*This course syllabus along with the Class Calendar/Assignment Checklist 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.*

*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.*

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* [Policies & Procedures](#fragment-3)
* [Resources](#fragment-4)

**Course Information**

**Women in Literature: ENG 237, Section 24119**

**3 Credit Hours**

**Summer 2020**

**Instructor Information**

INSTRUCTOR: Dr. Karen Palmer ([About Karen](https://canvas.yc.edu/courses/22486/pages/about-karen))

Office Location: 3-247 (Zoom only)

Phone: 928/776-2286

E-mail: Karen.Palmer@yc.edu

Office Hours: Zoom meetings available by request

*The best way to contact Karen is via the* [*Questions for Karen*](%24CANVAS_OBJECT_REFERENCE%24/assignments/ibcd56a984a99b45eb3bf7a37a9d85ea1) *discussion forum or the Canvas Inbox.*

**Course Information**

**Course Description:**ENG 237. Women in Literature (3). Survey of women in literature from ancient Greece to present with emphasis on images of female protagonists as portrayed by male and female authors. Prerequisite: ENG 101 or ENG 103. Reading Proficiency. Three lecture.

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

**Textbook & Course Materials**

**Required Text**

* All materials will be provided for you free of charge within the course via OER texts, open links to internet sources, and sources available via the YC Library.

**Course Requirements**

**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](http://www.mnsu.edu/ext/online/skills.html) for a good reference.

Students taking this ENG 237 course online should have access to the internet, including an updated browser. Basic requirements to use Canvas can be found [HERE](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.

**Course Content & Learning Outcomes**

You will notice that the following Course Learning Outcomes are referenced throughout this course to show how each activity helps you to achieve a LO for the course. For an explanation of how this works, please visit the [Learning Outcomes page.](https://canvas.yc.edu/courses/22486/pages/learning-outcomes)

COURSE CONTENT:
1. Characteristic elements of literature (theme, figurative language, characterization) and introduction to genres (essay, poetry, short fiction, novel)
2. Tools and methods of literary criticism and scholarly research
3. Geographical, historical, and social influences on women's literature including issues of race, gender, class, ethnicity, and sexuality
4. Historical portraits of women from selected time periods with emphasis on images of female protagonists as portrayed by male and female writers
5. Archetypal approach to the study of portraits of women by male and female writers

LEARNING OUTCOMES:
1. Define key literary terms, and apply them to the study of selected works of women's literature from a variety of genres. (1) (AH 3)
2. Apply the tools and methods of literary criticism and scholarly research to selected works of women's literature. (2) (AH 4)
3. Discuss and analyze geographical, historical, and social influences on women's literature, including issues of race, gender, class, ethnicity, and sexuality. (3) (AH 2)
4. Analyze historical portrayals of female protagonists in literature. (4) (AH 1,5)
5. Identify the various archetypal patterns of women throughout history and literary periods. (5)

REQUIRED ASSESSMENT:
1. Demonstrate thoughtful and precise writing skills by completing at least 2500 words of monitored writing. This requirement will be met via a final paper of 1500-2000 words and six 300-500 word short reflection papers.

*In this course, we will progressively build toward mastery of each of these learning outcomes as we study different eras. You will accomplish the learning outcomes in each module.*

**Topic Outline/Schedule**

Please see the Class Calendar/Assignment Checklist for a list of all assignment due dates.

**Grading Policy**

**Grading Policy**

**Methods of Evaluation**

**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 237, 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. 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 Assignment pages.  Initial responses to discussions should be posted by Monday. All assignments listed 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:**

* Your final project and short reflection papers will be graded based on the corresponding assignment rubric.
* Discussions are graded based upon quantity and quality of posts. Your initial post in the discussion should be a minimum of 150 words. You must post a minimum of two replies to your classmates. Replies should be thoughtful, continuing the discussion (ask a question, give an example, cite a reading, etc), not simple comments like, "Great post!"
* Quizzes are scored based on the number of questions that are answered correctly.

*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.

Your final paper 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/22486/files/5265962/download) **for further explanation.**

**Assignments for English 237**

Final paper:  250

Writing Process:  70 points

Quizzes & Final: 100

Discussions: 70

Reflections/Reading Responses: 150

TOTAL:  640

Student grades are recorded in Canvas.

**Letter Grade Assignment**

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 237**, **students must** earn a 70% or more overall in the course AND earn a C or better on the final paper.

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

| **Letter Grade** | **Percentage** | **Performance** |
| --- | --- | --- |
| A | 90-100% | Excellent |
| B | 80-89% | Good |
| C | 70-79% | Passing |
| D | 60-69% | Does not meet expectations |
| F | 0-59% | Failing |

**Institutional Policies and Instructor Procedures**

**Institutional Policies and Instructor Procedures**

|  |  |
| --- | --- |
| **Student Email:** | 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 and Canvas Inbox regularly. If you need assistance, go to [Information Technology Services](http://www.yc.edu/its) or 928.776.2168 ([www.yc.edu/its](http://www.yc.edu/its)). |
| **Attendance:** | **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.   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.*** |
| **Course Withdrawal:** | A student initiated withdrawal deadline is established by the College.  If a student has not withdrawn from a class by the deadline, a student will receive the letter grade earned in the course at the end of the semester.  An instructor can choose to withdraw a student from the class after the deadline depending upon the instructor’s withdrawal policy. If a student does not follow official procedures for withdrawing from a course, earned grades will be posted on the student’s permanent record.Faculty initiated withdrawals for non-attendance are in place for both the benefit of the college in assuring compliance with financial aid requirements and to benefit students.  When students do not participate in classes during the first week of the semester, faculty will withdraw them from their classes unless they have been in contact with faculty member. At FTSE date, faculty should withdraw students that have not been attending.  |
| **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](http://www.yc.edu/codeofconduct).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.** |
| **Student Code of Conduct:** | Respect for the rights of others and for the College and its property are fundamental expectations for every student.  The [Student Code of Conduct](http://www.yc.edu/codeofconduct) outlines behavioral expectations, and explains the process for responding to allegations of student misconduct.Students are expected to respond and write in a respectful, professional and appropriate manner in all forms of communication and 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. ([www.yc.edu/codeofconduct](http://www.yc.edu/codeofconduct)) It is my duty to exercise educational control over expression in this classroom (online and in-person) to assure students actively learn the lessons I designed to teach.  This means ensuring open but civil dialogue in the classroom, even when the conversation or viewpoint is uncomfortable or disagreeable.  However, all speech in this classroom or related to this class (including oral, written, online, etc.) must remain respectful and professional.  Students will be assessed upon educational criteria such as the relevance of their speech, their articulation, research, analysis, grammar, punctuation and usage.  Threatening, intimidating or bullying behavior is not acceptable.  Hate speech will not be tolerated. Use of vulgarity and profanity is not acceptable. Defamatory, libelous, slanderous, harassing, or obscene language will not be tolerated.  Failure to abide by these standards may result in disciplinary measures and will be reflected in your grade for the class.Because this is an online course, students are encouraged to take extra caution in their communication within the course. Be sure that posts and e-mails are written grammatically and free from obscenity, etc. Refrain from using all caps.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/22486/pages/online-etiquette). |
| **Academic Complaint Form:** | 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.  ([www.yc.edu/academiccomplaints](http://www.yc.edu/academiccomplaints)) |
| **Acceptable Use:** | Yavapai College technological equipment and resources must be used in accordance with the [Technology Resource Standards (5.27)](https://www.yc.edu/v6/policies/docs/500b/527techstandards.pdf), [Copyright Use (2.28)](https://www.yc.edu/v6/policies/docs/200hr/228-copyrightuse.pdf) and [Peer-to-Peer (P2P) File Sharing (5.26)](https://www.yc.edu/v6/policies/docs/500b/526-p2p.pdf) 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. ([www.yc.edu/policies](http://www.yc.edu/policies)) |
| **Mobile Devices:** | Yavapai College is committed to providing a quality learning environment.  All cell phones and mobile devices must be placed in silent mode while in classrooms, computer labs, library, learning center, and testing areas.  Cell phones must be used outside these facilities.  |
| **Smoking and Tobacco Use:** | Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and to maintain a healthful working and learning environment, the College prohibits smoking, including vaping, on all campuses except in designated smoking areas as per the [Smoking & Tobacco Use Policy (10.09).](https://www.yc.edu/v6/policies/docs/1000d/1009-smoking.pdf) ([www.yc.edu/v6/policies/docs/1000d/1009-smoking.pdf](http://www.yc.edu/v6/policies/docs/1000d/1009-smoking.pdf)) |
| **Title IX – Sexual Misconduct** | Yavapai College does not deny or limit any student or employee the ability to participate in or benefit from any program offered by the institution on the basis of sex or gender. Sexual harassment, which includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence and stalking, are forms of gender-based discrimination prohibited by Title IX.The college encourages students and employees to report incidents of sexual misconduct as soon as possible to the Title IX Coordinator or to a Deputy Title IX Coordinator. Contact information for Coordinators can be found at [Sexual Misconduct Resources](https://www.yc.edu/v6/student-services/sexualmisconduct.html). ([www.yc.edu/v6/student-services/sexualmisconduct.html](http://www.yc.edu/v6/student-services/sexualmisconduct.html)) |
| **Disability Resources:** | 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.  ([www.yc.edu/disabilityresources](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. |
| **Faculty Response Time:**  | 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](%24CANVAS_OBJECT_REFERENCE%24/discussion_topics/ie56c1e74b6bd537796495650543e3a04) 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.* |
| **English Department Statement** | Please contact your instructor with questions or concerns about the course. If you have not been contacted by your instructor within the specified time frame, please contact the English Department Chair, Laura Cline, at laura.cline@yc.edu. |

**Resources**

**Resources for Academic Support**

*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.

WRITING LAB: The YC Writing Lab offers extended writing help in 30-60 minute appointments. The Lab is located in Building 3-208. Appointments are available by request, and the Lab also offers walk-in hours. Make an appointment at yc.edu/writinglab.

 *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](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)

**The following calendar includes all assignments due each week for this course. You may use this as a checklist to ensure you don't miss any assignments. You may also use this as a way to track your grade in this course.**

|  |  |
| --- | --- |
| Week One | Discussion (10)Reflection (10)Quiz (10) |
| Week Two | Discussion (10)Reflection (10)Quiz (10) |
| Week Three | Discussion (10)Reflection (10)Final Paper Topic Due (10) |
| Week Four | Discussion (10)Reflection (10)Quiz (10) |
| Week Five | Discussion (10)Reflection (10)Quiz (10)Annotated Bibliography (25) |
| Week Six | Discussion (10)Reflection (10)Quiz (10)Thesis/Outline/Works Cited (10) |
| Week Seven | Discussion (10)Reflection (10)Quiz (10)Rough Draft (10) |
| Week Eight | Peer Review (25)Final Draft (200)Final Exam (50) |