

# English 1302: Composition II

## Instructor Policies & Syllabus

Kelli L. Wood



“YOU DON’T HAVE TO BE GREAT TO GET STARTED,  
BUT YOU DO HAVE TO GET STARTED TO BE GREAT.”

—LES BROWN

### Contact Information

Email	Talk/Text	Web
<a href="mailto:kwood@epcc.edu">kwood@epcc.edu</a>	<a href="tel:505-437-1948">505-437-1948</a> , <a href="#">What’s App</a> , <a href="#">Teams</a> , or <a href="#">Discord</a>	<a href="http://www.kelli.ninja">www.kelli.ninja</a>

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**In-Office hours:** TM Room 1101 | MW: 2-3 • T/Th: 1:30-4:30 • F: 11-1  
Drop in and ask some questions, grab a snack, say hi.

**Text or call for quick questions** during [reasonable hours](#)

**Online Conferences:** [Schedule an online conference up to two weeks in advance](#)

### Spring 2025 Classes

#### Face-to-Face

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CRN	Days	Time	Location
21310	TTh	5:30-6:50	Room 2003

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## TEXT(S) AND MATERIALS

### Text Book

- *The Norton Introduction to Literature* (Shorter), 14<sup>th</sup> ed.

By Author: Mays,

ISBNs: Print: 978-0-393-88630-6; Ebook: 978-0-393-88629-0

**\*\*Consult the daily schedule for the date you will need to have this book. \*\***

### Supplements

- My website: [www.kelli.ninja](http://www.kelli.ninja)
- [\*Writing down the Basics\*](#): Available for free on my website as a pdf file, or you can purchase a print copy at Instructional Service Center—TM Room [1550](#)
- Purdue Online Writing Lab (OWL): [Site Map \(table of contents\)](#)

### Materials

- Paper to take notes during face-to-face classes as we will be turning them in at the end of each class. Use looseleaf or a spiral notebook so that you can hand me only your notes for the day.
- A pocket folder so that you can turn in required paperwork for each essay. It can be used—no need for a new one.

### Online Components

This course uses online components, and making sure you have the necessary tools and access to our media outlets is key success.

#### *"What's Going On?" Videos*

"What's Going On" videos orient you to key things going on during the week. *These are important and considered part of our course and lessons.*

- Online Courses: Posted on Mondays unless something crazy happens. The link is on your weekly schedule.
- Face-to-Face, Hybrid or Blended Courses: Posted as needed when we are having conferences or doing other work where we may not meet as a whole class for a few days. They will appear as links on your daily schedule.

#### *Online Access & Tools*

You will need consistent internet access. While online courses have been successfully completed just using a smartphone, I do not suggest you follow that route and suggest you have at least a tablet if not a laptop or computer.

#### *Computer Labs*

The college computer labs not only house computers but are also staffed by people who are knowledgeable and there to help you. Please don't hesitate to give them a call

when you need support with college-related computing issues. If they can't help you, they can help find someone who can. The labs also have a limited number of laptops and internet hotspots you can check out. [EPCC computer lab locations and hours](#).

#### *Online Classroom Use*

- For the most part, we will turn in assignments online, and use online spaces and as a central place for access to documents and other online learning tools.
- There may be some assignments due in person in face-to-face classes.
- These tools are provided for you by the college and you will need to know your log in information to access them. If you have forgotten your username or password, [this link will help you retrieve those](#).

## **INSTRUCTOR'S POLICIES**

### **Attendance**

(5% of total grade) As the [EPCC Catalog](#) states, "While you are a student at El Paso Community College, it is your responsibility to attend classes and complete the coursework to earn a grade."

I use your class notes for the day to take attendance. Review the [Class Notes assignment](#) for specific details.

- Your attendance is expected and essential in any learning environment. You need to be mentally present and actively engaged when you are studying and learning.
- We follow the college schedule. Look ahead to make plans as needed. *When possible*, I'm more than willing to work with you to get things done early to work around life events, but you must give me sufficient notice.
- It is your responsibility to let me know if your name ever disappears from Banner, Blackboard, or other college online services. Your name not being there indicates a registration problem you need to deal with quickly. I can help direct you to staff who can assist you with those issues.

#### *Drops for Non-Attendance*

- **Online Classes:** If you have not logged in within the first two weeks of the course, I will drop you, and if you do not participate and/or turn in work class for two consecutive weeks without notifying me and discussing your situation, I may drop you.

- **Face-to-Face, hybrid, or blended classes:** If you do not attend class or submit work during the first two weeks, I will drop you. If you miss more than two-weeks' worth of classes and are not participating or turning in work, I may drop you.

### *Excused Absences*

You have 3 excused absences. Think of these as your sick or personal days.

Additionally, the college recognizes excused absences for active-duty military or reserve personnel, emergency responders, religious holidays, or college-sponsored activities.

In all cases, you are still responsible for keeping up with the work we do in class as well as your homework.

- Notify me as soon as possible when you know you will not be in class. This includes appointments and other pre-scheduled events. You don't need to give me details, but those things on your schedule are not surprises, and professionals, let their co-workers know in advance. I expect this kind of professionalism.
  - If you are active-duty military, reserve, or emergency service personnel, I appreciate you letting me know that so that I am aware of that if you are called away with little or no notice. You can include that information in the contact form.
  - If you will be missing classes to observe religious holidays and want those to be excused beyond your original 3 excused absences, you need to [fill out this form](#) and submit it no later than 15 days after the beginning of the semester. You can hand this in with your class notes, or you can fill it out, select print, under printer/destination, choose "save as pdf," save it with your name at the end of the file name, and then email it to me. If you do that, make sure to read the instructions on emailing me later in this syllabus so it doesn't get deleted.

### *What to do When You Are Absent*

- If you anticipate being absent or without computer access for a week or more, you must contact me at least a week beforehand so that we can work out a schedule, otherwise I may drop you.
- *Face-to-Face:* If you should have an unforeseen emergency or if you contract or believe you have come in contact with a communicable illness, please stay home. Do not text me about this.
  - Email me (kwood@epcc.edu) and let me know why you were not able to be in class (communicable illness or an emergency). I will not respond to that email but will retain it for record keeping.

- You are still responsible for the day's coursework and the daily schedule will have the links you need to keep up with that.
- When you cannot attend class, watch the video uploaded to the class playlist and take notes. When you return to class, turn in class notes for missed days. Clearly mark those as days you were absent so I make sure to get your grade in the gradebook.
  - The link to the class playlist is on the first page of the daily schedule.
  - Since notes count as both participation and course work points, not turning them in will result in losing points in both of those sections of your overall grade.
  - You will not be able to make up in-class group work when you are absent.

### *Prolonged Illness*

- If you should contract a communicable illness during the semester *and experience symptoms that affect your ability to continue working on the class for more than a week*, contact me as soon as possible so that we can discuss options for completion or continuation of the class.
  - As much as I am able, I will work with you to provide support and the opportunity to succeed in this class; however, understand that passing the course requires more than just completing the writings—you must engage, participate, and complete the supporting work as well.

### *Other General Attendance Policies—All Students*

- For any of the situations in this section or any other unforeseen situation that keeps you from attending and participating in class consistently, please keep these policies in mind:
  - I will only work out an alternate schedule for you if you are in good standing—getting your work done and participating in the course, and you contact me as soon as possible.
  - Prolonged absence from the course to the extent you've missed major lessons and multiple assignments will necessitate retaking the course from the start.
- Ultimately, it is your responsibility to drop the course if you are not going to be able to complete it.

## **Participation**

(5% of total grade) Part of your grade is based on participation in active learning, class discussions, reading, having discussions about your writing with me, and participating in any collaborative/group work we do.

### *General Guidelines*

If you expect to accomplish passing level writing by the end of the semester, it is important for you to actively participate in class by doing/keeping in mind the following:

- Be prepared for class.
- Read/watch all assignments and submit your assignments on time.
- Ask questions about assignments and work in a timely manner—not leaving things until the last minute.
- Participate in classroom and/or online discussions at a growing professional, engaged level.
- When communicating online, remember that you convey tone with word choice and the use of emoticons, bold, all caps, etc. Be polite, proofread your writing, and do not write in all caps.
- Pay attention to your grammar and spelling.
- Be respectful of your peers and instructor at all times and follow the guidelines of [netiquette](#).
- Avoid making prejudicial remarks regarding anyone's race, ethnicity, social class, gender, sexual orientation, physical appearance, age, disability, or any other kinds of differences. Avoid activities that could be perceived as sexual harassment.
  - That does not mean we do not discuss these issues; it just means we do so respectfully.
- Discussions cannot be re-created and therefore cannot be made up after the due date. You should participate in a timely manner. The class works best when everyone works together.
  - *Online Discussions:* If you wait until the last minute, you are not really participating, and your classmates have no obligation to respond to your posts at the last minute.
- I drop students for disorderly conduct, abusive or disruptive behavior as defined in the student code of conduct, or if their behavior disrupts the learning environment. This includes but is not limited by items on the list above.
- Most importantly, come to class with a good attitude, a sense of humor, and a willingness to work and learn.

### *Pursuit of Course Objectives*

"In determining course pursuit by the student, the instructor will consider class attendance; the failure of the student to appear for examinations, presentations, or other required class activities identified in the course syllabus; and the failure of the student to submit required papers, projects and/or reports" ([EPCC Catalog](#))



- If you have not completed at least 50% of the major writing assignments done at any given time and are not attending and participating, you may be dropped.

### **Late Work Policy**

Each assignment will have a specified due date and will be due on that date. It is important that you attend and meet all deadlines.

- In general, I will not accept work that is more than one week late. In addition, you will lose five (5) points for each day the work is late.
- Some assignments have different late-work periods. Make sure to read assignments carefully.
- Quizzes/Tests/Exams *cannot* be done after the due date, but you can complete them early.
- With work that gets personal feedback from me, you may not receive the feedback you would have gotten had the assignment been submitted on time.
- The only time I will accept works beyond the late due date is if you meet the following conditions:
  - Your work is late due to catastrophic circumstances beyond your control. (Unexpected injury, a serious accident, etc. It must be credibly documented.)
  - You must be in good standing in the class at the time of the incident. (Consistent attendance, work, and participation.)
  - If at all possible, you must notify me as soon as possible and arrange to meet with me to discuss plans for catching up. (In extreme circumstances, have someone notify me on your behalf.)
  - I reserve the right to determine whether or not your circumstance qualifies for this exception and whether or not you meet the conditions listed above.
- NO LATE WORK WILL BE ACCEPTED DURING FINALS WEEK.

### **Cheating, Plagiarism, and Collusion**

Cheating, plagiarism, and collusion are both intellectual theft and academic dishonesty. They will not be tolerated in this class.

In addition to the college definition of academic dishonesty, I also include claiming as your own work any portion of academic work that was completed by software, or other technology without proper permission and/or citation. In this course, that includes presenting Large Language Model (AI) writing as your own in whole or in part.

You should bring your own ideas and thoughts to your assignments. We will discuss how and to what extent we can use technology to help us with writing, but usage of these tools to provide your works' content and overall thesis constitutes academic dishonesty in this course.

- Any instance of cheating, plagiarism, or collusion may result in failure of the assignment.
- Continued infraction of regulations will lead to referral to the Vice President of Student and Enrollment Services and may result in failure of the course, probation, suspension or expulsion from the College.
- For definitions, procedure, and more details, see the Student Code of Conduct in the [College Catalog](#).

### **Record-Keeping**

Keep copies of all the work you do for this class until final grades have been posted. In the event of fire, theft, or loss of my grade book for some other nefarious reason, you may need to produce all work you've done. Additionally, we may have projects that require you to use past course work. Make sure to save your major writing assignments, and as a backup, I suggest you email a copy of them to yourself or use some other method to assure you have an extra copy.

### **Literary Content**

Some of the works we read or watch in this course may contain racial slurs, curse words, nudity, sexual situations, drug use, violence, or adult situations. As adults and students of literature, we need to study these in their context and work to understand the underlying themes or points made by employing these techniques.

### **Contacting Me**

My contact information is listed at the top of this syllabus and at the top of your daily schedule.

*The best way to contact me is of course to talk to me in person;* however, if that's not possible, there are other options.

Contact me about general questions you have about coursework, the projects we're working on, or other things related to your college experience as well as your grades and progress in the class.

### *In-Person/Office Hours*

Transmountain Campus, Room 1101

See the top of this syllabus or your schedule for the semester's in-office hours. While I will make sure I am there most of the time, I may have meetings or other appointments during those times that keep me from that.

- If you want to come by for a quick question, please feel free to do so. You do not need to call or text.
- If you'd like to schedule time to sit down together and work on something during my in-office hours, please email me a few days in advance so we can double check schedules.
  - *I will not go over your essays or major writing assignments with you before you turn in the draft.* The point of the draft is for you to turn it in and allow me time to give you thoughtful, helpful feedback during conference. That said, I am happy to answer general questions and help you with some basic brainstorming and direction on specific parts.

### *Text or Call during Reasonable Hours*

You can call or message me using any of these:

- Phone: 505-437-1948
- [MS Teams App](#) (Use the chat or calls function)
  - Here's [a good introduction to the Teams App if you're not familiar with it.](#)
- What's App; QR code below
- Discord (I'm barely familiar with it, but here's the link to my [Discord server](#). I do manage basic messages.)



Discord



What's App



Teams

### *Text vs Call*

- Text: Have a quick question and just want to text? I'll generally answer those pretty quickly.

- Call: Do you prefer to talk about things or are there too many words for a text? If I don't answer, please leave a message, or send a quick text and I'll get back to you as soon as I can.

#### *Reasonable Hours?*

- Generally, between 9 am and 6 pm MST. NOT between 10 pm and 8 am. Between 7 and 10 at night? I won't find them horribly offensive, but I might not get back to you until the next day.
- Also, I don't answer calls/texts during class or other appointments, so while I'll often text right back, sometimes I won't. Texting is NOT instant messaging.
- Basically, be conscious of the fact I too am human and also deserve to try and maintain a decent work/life balance.

#### *Schedule an Online Conference*

[Click here](#) to schedule an online conference to work on your writing together. We can meet via Blackboard Collaborate, Zoom, Teams, Google Meet, Discord, or if you want, just talk on the phone. See the top of this syllabus or your schedule for times. If none of those work for you, talk to me, text, or email and we can find something that will work for both of us.

- You will be able to sign up for an online conference up to 10 days in advance. If there are not options shown for a conference, nothing is available for that 10-day period. You'll have to check back over the next few days.
- No ideas for your assignments? That's okay. We can talk about that and come up with some.
- Want to talk about grades or your general progress in the class? We can do that.
- Need to discuss a prolonged absence, illness or other unforeseen circumstance so we can consider our options? Sure.
  - *I will not go over your essays or major writing assignments with you before you turn in the draft.* The point of the draft is for you to turn it in and allow me time to give you thoughtful, helpful feedback.
  - That said, I am happy to answer general questions and help you with some basic brainstorming and direction on specific parts.

*Email: ←Read this section carefully!*

Use this email address: [kwood@epcc.edu](mailto:kwood@epcc.edu)

Email is the most common mode of business and professional communication for official documents. As such, you are expected to use and check your email on a consistent basis.

- **Any attachment sent without a subject line *and* message will be deleted.**
  - Distinguish between the subject line and where you type the message. [Email parts](#). (Video)
- I expect you to use your EPCC account for all communication related to your course work. I do, however, understand that you may need to use an alternate email if the college email isn't working.
- When you email me, or any of your teachers for that matter, you need to make sure that you identify who you are and which class you're in.
- Always include a subject line and a message. Use the class and day/time or Online. For example, "1301 MWF 9am," "1302 Online" is fine, as is "ENGL 1302 T/Th 11:30," or simply "MWF 11 am."
  - Just don't put "Engl 1301" or "Engl 1302." It is very likely I have more than one section of the course you are taking and a MWF schedule is different from a T/Th or an Online Schedule. Help me help you as efficiently as possible.
    - (Trust me, your teachers will love this! Unless they've given you specific instructions—then follow those! They'll love that even more and think you are the smartest student in the class!)
- As this class is practice in your professional communication, I expect you to use proper English—no text-speak. You do not need to be overly formal but proofread your writing and state your message clearly.
- I will always do my best to respond to you in a timely manner but remember that I teach a number of other classes in addition to my other duties at the college.
- [Read about these 11 best email practices.](#)
- I generally don't check email after 4 pm, and I'm sporadic on weekends.

### *Blackboard Messaging*

You *may* contact me using Blackboard messaging, *but it is the messaging mode I check least*—in other words, not on a daily basis, so if you really want to get in touch with me, email, text, or use the other alternatives I've given you. This is the least reliable method to contact me, so if you use it, you've been told that and it's the answer to one of the quiz questions about this issue.

### **Assessment and Training**

Work done for this class may be stored and used for assessment and training related to college accreditation and state regulations. Work used for these purposes will be kept anonymous and will not be made available for public consumption or used for financial gain. You retain full intellectual rights and copyright to all your work.

### **Agreement to Instructor Policies**

By continuing to be enrolled in this class, you are indicating that you understand and accept the class policies as explained above.

## **COURSE REQUIREMENTS**

### **Assignments**

All work should be typed and formatted according to standard formatting we will study in class unless otherwise stated in the assignment. I may not accept work that does not meet required standards of appearance or format which we will study in class.

### *COURSE WORK*

Coursework may include quizzes, discussions, and other work that is not listed in the Major Writing Assignments section, but will appear on the daily schedule and be discussed in class.

### *Quizzes and Exams*

- These are based on the readings, videos, and assignments listed on the daily schedule. The final due dates for each of those are listed there.
- Any quizzes and exams are open from the beginning of class and will remain open up until the closing date for the particular quiz/exam so that you can go in and work on it and return later during period.
- It is your responsibility to make sure that you click on submit before the due date.
- You cannot make up missed quizzes or exams; however, you can work ahead.
- For issues with the content of the quizzes, let me know via email. I do sometimes make mistakes, and technology has messed up more than one quiz over the years. I'm more than happy to fix these things.

### *Class Notes (Face-to-Face and Hybrid classes)*

- Class notes will be due each day of lecture at the end of class in face-to-face classes. This includes anyone who may be attending from a different location via the live stream.

- The Class Notes assignment explains how to turn these in if you must attend remotely or what to do if you must miss class due to military duty, extended illness, or unforeseen emergency.
- Each week's notes will be averaged as one grade.

### *Homework*

There may be other homework assignments on the schedule or assigned in class. These will be averaged in the Coursework section.

### *Online Discussions*

- While these will generally be a part of online courses, we may have some of these in face-to-face and hybrid classes.
- This is a public discussion forum, so the whole class is participating. When asked to reply to posts, make sure to reply thoughtfully; merely saying "I agree" is not enough. Explain your responses and thoughts. Make sure to proofread and answer questions completely.
- Your grade is based on your addressing the question or prompt specifically and clearly, paying attention to your writing and the concepts we are studying, and developing your response fully.
- Discussion counts toward Coursework as well as Attendance & Participation

### *MAJOR WRITING ASSIGNMENTS: RESEARCH AND LITERARY ESSAYS*

These assignments should be formatted according to the styles specified in the assignment. We will study that in class.

- As described in the Official Syllabus, we will have a research section and literary section in the course. Each will include specific assignments that will be discussed as we go through the course.
- The point distribution for each section is listed below under point distribution.

### **Extra Credit for Essay/Writing Assignments**

- You may earn up to 5 extra credit points on Major Writing Assignments drafts and final versions if you [go to the writing center](#).
- Access the rules for essay extra credit on my Extra Credit webpage, and carefully read the rules and instructions.

- If you take your first writing assignment (the ½ Annotated Bibliography) to the writing center, you may earn up to 10 extra credit points on it.

### Course Evaluation

In order to earn a transferable/prerequisite grade of C you must attend class, participate in class activities, and complete assignments at a minimal level of proficiency. Higher grades will require a more noteworthy performance on your part. As we go through the course, we will review the specific criteria for each assignment; however below is a breakdown of points in the class. We will follow a traditional grade scale, dispersed as follows.

Grade Scale	
A	90-100+
B	80-89
C	70-79
D	60-69
F	0-59

### Point Distribution

Under the directives in the official course syllabus, the research and literature portions of the class should each constitute 50% of the overall grade.

- Research Assignments, Attendance, and Participation (20%)

Point Allocation
5%: Topic Question
10%: ½ Annotated Bibliography
25%: Annotated Bibliography
10%: Draft Workshop
30%: Research Essay Draft
20%: Attendance, participation, and other coursework during the research portion of the class

- Research Essay (30%)
- Literature Assignments, Attendance, and Participation (20%)
  - 10%: Coursework during the critical analysis portion of the class
  - 10%: Attendance and participation during the critical analysis portion of the class
- Literature Essays (30%)



## COURSE CALENDAR

### Course Calendar

This is our general weekly calendar—for mini-mesters, winter-mesters, or summer courses, the schedule will be condensed to fit the timeline but adhere this basic order and structure:

Week 1-8	Research
Weeks 9-12	Film Analysis
Weeks 13-16	Fiction Analysis

### Daily Schedule

- The daily schedule is linked on the [schedule page](#) of my website. It includes links and due dates for homework and assignments. Consider it your guide to this course.
- You should consult it at least 3 times a week to make sure you are ready for class and working on assignments.
- *Make sure and refresh the digital version of the daily schedule on a regular basis.*
- The schedule is tentative and subject to change. I will change it only to best support our learning throughout the semester.
- Changes will be announced in class, and/or in weekly “What’s Going On?” videos, or via other means of communication used during the semester and depending on the class format.

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I DO NOT ACCEPT: “I don’t know how to do this.”

You are here to learn and experience new things.

I RESPECT: “I wasn’t sure how to do this, but I tried.”

It is only by trying that you get an opportunity to succeed.

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## HELPFUL LINKS & NUMBERS



Get Connected

When you see this link on any college webpage, you can click on it to connect with someone via Blackboard Collaborate (audio and/or video) if they're "in the office" then.

If you're not familiar with Blackboard Collaborate, [here's a short video introduction](#).

- [Academic Calendar](#)
- [Counseling](#)
- [Degree Works](#)
- [Distance Learning Support Services \(DLSS\)](#)
- [EPCC Catalog 2024-2025](#)
  - See pages 32-37 for Grading & Academic Policies including drop policies and procedures.
  - See pages 37-43 for Services for Students
  - See pages 48-58 for Student Rights and Responsibilities and Code of Conduct
- [Financial Aid](#) (check out the scholarships)
- [Finals Schedule](#)
- [Library](#)
- [Mental Health Resources](#) (EPCC Cares)
- [Mini-Matrix: Student Resources booklet](#)
- [Password Recovery Link](#)
- [Registration Office Collaborate Link](#)
- [Registration Guide—2023-2024: Includes Semester Calendars, Finals Week Schedule, and more.](#)
- [Student Handbook](#)
- [Tejano Food Pantry](#)
- [Tutor Finder](#) (Student Success)
- [Veterans' Resource Center](#)
- [Writing Center](#)
- EPCC IT Help Desk at [915-831-6440](tel:915-831-6440) (Call them for help with EPCC website and services, but NOT Blackboard.)
- Blackboard Helpdesk: [\(888\) 296-0863](tel:888-296-0863) (Call them for trouble with Blackboard issues)
- Distance Learning Support Services (DLSS): [\(915\) 831-3111](tel:915-831-3111)
- EPCC Operator: [\(915\) 831-3722](tel:915-831-3722)
- Registrar (registration and withdrawal help): [\(915\) 831-2161](tel:915-831-2161)

# El Paso Community College

## Syllabus

### Part II

### Official Course Description

<b>SUBJECT AREA</b>	<u>English</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>ENGL 1302</u>
<b>COURSE TITLE</b>	<u>Composition II (CF)</u>
<b>COURSE CREDIT HOURS</b>	<u>3                      3                      ;                      0</u>
	<b>Credits                      Lec                      Lab</b>

#### I. Catalog Description

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts (including artistic literature); systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions including the application of these to literature. **Prerequisite: ENGL 1301 with a "C" or better. (3:0).**

#### II. Course Objectives

Upon satisfactory completion of the course, the student will be able to accomplish the following.

- A. Refine and extend composition, reading, research and logic skills.
- B. Engage in **critical thinking skills**, creative thinking, innovation, and inquiry, and demonstrate analysis, evaluation and synthesis of information.
- C. Effectively use information resources such as libraries, field research, experts, and mass media.
- D. Demonstrate effective written, oral, and/or visual **communication skills**.
- E. Organize research data and commentary to develop an effective and unique thesis.
- F. Compose an acceptable research paper including proper use of sources according to the current MLA, APA, and/or a current scientific format.
- G. Use of appropriate literary terminology.
- H. Exhibit analytical insight and appreciation of two literary types (short stories, poetry, drama, film, or novel).
- I. Write a minimum of two competent critical essays or equivalent writings with an interpretive/analytical emphasis.
- J. Demonstrate **personal responsibility skills** including the ability to connect choices, actions, and consequences to ethical decision-making.

- K. (Recommended) Attend or view at least one interpretive performance of a piece of literature (poetry, reading, play, film, etc.).

### III. THECB Learning Outcomes (ACGM)

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)

### IV. Evaluation

#### A. Pre-assessment

Instructors should check each student's prerequisites the first week of class. Those who do not qualify should be sent back to Admissions.

#### B. Post-assessment

1. The research project will count fifty percent of the course grade. This part of the grade should reflect evaluation of the various research steps as well as the final paper itself. It is up to the individual instructor to decide how much weight these preparatory steps will carry, but under no circumstances should the instructor base the entire research grade solely on the completed final product.
2. The assignments on literature will count for the other fifty percent of the course grade.
3. The instructor is required to schedule an appropriate activity for the final exam period. The completed research paper and critical analyses should be sufficient to demonstrate mastery of course content. The following are some suggested uses of the final exam period.
  - a. Students take an exam over assigned literature selections.
  - b. Students give oral presentations, which summarize their research projects.
  - c. Students write or submit a third literary paper such as an analysis or other interpretive writing based on a film, live performance, or novel.
  - d. Students view an appropriate audio-visual presentation.
  - e. Students meet with the instructor to review course work.

4. Plagiarism is both intellectual theft and academic dishonesty and will not be tolerated. Any work that is plagiarized could result in failure of the course. See the Student Handbook.

#### C. Remediation

1. Revision of research papers shall be allowed at the discretion of the instructor.
2. A critical analysis which is evaluated by the instructor as unsatisfactory may be rewritten at the discretion of the instructor.
3. The EPCC Writing Centers: Students are encouraged to visit EPCC Writing Centers for writing assistance throughout the semester. The centers' goal is to help students grow and improve as writers during any stage of the writing process. Tutors work one-on-one with students to provide guidance, feedback, and help students find their voice through the written

- word. For more information about writing tutoring services and resources at all campuses, visit: [www.epcc.edu/Services/WritingCenter](http://www.epcc.edu/Services/WritingCenter)
4. Make-up work and retakes of quizzes may be provided at the instructor's discretion.

D. Grading Percentages:

Grade percentages for determining a final grade may be revised by the individual instructor, but should approximate the following proportions: research 50% and literature 50%.

E. Grading Scale

A	=	90 – 100	I	=	Incomplete
B	=	80 - 89	W	=	Withdrew or Withdrawn
C	=	70 - 79			
D	=	60 - 69			
F	=	below 60			

V. **Disability Statement (Americans with/Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote equal access in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices are located, VV Rm C-112 (831-2426); TM Rm-1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831- 8815); and MDP Rm C144 (831-7024).

VI. **6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. **Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.