Fall 2020 Syllabi

ENG 101A:

**ENG 101 Syllabus**

* [Course Information](#fragment-1)
* [Course Policies](#fragment-2)
* [Student Resources](#fragment-3)
* [About Your Instructor](#fragment-4)

**Course Information**

**Freshman Composition English 101A, Section 33031**

**4 Credit Hours**

**Fall 2020**

**INSTRUCTOR:** Dr. Karen Palmer

**Office Hours:** Karen is available via Zoom on Tuesdays and Thursdays from 2-4pm. Please click the Office Hours link in the course navigation.

*Instructor can be contacted via the* [*Questions for Instructor*](https://canvas.yc.edu/courses/23208/discussion_topics/216145) *forum or the Canvas Inbox. Questions posted M-Th will be answered within 24 hours.*

**See** [**Class Calendar/Assignment Checklist**](https://canvas.yc.edu/courses/23208/pages/class-calendar-and-assignment-checklist) **for a checklist of assignments.**

This course syllabus along with the [Class Calendar & Assignment Checklist](https://canvas.yc.edu/courses/23208/pages/class-calendar-and-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](https://www.yc.edu/v5content/student-services/codeofconduct.htm).

**PREREQUISITES & TECHNOLOGY REQUIREMENTS**

* Placement by English skills assessment. Reading Proficiency.
* In addition, students who are taking this course online should have a basic knowledge of computer and internet skills. Click [HERE](http://www.mnsu.edu/ext/online/skills.html) for a good reference.
* 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. Information on Office 365 can be found [HERE.](https://www.yc.edu/office365)
* Students taking this ENG 101 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).
* Students taking this ENG 101 course should have the ability to access Zoom. For help with Zoom and/or Weblive, please click [HERE](https://www.yc.edu/v6/teaching-and-elearning-support/students/weblive.html).
* Students will need a Grammarly account for this course. Please click [HERE](https://www.yc.edu/v6/teaching-and-elearning-support/students/grammarly.html) for instructions for setting up your FREE Premium Grammarly account.
* If you are new to Canvas or online courses in general, click [HERE](https://www.yc.edu/v5content/teaching-and-elearning-support/students/orientations.htm) for YC's "How to be a Great Online Student" course.

**REQUIRED MATERIALS:**

* Textbook: [*The Worry Free Writer*](https://theworryfreewriter.pressbooks.com/)*.* This is a FREE OER textbook. You can access the text [online](http://theworryfreewriter.pressbooks.com/) or [download](https://canvas.yc.edu/courses/23208/files/5609900/download?wrap=1) the text for printing. *Please note that the text does include videos and other resources that you will not be able to access with the downloaded text.*
* All other reading assignments linked in the course (free resources accessible online) are considered required.
* *Roughrider's Guide Writing Handbook* FREE OER textbook. You can access this text online or download for printing (links coming soon). *Please note that the text does include videos and other resources that you will not be able to access with the downloaded text.*

**COURSE INFORMATION**

[**Description for English 101 First Year College Composition:**](https://www.yc.edu/academics/courses/?ENG103,,200)

Composing expository and argumentative essays for specific audiences. Emphasis on the processes of writing, reading, and critical thinking. Introduction to research and documentation.  Three lecture.

A student entering English 101 must be able to write a multi-paragraph essay in Standard English. The essay should contain a thesis statement, an introductory paragraph, an appropriate number of support paragraphs, adequate transitions, and a concluding paragraph. The essay should have a consistent, identifiable tone. The student should be able to identify and correct errors in spelling, sentence structure, punctuation, and usage.

**Course Purpose:**

Students will learn to read and think critically and to successfully plan, write, and revise a variety of academic papers for specific audiences and purposes. In addition, students will be introduced to the research process in preparation for ENG 102.

**Learning Outcomes & Course Content:**

<http://www.yc.edu/ychome.nsf/pages/ycdegreeprograms>

*Having completed English 101, a student should be able to create a general topic, to assert a strong thesis statement about an appropriate academic subject, and to write topic sentences that generate worthwhile content in the supporting paragraphs. The essay's introduction should suggest the method of development. The support paragraphs should be unified, coherent, and complete. The student should be able to use appropriate tone, diction, and sentence structure to convey specific information in concrete detail. The conclusion should develop logically from the essay. The overall essay should reflect the student's ability to think clearly about a subject and to explain the subject in a depth appropriate for college writing.*

*In addition, students should become familiar with library skills: physical setting of the Library/Media Center and basic library tools such as the on-line catalog, reference materials, and periodicals indexes, and check-out procedures.*

Learning Outcomes:
1. Write thesis statements.
2. Select content and details.
3. Use organizational strategies.
4. Apply reasoned development strategies reflecting knowledge about a topic.
5. Use persuasive reasoning.
6. Select and apply voice.
7. Apply sentence structure strategies.
8. Incorporate purposeful, varied, and appropriate vocabulary.
9. Apply conventions of standard written English.
10. Locate and evaluate information.
11. Analyze and interpret information.

12. Integrate and document information.

*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 advertisements to learn about analysis. In the second module, students will focus on evaluation. In the final module, students will move forward by reasearching and creating an argument about a non-profit organization. As the assignments advance in complexity, students will have the ability to master course outcomes. For a chart showing what outcomes are covered in each module, please see* [*ENG 101/103 Learning Outcomes*](https://canvas.yc.edu/courses/23208/pages/eng-101-slash-103-learning-outcomes)*.*

**Course Policies**

[**Institutional and Course Policies**](https://www.yc.edu/v6/teaching-and-elearning-support/policies.html)

*All students need to be aware of and comply with the safety and operational protocols for COVID-19 while on Yavapai College’s campuses or centers. Safety protocols can be found at this link:* [*https://www.yc.edu/v6/college-police/covid-19/reentry/*](https://www.yc.edu/v6/college-police/covid-19/reentry/)

**Attendance Policy**

Students are expected to attend and participate in all class meetings, laboratories, and field trips.  A student who expects to be absent due to a school-sponsored activity must make prior arrangements with the instructor.  A student who does not adhere to the instructor’s and College’s attendance and participation requirements will be dropped/withdrawn from the course as defined in the Yavapai College General Catalog.  If the student is not withdrawn from the class, a grade will be entered on the student’s permanent record.  In 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 attend class the first day will be immediately dropped from the course unless they have communicated with the instructor PRIOR to the first class session.  For students taking this course online or via Weblive, attending means logging into the course and submitting any assignment. 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.

This course is a Weblive course. We will be meeting every Monday at 2:00pm via Zoom. You are required to attend this meeting. Attendance will be taken and absences noted. You can access the course meetings via the Zoom link in the course navigation.

**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.  In addition, you can access this course and submit work using the Canvas App on your smart phone. 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 Karen Palmer, English 101, 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 using Microsoft Word (available free from YC via Office 365) and submitted via Canvas. **All formal paper assignments must be at least 3 full pages, going on to the 4th page, which is about 1200 words.** Assignments not meeting these basic criteria will automatically receive a 0, so please double check your submissions!

Hint: As a YC student, you have FREE access to Microsoft Office 365, including online storage in the cloud. Be sure to save all your work to your OneDrive so that it is accessible from whatever computer you are on. This way, you will not lose your work, even if your computer crashes.

**Policy for Assignment Submission**

Assignments for each week are listed in the Class Calendar/Checklist 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.

**Grading Policies:**

***All assignments will be graded within two weeks of the assignment due date, unless assignments are submitted late. If you have not received feedback or been contacted by your instructor within the specified time frame, please contact the English department chair, Laura Cline at Laura.Cline@yc.edu.***

**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.**

**Generally, papers that meet all criteria in an exceptional fashion will receive an A. B papers will meet all the criteria, but may have 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 3 *pages in length, continuing on to the 4th page, or about 1200 words.*  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/23208/files/5609894/download)**.**

Papers & other written assignments:  850

Discussions:  110

Portfolio/Website:  Online students will complete a website 100 points; On Campus students will complete a portfolio (100 points)

Grammar Quizzes: 190

Peer Review & Writing Process:  165

TOTAL:  Online--1415

**Grading Scale:**

90%+ = A

80%+ = B

70%+ = C

60%+ = D

0-59% = 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 101/103** and advance to ENG 102/104, **students must** earn a 70% or more overall in the course.

**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 graded 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 the faculty member. In this course, you must complete ALL week one assignments by Thursday of week one to avoid being dropped from the course.

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 withdraw by the YC deadline.

**Plagiarism Policy:**

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.

Your instructor 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. 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)**.**

**Student Code of Conduct (also Online Etiquette):**

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 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)](http://(http:/www.yc.edu/codeofconduct%29)

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| 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)) |

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))

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.

Because some communication in this course will be conducted online, 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. If you contact your instructor by email, you will receive a response within 24 hours, Monday-Thursday, not including holidays.  Instructors will provide their own policies on other forms of communication like voicemail and text messages. If you have not received feedback or been contacted by your instructor within the specified time frame, please contact the English department chair, Laura Cline at Laura.Cline@yc.edu.

For a complete overview of best practices for online learning, please read [Online Etiquette](https://www.yc.edu/v6/teaching-and-elearning-support/students/best-practices.html).

**Student Resources**

**How to Be a Great Online Student:** [**YC's Online Course Orientation**](https://www.yc.edu/v5content/teaching-and-elearning-support/students/orientations.htm)

**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.  ([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.

**TITLE IX:**

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)

**Yavapai College and Canvas Accessibility Statements and Privacy Policies** [**click here.**](https://www.yc.edu/v6/teaching-and-elearning-support/faculty/accessibility.html)

**STUDENT RESOURCES**

[**Student Support for Online Learning**](https://www.yc.edu/v6/teaching-and-elearning-support/students/index.html)

[**Student Academic Support**](https://www.yc.edu/v6/registrar/student-academic-support.html)

[**Student Resources for YC, Connect, and Weebly**](https://canvas.yc.edu/courses/23208/pages/student-resources-for-yc-connect-and-weebly)

*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:* Online writing tutoring for any academic subject is available at the [**Academic Learning Center.**](https://www.yc.edu/v6/learning-center/) Call for in person tutoring. Prescott (928) 776-2085 or VV (928) 634-6562

*Building 3 Writing Lab*: More extensive help with writing is available with the new [**YC Writing Lab**](http://yc.edu/writinglab). Make an appointment to meet with a tutor online or in person.

*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. [yc.edu/academiccomplaints](http://yc.edu/academiccomplaints)

Additional YC Resources can be found at the [Roughrider Hub](https://www.yc.edu/v5content/student-services/).

[YC Student Handbook](https://www.google.com/url?q=https://www.yc.edu/v5content/pathways/auxillary/radiology/rad-handbook-2017-2018.pdf&sa=U&ved=0ahUKEwj37Na_n-DYAhUMLKwKHfceBSYQFggHMAE&client=internal-uds-cse&cx=004217829698294893226:kxxqfxztfv0&usg=AOvVaw3n24Sxy3Io5Ie9BhakUW-u)

**Student Responsibility:**

Students are 100% responsible for all information contained in the [YC Code of Conduct](https://www.yc.edu/v5content/student-services/codeofconduct.htm), 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.

**About Your Instructor**

[**About Your Instructor**](https://canvas.yc.edu/courses/23208/pages/about-your-instructor)

**Availability of Instructor:**

Students are strongly encouraged to maintain regular contact and frequent communication with the instructor through Canvas.

If you have not received feedback or been contacted by your instructor within the specified time frame noted in the syllabus, please contact the English department chair, Laura Cline at Laura.Cline@yc.edu.

ENG 103:

**ENG 103 Syllabus**

* [Course Information](#fragment-1)
* [Course Policies](#fragment-2)
* [Student Resources](#fragment-3)
* [About Your Instructor](#fragment-4)

**Course Information**

**Freshman Composition English 103, Section 32496**

**3 Credit Hours**

**Fall 2020**

INSTRUCTOR: Dr. Karen Palmer

Office Hours: T/Th 1:30-4:00 PM via Zoom--please use the Zoom tab in the Course Orientation to access Office Hours.

*Instructor can be contacted via the* [*Questions for Instructor*](https://canvas.yc.edu/courses/26660/discussion_topics/216287) *forum or the Canvas Inbox. Questions posted M-Th will be answered within 24 hours.*

**See** [**Class Calendar/Assignment Checklist**](https://canvas.yc.edu/courses/26660/pages/class-calendar-and-assignment-checklist) **for a checklist of assignments.**

This course syllabus along with the [Class Calendar & Assignment Checklist](https://canvas.yc.edu/courses/26660/pages/class-calendar-and-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](https://www.yc.edu/v5content/student-services/codeofconduct.htm).

**PREREQUISITES & TECHNOLOGY REQUIREMENTS**

* Placement by English skills assessment. Reading Proficiency.
* In addition, students who are taking this course online should have a basic knowledge of computer and internet skills. Click [HERE](http://www.mnsu.edu/ext/online/skills.html) for a good reference.
* 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. Information on Office 365 can be found [HERE.](https://www.yc.edu/office365)
* Students taking this ENG 101 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).
* Students taking this ENG 101 course should have the ability to access Zoom. For help with Zoom and/or Weblive, please click [HERE](https://www.yc.edu/v6/teaching-and-elearning-support/students/weblive.html).
* Students will need a Grammarly account for this course. Please click [HERE](https://www.yc.edu/v6/teaching-and-elearning-support/students/grammarly.html) for instructions for setting up your FREE Premium Grammarly account.
* If you are new to Canvas or online courses in general, click [HERE](https://www.yc.edu/v5content/teaching-and-elearning-support/students/orientations.htm) for YC's "How to be a Great Online Student" course.

**REQUIRED MATERIALS:**

* Textbook: [*The Worry Free Writer*](https://theworryfreewriter.pressbooks.com/)*.* This is a FREE OER textbook. You can access the text [online](http://theworryfreewriter.pressbooks.com/) or [download](https://canvas.yc.edu/courses/26660/files/5617575/download?wrap=1) the text for printing. *Please note that the text does include videos and other resources that you will not be able to access with the downloaded text.*
* All other reading assignments linked in the course (free resources accessible online) are considered required.
* *Roughrider's Writing Handbook* FREE OER textbook. You can access this text online or download for printing (links coming soon). *Please note that the text does include videos and other resources that you will not be able to access with the downloaded text.*

**COURSE INFORMATION**

[**Description for English 101 First Year College Composition:**](https://www.yc.edu/academics/courses/?ENG103,,200)

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**Course Purpose:**

Students will learn to read and think critically and to successfully plan, write, and revise a variety of academic papers for specific audiences and purposes. In addition, students will be introduced to the research process in preparation for ENG 102.

**Learning Outcomes & Course Content:**

<http://www.yc.edu/ychome.nsf/pages/ycdegreeprograms>

*Having completed English 101, a student should be able to create a general topic, to assert a strong thesis statement about an appropriate academic subject, and to write topic sentences that generate worthwhile content in the supporting paragraphs. The essay's introduction should suggest the method of development. The support paragraphs should be unified, coherent, and complete. The student should be able to use appropriate tone, diction, and sentence structure to convey specific information in concrete detail. The conclusion should develop logically from the essay. The overall essay should reflect the student's ability to think clearly about a subject and to explain the subject in a depth appropriate for college writing.*

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Learning Outcomes:
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2. Select content and details.
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*All students need to be aware of and comply with the safety and operational protocols for COVID-19 while on Yavapai College’s campuses or centers. Safety protocols can be found at this link:* [*https://www.yc.edu/v6/college-police/covid-19/reentry/*](https://www.yc.edu/v6/college-police/covid-19/reentry/)

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**Attendance Policy**

Students are expected to attend and participate in all class meetings, laboratories, and field trips.  A student who expects to be absent due to a school-sponsored activity must make prior arrangements with the instructor.  A student who does not adhere to the instructor’s and College’s attendance and participation requirements will be dropped/withdrawn from the course as defined in the Yavapai College General Catalog.  If the student is not withdrawn from the class, a grade will be entered on the student’s permanent record.  In 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 attend class the first day will be immediately dropped from the course unless they have communicated with the instructor PRIOR to the first class session.  For students taking this course online or via Weblive, attending means logging into the course and submitting any assignment. 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. However, if you have special circumstances, please contact me directly.

**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.  In addition, you can access this course and submit work using the Canvas App on your smart phone. 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 Karen Palmer, English 101, 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 using Microsoft Word (available free from YC via Office 365) and submitted via Canvas. **All formal paper assignments must be at least 3 full pages, going on to the 4th page, which is about 1200 words.** Assignments not meeting these basic criteria will automatically receive a 0, so please double check your submissions!

Hint: As a YC student, you have FREE access to Microsoft Office 365, including online storage in the cloud. Be sure to save all your work to your OneDrive so that it is accessible from whatever computer you are on. This way, you will not lose your work, even if your computer crashes.

**Policy for Assignment Submission**

Assignments for each week are listed in the Class Calendar/Checklist 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.

**Grading Policies:**

***All assignments will be graded within two weeks of the assignment due date, unless assignments are submitted late. If you have not received feedback or been contacted by your instructor within the specified time frame, please contact the English department chair, Laura Cline at Laura.Cline@yc.edu.***

**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.**

**Generally, papers that meet all criteria in an exceptional fashion will receive an A. B papers will meet all the criteria, but may have 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 3 *pages in length, continuing on to the 4th page, or about 1200 words.*  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/26660/files/5617599/download)**.**

Papers & other written assignments:  800

Discussions:  50

Website:  100

Grammar Quizzes: 190

Peer Review & Writing Process:  165

TOTAL:  Online--1305

**Grading Scale:**

90%+ = A

80%+ = B

70%+ = C

60%+ = D

0-59% = 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 101/103** and advance to ENG 102/104, **students must** earn a 70% or more overall in the course.

**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 graded 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 the faculty member. In this course, you must complete ALL week one assignments by Thursday of week one to avoid being dropped from the course.

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 withdraw by the YC deadline.

**Plagiarism Policy:**

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.

Your instructor 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. 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)**.**

**Student Code of Conduct (also Online Etiquette):**

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 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)](http://(http:/www.yc.edu/codeofconduct%29)

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| --- |
| 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)) |

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))

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Because some communication in this course will be conducted online, 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. If you contact your instructor by email, you will receive a response within 24 hours, Monday-Thursday, not including holidays.  Instructors will provide their own policies on other forms of communication like voicemail and text messages. If you have not received feedback or been contacted by your instructor within the specified time frame, please contact the English department chair, Laura Cline at Laura.Cline@yc.edu.

For a complete overview of best practices for online learning, please read [Online Etiquette](https://www.yc.edu/v6/teaching-and-elearning-support/students/best-practices.html).

**Student Resources**

**How to Be a Great Online Student:** [**YC's Online Course Orientation**](https://www.yc.edu/v5content/teaching-and-elearning-support/students/orientations.htm)

**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.  ([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.

**TITLE IX:**

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)

**Yavapai College and Canvas Accessibility Statements and Privacy Policies** [**click here.**](https://www.yc.edu/v6/teaching-and-elearning-support/faculty/accessibility.html)

**STUDENT RESOURCES**

[**Student Support for Online Learning**](https://www.yc.edu/v6/teaching-and-elearning-support/students/index.html)

[**Student Academic Support**](https://www.yc.edu/v6/registrar/student-academic-support.html)

[**Student Resources for YC, Connect, and Weebly**](https://canvas.yc.edu/courses/26660/pages/student-resources-for-yc-connect-and-weebly)

*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:* Online writing tutoring for any academic subject is available at the [**Academic Learning Center.**](https://www.yc.edu/v6/learning-center/) Call for in person tutoring. Prescott (928) 776-2085 or VV (928) 634-6562

*Building 3 Writing Lab*: More extensive help with writing is available with the new [**YC Writing Lab**](http://yc.edu/writinglab). Make an appointment to meet with a tutor online or in person.

*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. [yc.edu/academiccomplaints](http://yc.edu/academiccomplaints)

Additional YC Resources can be found at the [Roughrider Hub](https://www.yc.edu/v5content/student-services/).

[YC Student Handbook](https://www.google.com/url?q=https://www.yc.edu/v5content/pathways/auxillary/radiology/rad-handbook-2017-2018.pdf&sa=U&ved=0ahUKEwj37Na_n-DYAhUMLKwKHfceBSYQFggHMAE&client=internal-uds-cse&cx=004217829698294893226:kxxqfxztfv0&usg=AOvVaw3n24Sxy3Io5Ie9BhakUW-u)

**Student Responsibility:**

Students are 100% responsible for all information contained in the [YC Code of Conduct](https://www.yc.edu/v5content/student-services/codeofconduct.htm), 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.

**About Your Instructor**

[**About Your Instructor**](https://canvas.yc.edu/courses/26660/pages/about-your-instructor)

**Availability of Instructor:**

Students are strongly encouraged to maintain regular contact and frequent communication with the instructor through Canvas.

If you have not received feedback or been contacted by your instructor within the specified time frame noted in the syllabus, please contact the English department chair, Laura Cline at Laura.Cline@yc.edu.

ENG 102

* [Course Information](#fragment-1)
* [Course Policies](#fragment-2)
* [Student Resources](#fragment-3)
* [About Your Instructor](#fragment-4)
* [Remind](#fragment-5)

**Course Information**

**Freshman Composition English 102, Section 32134**

**3 Credit Hours**

**Fall 2020**

INSTRUCTOR: Dr. Karen Palmer

E-mail: Karen.Palmer@yc.edu

Office: 3-247

Office Hours: T/Th 1:30-4pm Via Zoom. Please click the Zoom tab in the Course Navigation to access office hours.

*Karen can be contacted via the* [*Questions for Instructor*](https://canvas.yc.edu/courses/22004/assignments/293845) *forum or the Canvas Inbox. Questions posted M-Th will be answered within 24 hours.*

**See** [**Class Calendar/Assignment Checklist**](https://canvas.yc.edu/courses/23904/pages/class-calendar-and-assignment-checklist) **for a checklist of assignments.**

This syllabus along with the [Class Calendar & Assignment Checklist](https://canvas.yc.edu/courses/23904/pages/class-calendar-and-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](https://www.yc.edu/v5content/student-services/codeofconduct.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](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](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.
* If you are new to Canvas or online courses in general, click [HERE](https://www.yc.edu/v5content/teaching-and-elearning-support/students/orientations.htm) for YC's "How to be a Great Online Student" course.

**REQUIRED MATERIALS:**

**I will link all literature selections to online versions. If you prefer to read a paper textbook, please purchase a used copy of this book:  Madden, Frank. (2012).** [***Exploring Literature: Writing and Arguing About Fiction, Poetry, Drama, and the Essay***](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. Textbook is OPTIONAL!**

**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/23904/pages/eng-102-learning-outcomes)*.*

**Course Policies**

*All students need to be aware of and comply with the safety and operational protocols for COVID-19 while on Yavapai College’s campuses or centers. Safety protocols can be found at this link:* [*https://www.yc.edu/v6/college-police/covid-19/reentry/*](https://www.yc.edu/v6/college-police/covid-19/reentry/)

[**Institutional and Course Policies**](https://canvas.yc.edu/courses/22004/pages/institutional-and-course-policies)

**Attendance Policy**

Students are expected to attend and participate in all class meetings, laboratories, and field trips.  A student who expects to be absent due to a school-sponsored activity must make prior arrangements with the instructor.  A student who does not adhere to the instructor’s and College’s attendance and participation requirements should be dropped/withdrawn from the course as defined in the Yavapai College General Catalog.  If the student is not withdrawn from the class, a grade will be entered on the student’s permanent record.  The last date of attendance will need to be documented.

In 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.  If you have special circumstances, please contact me directly via the Canvas Inbox or during office hours.

**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 Class Calendar/Checklist and in the Weekly Modules.  All assignments listed in a Module are due that week by Thursday at midnight--including Connect work.  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.

**Grading Policies:**

***All assignments will be graded within two weeks of the assignment due date, unless assignments are submitted late.***

**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.**

**Generally, papers that meet all criteria in an exceptional fashion will receive an A. B papers will meet all the criteria, but may have 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 *4 pages in length, continuing on to the 5th page, or about 1500 words.* Assignments not meeting the length requirement will receive a 0.  All three formal essays require a minimum of three secondary sources from the YC Library databases, in addition to primary sources. Papers requiring an outside source must have a Works Cited page in MLA format.  Each source listed in the Works Cited must be cited appropriately at least once within the paper.  Papers not meeting this requirement will receive a 0.**

**Please also see** [**General Grading Criteria**](https://canvas.yc.edu/courses/22004/files/3264369/download)**.**

**Assignments for English 102**

Papers & other assignments:  650

Discussions:  105

Quizzes & Final: 105

Writing Process: 120

Journals: 100

TOTAL:  1080

**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**, **students must** earn a 70% or more overall in the course.

**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 graded will be posted on the student's permanent record.

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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 withdraw by the YC deadline.

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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. 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)**.**

**Safety and Regulations for Civility (Online Etiquette):**

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.

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([www.yc.edu/v6/policies/docs/1000d/1009-smoking.pdf](http://www.yc.edu/v6/policies/docs/1000d/1009-smoking.pdf)

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))

Because some communication in this course will be conducted online, 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/22004/pages/online-etiquette).

**Student Resources**

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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)

**Disability/Request for Special Accommodations:**

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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..

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 *TUTORING:*Call for details. Prescott (928) 776-2085 or VV (928) 634-6562

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[YC Student Handbook](https://www.google.com/url?q=https://www.yc.edu/v5content/pathways/auxillary/radiology/rad-handbook-2017-2018.pdf&sa=U&ved=0ahUKEwj37Na_n-DYAhUMLKwKHfceBSYQFggHMAE&client=internal-uds-cse&cx=004217829698294893226:kxxqfxztfv0&usg=AOvVaw3n24Sxy3Io5Ie9BhakUW-u)

**Student Responsibility:**

Students are 100% responsible for all information contained in the [YC Code of Conduct](https://www.yc.edu/v5content/student-services/codeofconduct.htm), 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.

**About Your Instructor**

[**About Your Instructor**](https://canvas.yc.edu/courses/23904/pages/about-karen)

**Availability of Instructor:**

Students are strongly encouraged to maintain regular contact and frequent communication with the instructor through Canvas.

ENG 104

* [Course Information](#fragment-1)
* [Course Policies](#fragment-2)
* [Student Resources](#fragment-3)
* [About Your Instructor](#fragment-4)
* [Remind](#fragment-5)

**Course Information**

**Freshman Composition English 104, Section 33133**

**3 Credit Hours**

**Fall 2020**

INSTRUCTOR: Dr. Karen Palmer

E-mail: Karen.Palmer@yc.edu

Office: 3-247

Office Hours: T/Th 1:30-4:00pm via Zoom only. Please click the Zoom tab in the course navigation to access Office Hours.

*Karen can be contacted via the* [*Questions for Instructor*](https://canvas.yc.edu/courses/22004/assignments/293845) *forum or the Canvas Inbox. Questions posted M-Th will be answered within 24 hours.*

**See** [**Class Calendar/Assignment Checklist**](https://canvas.yc.edu/courses/26215/pages/class-calendar-and-assignment-checklist) **for a checklist of assignments.**

This syllabus along with the [Class Calendar & Assignment Checklist](https://canvas.yc.edu/courses/26215/pages/class-calendar-and-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](https://www.yc.edu/v5content/student-services/codeofconduct.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](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](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.
* If you are new to Canvas or online courses in general, click [HERE](https://www.yc.edu/v5content/teaching-and-elearning-support/students/orientations.htm) for YC's "How to be a Great Online Student" course.

**REQUIRED MATERIALS:**

**I will link all literature selections to online versions. If you prefer to read a paper textbook, please purchase a used copy of this book:  Madden, Frank. (2012).** [***Exploring Literature: Writing and Arguing About Fiction, Poetry, Drama, and the Essay***](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. Textbook is OPTIONAL!**

**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/26215/pages/eng-102-learning-outcomes)

**Course Policies**

*All students need to be aware of and comply with the safety and operational protocols for COVID-19 while on Yavapai College’s campuses or centers. Safety protocols can be found at this link:* [*https://www.yc.edu/v6/college-police/covid-19/reentry/*](https://www.yc.edu/v6/college-police/covid-19/reentry/)

[**Institutional and Course Policies**](https://canvas.yc.edu/courses/26215/pages/institutional-and-course-policies)

**Attendance Policy**

Students are expected to attend and participate in all class meetings, laboratories, and field trips.  A student who expects to be absent due to a school-sponsored activity must make prior arrangements with the instructor.  A student who does not adhere to the instructor’s and College’s attendance and participation requirements should be dropped/withdrawn from the course as defined in the Yavapai College General Catalog.  If the student is not withdrawn from the class, a grade will be entered on the student’s permanent record.  The last date of attendance will need to be documented.

In 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.  If you have special circumstances, please contact me directly via the Canvas Inbox or during office hours.

**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 Class Calendar/Checklist and in the Weekly Modules.  All assignments listed in a Module are due that week by Thursday at midnight--including Connect work.  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.

**Grading Policies:**

***All assignments will be graded within two weeks of the assignment due date, unless assignments are submitted late.***

**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.**

**Generally, papers that meet all criteria in an exceptional fashion will receive an A. B papers will meet all the criteria, but may have 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 *4 pages in length, continuing on to the 5th page, or about 1500 words.*  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/22004/files/3264369/download)**.**

**Assignments for English 102**

Papers & other assignments:  650

Discussions:  105

Quizzes & Final: 105

Writing Process: 120

Journals: 100

TOTAL:  1100

**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**, **students must** earn a 70% or more overall in the course.

**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 graded 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 the faculty member. In this course, you must complete ALL week one assignments by Thursday of week one to avoid being dropped from the course.

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 withdraw by the YC deadline.

**Plagiarism Policy:**

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. 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)**.**

**Safety and Regulations for Civility (Online Etiquette):**

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.

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.

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))

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)

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))

Because some communication in this course will be conducted online, 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/26215/pages/online-etiquette)

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**About Your Instructor**

[**About Your Instructor**](https://canvas.yc.edu/courses/20876/pages/about-karen)

**Availability of Instructor:**

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