

Students taking this ENG 102 course online should have access to the internet, including an updated browser. Basic requirements to use Canvas can be found [HERE (Links to an external site.)Links to an external site.](https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas).

Microsoft Word is REQUIRED for assignment submission for this course, so you must be able to use Word for document creation. You can use any version of Microsoft Word, including the FREE version for students offered through Office 365.

**Required Materials:**

Madden, Frank. (2012). [*Exploring Literature: Writing and Arguing About Fiction, Poetry, Drama, and the Essay (Links to an external site.)Links to an external site.*](https://www.pearsonhighered.com/program/Madden-Exploring-Literature-Writing-and-Arguing-about-Fiction-Poetry-Drama-and-the-Essay-Plus-My-Literature-Lab-Access-Card-Package-5th-Edition/PGM322386.html)*.* 5th edition. **ISBN: 978-0-205-18479-8.** Try your best to save money by purchasing a used book. There are no optional texts.

Not having a book within the first week of class may result in being dropped from the class.  NO EXCEPTIONS!!! It is YOUR responsibility to have all required materials for this course on time.

**COURSE INFORMATION**

**Course Description:** Extensive practice in critical reading and writing about literature, with emphasis on fluency in critical writing. Includes additional library skills and the writing of critical, documented essays. Three credit hours. Prerequisite: English 101

**Course Purpose:** To prepare students for the reading, critical thinking, research, and writing skills demanded in college courses.

**Learning Outcomes & Course Content:**

The Arizona Board of Regents requires 10,000 words of writing in English 102. The following learning outcomes delineate the content of English 102:

1. Write thesis statements
2. Apply reasoned development strategies
3. Select and apply voice
4. Use organizational strategies
5. Use and select details
6. Apply sentence structure strategies
7. Identify and evaluate multiple meanings and perspectives in language
8. Locate, evaluate, integrate, and document information
9. Apply conventions of standard written English
10. Interpret and analyze texts
11. Evaluate and analyze professional and student writing.

*In this course, we will progressively build toward mastery of each of these learning outcomes by practicing them in modules that become more challenging as the semester moves forward. In the first module, students will focus on one of the shorter forums of literature, poetry. In the second module, students will focus on a slightly longer form of literature--the short story--and also incorporate knowledge of a critical theory. In the final module, students will move forward to comparing a narrative essay with another form of literature. As the assignments advance in complexity, students will have the ability to master these outcomes.  For a chart showing what outcomes are covered in each module, please see* [*ENG 102 Learning Outcomes*](https://canvas.yc.edu/courses/16819/pages/eng-102-learning-outcomes)*.*

**COURSE POLICIES**

**Attendance Policy**

Because this is an online course, attendance means logging into Canvas and completing assignments. **Being out of town/sick/etc does not release a student from submitting assignments on the due dates.** Students are fully responsible and held accountable for all information presented in each module.

***Students MUST check into the course and complete all  assignments the first week of class.  Students who do not log in and begin work by Wednesday will be immediately dropped from the course.  If you are dropped for inactivity, I will NOT re-add you into the course.   Prior to the mid-point of the course, if a student has not logged in for more than 2 weeks, the student will be dropped from the class.  After the mid-point of this course, I will no longer automatically drop students. If a student stops attending the class, they will receive an F unless they specifically request a W by the deadline, usually the 12th week of class. Students can check the YC General Catalog for requirements for excused absences.  In general, since this is an online course and can be completed any time, anywhere, absences do not apply.***

**Policy for Assignment Completion**

YC offers multiple computers for students to complete their work on time, so, even if your computer has a malfunction, there is no excuse for not turning in work on time.  All writing assignments must adhere to MLA manuscript format. All assignments must be in Times New Roman font size 12, no boldface and no underlining. All assignments must have one-inch margins on all sides. All assignments must be double spaced with ½ inch indentations (one tab) for paragraphs. In the top left margin, students will include (double spaced) their name, Instructor Dr. Karen Palmer, English 102, and date. Centered on the next line will be the title of the assignment (no special formatting!). Assignments must be saved in .doc or .docx format and submitted via Canvas. **All formal paper assignments must be at least 1500 words. That is around 4-5 pages.** Assignments not meeting these basic criteria will automatically receive a 0, so please double check your submissions!

**Policy for Assignment Submission**

Assignments for each week are listed in the Course Calendar and in the Weekly Modules.  All assignments listed in a Module are due that week by Thursday at midnight.  Any exceptions will be clearly noted. I do NOT accept late work.  **Having extraordinary circumstances or experiencing computer difficulties does not release anyone from submitting assignments on time.** Give yourself plenty of time and don't procrastinate!  Students must submit rough draft essays for Peer Review.

**Evaluation Procedures:**

**In this course, you will receive consistent feedback through peer review in order to assist you in revising your papers before submitting them for a grade.  Papers will be graded based on the criteria specified in the assignment rubric. *All assignments will be graded within two weeks of the assignment due date, unless assignments are submitted late, in which case they will be graded in the order they are received.***

**Generally, papers that meet all criteria in an exceptional fashion will receive an A. B papers will meet all the criteria, but may have slight organizational, mechanical, or other similar problems. If papers fail to address the assignment altogether, they will receive a 0. All work other than essay assignments will be graded based on completeness.**

**All papers MUST be at least *1500 words (about 5 pages).*  Assignments not meeting the length requirement will receive a 0.  All papers requiring an outside source MUST have a Works Cited page in MLA format.  Each source listed in the Works Cited MUST be cited at least once within the paper appropriately.  Papers not meeting this requirement will receive a 0.**

**Please also see** [**General Grading Criteria**](https://canvas.yc.edu/courses/16819/files/2303736/download)** for further explanation.**

**Assignments for English 102**

Papers & other assignments:  350 Writing Process:  120 Quizzes & Final: 95

Conference: 50 Portfolio: 50 Journals: 100

TOTAL:  765

**Grading Scale:**

90% = A 80% = B 70% = C 60% = D 0-59.9% = F

Student grades are recorded in Canvas.

This class does not offer or allow for pass/fail credit or incomplete grades.  If you stop participating in the class, you will receive a Failing grade unless you specifically request a W (withdrawal) before the deadline.

In order to **pass ENG 102/4**, **students must** earn a 70% or more overall in the course.

***Course Withdrawal***

*To officially withdraw from a course, the student must complete a Yavapai College Change of Class Enrollment Form and submit it to the Registration Office by the student withdrawal deadline. Withdrawing from a course after the published deadline for withdrawal requires instructor approval and signature. When a student withdraws from a course, a “W” will appear on the student’s permanent college record. If a student does not follow official procedures for withdrawing from a course, failing grades may be posted on the student’s permanent record.  I CANNOT withdraw you from the course OR give you a W at the end of the semester.  If you do not complete the course, you WILL receive an F.  If you do not think you will be able to complete the course, you need to withdrawal by the YC deadline.*

**Plagiarism Policy/Academic Integrity:**

Honesty in academic work is a central element of the learning environment. It is expected that students will submit their own work. The presentation of another individual’s work as one’s own or the act of seeking unfair academic advantage through cheating, plagiarism or other dishonest means are violations of the College’s Student Code of Conduct. Definitions of plagiarism, cheating, and violation of copyright and penalties for violation are available in the Yavapai College Student Code of Conduct.

Dr. Palmer expects academic integrity. Students must do everything possible to avoid plagiarism, a form of academic misconduct, which results in failure. Plagiarism includes using the words, ideas, answers, or works of another writer without providing clear acknowledgement of the original author and accurate citation. Plagiarism also includes using academic papers for sale or allowing another person to write any section of the student’s assignment. When researching electronic online sources and/or using information from published or unpublished works, students must fully and clearly acknowledge the original writer and employ correct citation methods. **Plagiarism in this class results in failure on plagiarized assignment and may result in failure of the course.**

**Availability of Instructor:**

Students are strongly encouraged to maintain regular contact and frequent communication with the instructor through Canvas. You can ask me questions through the [Questions for Karen](https://canvas.yc.edu/courses/16819/discussion_topics/137247) Forum or submit private messages through the Canvas inbox. All questions will be answered within 24-48 hours M-Th.  *If possible, please do NOT send me a message through regular e-mail--they may not be received.*

**Help with Writing or Technology:**

**Please click  [Help](https://canvas.yc.edu/courses/16819/pages/help%22%20%5Co%20%22Help)  for resources for writing and technology help.**

**Safety and Regulations for Civility:**

Respect for the rights of others and for the College and its property are fundamental expectations for every student. The Student Code of Conduct outlines behavioral expectations, and explains the process for responding to allegations of student misconduct. Students are expected to respond and write in a professional and appropriate manner when activities are assigned to create scenarios, discuss opinions, present on a selected subject, or post to the web board. Inappropriate language or objectionable material will not be tolerated and could result in disciplinary measures and/or a failing grade for the class. (http://www.yc.edu/codeofconduct)

Yavapai College technological equipment and resources must be used in accordance with the Technology Resource Standards (5.27), Copyright Use (2.28) and Peer-to-Peer (P2P) File Sharing (5.26) policies. Use of Yavapai College equipment and resources to illegally copy, download, access, print or store copyrighted material or download pornographic material is strictly prohibited. For example, file swapping of copyrighted material, such as music or movies is strictly prohibited. Users found to violate this policy will have their privileges to use Yavapai College technological equipment and resources revoked. (http://www.yc.edu/policies)

Students are encouraged to communicate directly with the instructor in the case of difficulties in the classroom, with the assignments or course in general, or with other students.

***For a complete overview of online etiquette, please read*** [***Online Etiquette***](https://canvas.yc.edu/courses/16819/pages/online-etiquette)***.***

**Disability/Request for Special Accommodations:**

Disability Resources ensures qualified students with disabilities equal access and reasonable accommodations in all Yavapai College academic programs and activities. YC supports disability and accessibility awareness and promotes a welcoming environment to all. The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and requires Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations. (http://www.yc.edu/disabilityresources) Yavapai College is committed to providing educational support services to students with documented disabilities. Accommodations for a student must be arranged by the student through Disability Resources by phone 928.776.2085 or email disabilityresources@yc.edu.

Yavapai College is committed to providing educational support services to students with documented disabilities. Academic support services or accommodations for mobility impaired students must be arranged through the ADA Coordinator (Prescott Campus: 928.776.2079 or Verde Valley Campus: 928.634.6563).

Yavapai College and Canvas Accessibility Statements [click here.](http://www.yc.edu/v5content/teaching-and-elearning-support/faculty/Accessibility.htm)

**STUDENT RESOURCES**

*E-mail*: Yavapai College provides enrolled students with an official username@scholar.yc.edu email address. Yavapai College requires enrolled students to utilize the YC email system for official college-related communications. Students are expected to check their Yavapai College email account as directed by their instructor. If you need assistance, go to Information Technology Services or 928.776.2168 (http://www.yc.edu/its).

*Library Services:* Library Services are available at the Prescott Campus and the Verde Valley Campus libraries. Both libraries are members of a countywide library network, which provides access to a wide range of information and resources at libraries throughout Yavapai County. Possession of a College library card entitles students to access materials housed at member libraries.

 *LEARNING CENTERS:*A learning center is available on the Prescott and VV Campuses. These centers provide a variety of learning support for students, including tutoring, adaptive computer and equipment for students with disabilities, and a networked general computer lab.

 *TUTORING:*Call for details. Prescott (928) 776-2085 or VV (928) 634-6562 Free online tutoring available through MH Connect.

 *ONLINE RESOURCES*: Online writing tutoring for any academic subject is available at [www2.yc.edu/content/learningcenters (Links to an external site.)Links to an external site.](https://cluster36-files.instructure.com/courses/4770~1694/files/4770~367795/course%20files/web_content00006/%40X%40EmbeddedFile.requestUrlStub%40X%40webapps/blackboard/content/www2.yc.edu/content/learningcenters)

*Appeals*: A student may appeal an academic or instructional decision by faculty if s/he deems the decision to be made in error. The appeal must be made in a timely manner in accordance with established procedures. <https://www.yc.edu/v5content/academics/divisions/computer-technologies-instructional-support/complaints.htm>

**Student Responsibility:**

Students are 100% responsible for all information contained in the YC Code of Conduct, this course syllabus, and the course calendar. Students are expected to understand every policy and adhere to the rules and regulations of YC code of conduct and student academic accountability.  In order to succeed in college level academics, students must take personal responsibility for their studies.

**Course Calendar**

Please take personal responsibility for your success and print out the Course Calendar.  You will be able to check off the assignments that are due each week, as well as keep track of your grade in the class by recording your scores. If you want to know what your grade is in this course at any time, THIS is how you figure it out!

\*\**There is NO excuse for not knowing an assignment was due OR not knowing your own current grade in the class.\*\**

**Week One: Introductions**

*\*\*Students who do not log in and complete ALL Week One Assignments by midnight on Thursday of Week One will be dropped--no exceptions or re-adds!\*\**

1. Read the syllabus and course calendar
2. Writing: My Why (\_\_\_\_\_\_/25 points)
3. Check In Quiz: (\_\_\_\_\_\_\_\_\_/5 points)
4. Journal :  (\_\_\_\_\_\_\_/10 points)

**Week Two: Poetry Explication**

1. Read
2. Writing assignment:  Personal Response (\_\_\_\_\_\_\_\_\_/10 points)
3. Quiz: Elements of Poetry (\_\_\_\_\_/10 points)
4. Journal (\_\_\_\_\_\_\_\_\_/10 points)

**Week Three: Poetry Explication**
1.  Read
2.  Writing assignment: Thesis/outline & Sources (\_\_\_\_\_/10 points)

3.  Quiz MLA/Research Review:  (\_\_\_\_\_\_\_\_\_/10 points)
4. Journal: (\_\_\_\_\_\_\_\_\_/10 points)

**Week Four: Poetry Explication**

1.  Read
2.  Writing assignment: Rough Draft Grammarly report (\_\_\_\_/10 points)
4.  Quiz: none
5.  Journal (\_\_\_\_\_\_\_\_\_/10 points)

**Week Five: Poetry Explication**

1.  Read
2.  Peer Review (\_\_\_\_\_/10 points)
3.  Writing:  Final Draft Poetry Explication (\_\_\_\_\_/100 points)
4.  Quiz None
5.  In Class Essay: Self Assessment (\_\_\_\_\_\_/25 points)

My grade so far:  my total points:  \_\_\_\_\_\_\_\_\_\_ divided by 255  = \_\_\_\_\_\_\_\_\_\_\_\_\_%

*\*\*Students who have less than 160 points and/or have missed two weeks of assignments will be dropped.\*\**

**Week Six: Short Story Analysis**

1. Read
2. Discussion:
3. Writing assignment:  Personal Response (\_\_\_\_/10 points)
4. Quiz: Elements of Fiction (\_\_\_\_\_/10 points)
5. Journal: (\_\_\_\_\_\_\_\_\_/10 points)

***\*\*Deadline for Students to Withdraw with Guaranteed Grade of W. \*\****

**Week Seven: Short Story Critique**

1.  Read
2.  Discussion
3.  Writing assignment:  Thesis/outline and sources(\_\_\_\_\_/10 points)
4.  Quiz Critical Theories  (\_\_\_\_\_/10 points)
5.  Journal:(\_\_\_\_\_\_\_\_\_/10 points)

**Week Eight: Short Story Analysis**

1.  Reading
2.  Discussion:
3.  Writing assignment: Rough Draft to Grammarly (\_\_\_\_\_/10 points)
4.  Quiz: NONE
5.  Journal: (\_\_\_\_\_\_\_\_\_/10 points)

**SPRING BREAK 3/13-17**

**Week Nine: Short Story Analysis**

Reading:
Discussion: Peer Review (\_\_\_\_\_/10 points)
Writing: Final Draft Short Story Critique Due (\_\_\_\_\_/100 points)
Quiz: NONE
Journal: NONE

**Week Ten: Conferences**

Conference:( \_\_\_\_\_\_/50 points)

My grade so far:  my total points:  \_\_\_\_\_\_\_\_\_\_ divided by 495 = \_\_\_\_\_\_\_\_\_\_\_\_\_%

**Week Eleven: Essay Compare/Contrast**

1. Reading:  Text
2. Discussion:
3. Writing: Personal Response (\_\_\_\_\_/10 points)
4. Quiz:
5. Journal: (\_\_\_\_\_\_\_\_\_/10 points)

**Week Twelve: Essay Compare/Contrast**

1.  Reading
2. Discussion
3.  Writing assignment:  Thesis/Outline and sources (\_\_\_\_\_/10 points)
4. Quiz: NONE
5. Journal (\_\_\_\_\_\_\_\_\_/10 points)

**Week Thirteen: Essay Compare/Contrast**

1. Reading:
2. Discussion:
3. Writing:  Submit rough draft to Grammarly (\_\_\_\_\_\_/10 points)
4. Quiz: NONE
5. Journal: (\_\_\_\_\_\_\_\_\_/10 points)

***\*\*Deadline for withdrawal request is Thursday of this week.***

***You must send me a message in Canvas requesting a W with clear reasons by this date.\*\****

**Week Fourteen: Essay Compare/Contrast**

1. Reading
2. Peer Review (\_\_\_\_\_/10 points)
3. Writing assignment:  Final Draft  (\_\_\_\_\_/100 points)
4. Quiz. NONE
5. Journal: NONE

 My grade so far:  my total points:  \_\_\_\_\_\_\_\_\_\_ divided by 665 = \_\_\_\_\_\_\_\_\_\_\_\_\_%

**Week Fifteen: Conference & Final Exam**

1. Portfolio (\_\_\_\_\_\_/50 points)

2. Final Exam (\_\_\_\_\_\_/25 points)

**Week Sixteen:**

Pick up your portfolio & confirm your final grade.

My grade so far:  my total points:  \_\_\_\_\_\_\_\_\_\_ divided by 765 = \_\_\_\_\_\_\_\_\_\_\_\_\_%

***\*\*To pass this class, you must earn a minimum of 530 points.***