

SYLLABUS ENGL102

Table of Contents

| | |
|---|---|
| Course Title: Composition and Reading II (8 Weeks)..... | 2 |
| Credit Hours | 2 |
| Course Description..... | 2 |
| Prerequisite | 2 |
| Textbook Information..... | 2 |
| Course Objectives | 2 |
| Communication and Turnaround Time | 3 |
| Grades and Feedback Turnaround Time | 3 |
| Grades | 4 |
| Assignment Types and Grading Policy..... | 4 |
| Course Policies | 6 |
| Netiquette | 7 |
| Satisfactory Academic Progress | 7 |
| ADA..... | 8 |
| Academic Integrity..... | 8 |
| Grievance..... | 9 |

Course Title: Composition and Reading II (8 Weeks)

Credit Hours: 3

Course Description

You are asked to analyze and evaluate persuasive essays for the writer's use of logical thinking and you will develop research skills for the purpose of creating documented essays that reflect critical thinking and logical argument.

This class is fully online.

Prerequisite

ENGL 101 Composition and Reading I

Textbook Information

Required Textbook

Everything's an Argument, 7th edition

Andrea A. Lunsford, John J. Ruskiewicz, and Keith Walters

There are several different editions of this textbook available. Make sure you have the correct one.

Course Objectives

Upon the successful completion of this course, you will be able to:

1. Use critical thinking skills by differentiating personal opinions and assumptions from another's ideas, distinguishing among fact, judgment, emotion, and inference.
2. Analyze and evaluate persuasive essays.
3. Produce effective, clear, and accurate prose.
4. Gather, evaluate, and synthesize information.
5. Use persuasive techniques that lead to a reasoned conclusion.

6. Produce a research project that integrates ideas and information from multiple sources and cites sources according to a standard documentation system.
7. Employ a writing process that includes invention, planning, drafting, conferencing, revision, editing and an interactive environment.
8. Use writing as a tool for learning and clarifying one's ideas.
9. Describe the rhetorical uses of language.

Communication and Turnaround Time

1. Communication Types

- Announcements will be posted by the instructor on the Announcement page.
- Messages:
 - If you have specific, personal questions for the instructor, send a message through Blackboard using the Messages link in the course.
- Discussions: Questions and answers will be posted in the discussion board forums. Weekly discussion questions are posted for class interaction.
 - General Question Forum: If you have a general question regarding the course policies and procedures that have not been answered in the syllabus or course orientation materials, there is a discussion board forum labeled General Questions. Your question and the instructor's response will be available there to help others who may have had the same question.

2. Communication Turnaround Time

You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

Grades and Feedback Turnaround Time

It is important to keep up with your grades in the class.

Use these links to see how to check your grades and feedback:

- [How to check My Grades written tutorial](#)
- [How to check My Grades video tutorial](#)
- [How to check assignment grades written tutorial](#)

[How to check assignment grades video tutorial](#)

Expected turnaround times for each assignment type.

1. Discussion forums will be graded within three days after the due date.
2. Multiple-choice, True/False, matching and other non-essay type questions in quizzes and exams are auto-graded immediately after you take them.
3. Papers, essays, essay questions and other written assignments will be graded within seven to ten days after the due date.

Grades

Points:

| | |
|---------------------------|---|
| Rhetorical Analysis Paper | 300 pts. |
| Causal Argument Paper | 400 pts. |
| Proposal Paper | 400 pts. |
| Evaluation Paper | 200 pts. |
| Revision Project | 0 pts. No assigned points, but required. |
| Misc. Assignments | 398 pts. This category includes shorter assignments, peer editing, brainstorming, discussions, exercises, and free writing. |
| 1,698 total | |

Letter Grades*

- A = 1528-1698
- B = 1358-1527
- C = 1188-1357
- D = 1018-1186
- 1017 or less will result in failing the class

*Approximate. May vary by instructor.

Assignment Types and Grading Policy

- **Discussions**

You must post at least three substantive messages per unit/discussion forum on three different days to get full credit. Comments should be meaningful, demonstrating in-depth thought and contributing to the overall learning of other individuals in the course.

The discussion must be related to content.

Each student will be evaluated on their input in class discussion.

Participation will be evaluated not so much on how often one participates, but by the quality of the participation. Quality input is something more than "I agree" or "That sounds good to me." You should post quality interaction such as bringing a NEW idea or concept to the discussion, making an insightful statement that may disagree with the consensus or discussion.

The discussions are designed to be interactive. It doesn't do the class any good if you wait until the last minute to make discussion posts.

When you are posting something to Discussions, remember you are being evaluated in a college class. DO NOT write in this class as if you are texting your friend.

- **Quizzes**

There is a quiz over MLA and one on your knowledge of plagiarism and academic dishonesty.

- **Papers**

An important aspect of English 102 is learning to write longer papers. A longer paper requires that you develop your thoughts and conduct deeper, more thorough research than short papers. Therefore, all papers assigned in this class must meet the minimum length requirements or you will receive a failing grade. Note, too, your instructor is aware of all of the tricks students use to lengthen papers: larger typeface, wide margins, graphics, and pictures, to name a few. To ensure that you and your instructor agree on whether your paper is the appropriate length, you must put your paper in MLA format (12 point font, one-inch margins.) If you use graphics, you'll need to add text to your final paper.

- **Miscellaneous Assignments**

All lower-point value assignments (50 points or less) must be completed and turned in by the deadline or you will receive a zero. Late work will not be accepted. While the focus of this course is writing papers, other related assignments are very important to help you to do well on your papers. It might be tempting to let this work slide and to reason that 10 or 20 points here and there won't matter much. In fact, these points add up quickly and students who make a habit of missing work typically fail this course.

Course Policies

1. Non-graded Assignments

You are required to complete a first assignment that ensures you know how to upload and submit an assignment.

Revision Project. No assigned points, but required.

2. Extra Credit

There is no extra credit.

3. Expectations

It is expected that you will access the course at least three times per week. Daily access is encouraged.

This course has been designed to be delivered in as flexible a manner as possible, but to be successful you should plan to log in and participate multiple times a week. This is a three credit hour class so you should plan on spending about 12-18 hours a week on this course with the online requirements (discussions, videos), reading materials, and study time.

4. Attendance Policy

Since this course is online, your “attendance” in class is based on meeting assignment deadlines. You must submit work for the class to be considered attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw you from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor **may** choose to enforce a stricter attendance policy.

Simply logging in to Blackboard does not count as attendance.

5. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments are not accepted for most items. An instructor **MAY** accept late papers with grade reduction.

6. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCCCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

7. Code of Conduct

You are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

8. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, library services, advising or counselling services, please click on the "Student Resources" tab on top of Blackboard after logging in.

9. Writing Help

Writing assistance is available at all [MCC campuses](#). Maple Woods also provides [online writing assistance](#). Local libraries have e-tutoring services that will also provide writing assistance. Check the E-Tutoring Resources module in the course.

Netiquette

Information on appropriate online conduct can be found in [The Core Rules of Netiquette](#). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

Satisfactory Academic Progress

In order to continue your eligibility for financial aid you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress at MCC](#).

ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers and additional information are listed at mcckc.edu/disability. The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. You can identify yourself to DSS as a student with a disability and request accommodations anytime during your education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class.

- [Blackboard Accessibility Information](#)

Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the [Student Handbook](#). What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.

5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for you to submit someone else's work as your own, or use the ideas of someone else as your own. It is also unacceptable for you to share your own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that you have practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so you and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for you to contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.