



English 1302: Composition II

CRNs 21550, 21551, 21559

Spring 2021

Syllabus

Instructor: Kelli L. Wood

Virtual Office Hours: See <http://chatwith.kelli.ninja>

Mon. 10-12 • Tue. 3-5 • Wed. 3-5 • Thur. 3-5 • Fri. 10-12

No office hours on school holidays; last day May 7th

Talk/Text: [505-437-1948](tel:505-437-1948)

Email: kwood@epcc.edu

Web: www.kelli.ninja

"You don't have to be great to get started,
but you do have to get started to be great."

--Les Brown

Instructor's Course Requirements

I. Online Components

This is an online course and as such, making sure you have the necessary tools and access to our media outlets is key.

A. What's going on Videos

On Mondays, I post "What's Going On" videos that orient you to key things going on during the week. **These are important.** I will post links to them as an Announcement. Additionally, the link to the class playlist is posted on our Blackboard classroom menu. You can also [visit my YouTube channel](#), or just search *YouTube* for kelli.ninja

B. Online Access & Tools

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

C. Computer Labs

The college computer labs not only house computers, but also are 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](#).

D. Blackboard

We will use Blackboard as a place to do the quizzes and exams and to turn in work. I will provide responses to most of your work there. We will not use it as a daily communication device. See the discussion of contacting me later in these policies. Access Blackboard at <https://online.epcc.edu/ultra/stream>

Contact the EPCC Blackboard Help Desk at [1-888-296-0863](tel:1-888-296-0863) if you need assistance with alternative formats, or if you experience technical issues with Blackboard.

Blackboard Ally: You can now download your course files in different formats that fit your device, need, and learning preference. Click the “A

1. download” icon next to your course files to view “Alternative Formats” of your course files. The file may take a few minutes to download, so continue with your work while you wait. The quality of the alternative formats can vary based on the original file, so if something looks out of place, consult the original file. Depending on the type of file, you will see the following options:
- 2.

An OCR'd PDF improves the quality of scanned PDFs

A Tagged PDF for Word and PowerPoint documents or for improved navigation with screen readers

- a)
- b) An HTML version that will be a simple and responsive to mobile devices with zoom-in capabilities
- c) An ePub version for use with ePub readers that allows for font customization, contrast adjustment, and annotation/highlighting
- d) An Electronic Braille version for your Refreshable Braille Display
- e) An Audio MP3 for listening to your content on the go
- f)

II. Texts and Materials

A. Text Book

1. *A Writer's Reference with Writing about Literature*, 9th edition. Diana Hacker, ISBN: 978-1319133054

B. Supplements

1. My website: www.kelli.ninja
2. [*Writing down the Basics*](#): Available on my website as a pdf file.
3. Purdue Online Writing Lab (OWL): [Site Map \(table of contents\)](#)

C. Materials

Access to a good Word processor like Word, Google Docs, or Apple Pages

- b) Access to Microsoft Word: If you need a copy of Microsoft Office, you can [get Microsoft 365 free](#) by signing up with your EPCC email address.
If you use Google Docs or Apple Pages, make sure to save your documents in Word format: doc or docx. [See this link for help with Apple Pages](#), and [this one for help with Google Docs](#).

III. Attendance

(5% of total grade) Attendance is expected and essential in any classroom environment. Attendance is especially important in the online environment.

A. Drops for Non-Attendance

If you have not logged in within the first two weeks of the course, I will drop you.

If you do not participate in class for two consecutive weeks without notifying me and discussing your situation, I may drop you.

- B. 1.** If you anticipate being without computer access for a week or more (military, work, or out-of-town commitment), you must contact me at least a week beforehand so that we can work out a schedule, otherwise I may drop you.

If you are active duty military, I appreciate you're letting me know that so that I can keep that in mind if you are called away with no notice.

- C. 1.** 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).
- D.** We follow the college schedule. Look ahead to make plans as needed. I'm more than willing to work with you to get things done early to work around life events when possible, but need you to give me notice.
- E.** It is your responsibility to let me know if your name ever disappears from Blackboard or Banner. 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.
- F.** Ultimately, it is your responsibility to drop the course if you are not going to be able to complete it.

IV. Participation

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

- A.** Be prepared for class.
- B. 1.** Read/watch all assignments and submit your assignments on time.
- C.** Ask questions about assignments and work in a timely manner—not leaving things until the last minute.
- D.** Participate in discussions at a 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.

- 3.
4. 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. If you wait until the last minute, you

- a)
5. are not really participating and your classmates have no obligation to respond to your posts at the last minute.

- E. I will 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.
- F. Most importantly, come to class with a good attitude, a sense of humor, and a willingness to work and learn.

V. Cheating, Plagiarism, and Collusion

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

- A. Any instance of cheating, plagiarism, or collusion will result in failure of the course. This does not negate your right of appeal as described in the Student Handbook.

VI. 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 that does not meet required standards of appearance or format which we will study in class.

A. Course Work

(15% of grade) Coursework includes quizzes, discussions, and other work that does not appear in Research Assignment list or Critical Essays.

Quizzes and Exams are based on the readings, videos, and assignments listed on the course schedule and posted to our online classroom.

- a) You should use the same login information you use to login for registration
- b) Quizzes/Exams will close at midnight (11:59 p.m.) on Monday unless otherwise noted on the schedule.
 - (1) You may take each **quiz** twice before the closing date.

- (2) You have unlimited chances to take the **Exams** before the closing date.
- c) You *cannot make up missed quizzes or exams*; however, you can work ahead.
- d) For issues with the content of the quizzes, let me know via email. I do sometimes make mistakes, and Blackboard has messed up more than one quiz over the years. I'm more than happy to fix these things.
- e) For technical problems with Blackboard, contact the EPCC Help Desk (24/7) at [888-296-0863](tel:888-296-0863)

Homework

- 2. With each critical essay, you will have an assigned homework. This is due on the date of the in-class essay. It cannot be turned in after that date.
 - a)
 - b) There are other homework assignments that appear on the schedule, including discussions.

Discussions

- 3. 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 thoroughly. 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.
 - a)
 - b)
 - c)

Discussion counts toward Coursework, Attendance, and Participation

B. Essays

(75% of grade) Essays should be turned in by the due date. Essays and their accompanying assignments should be formatted according to the styles studied in class and specified in the specific assignment.

1. Research Project

- The researched essay will count as 30% of your total grade.
- c) If you do not have your draft turned in on the due date or before the last date to drop the course, whichever comes first, you will be dropped from the course.
- d) The related assignments as described in the Research Assignment document will count as 20% of your total grade.

Critical Essays

You will write two critical essays. The critical essays will count as 25% of the total grade.

VII. Extra Credit for Essay/Writing Assignments

You may earn up to 5 extra credit points on the Annotated Bibliography, Research Draft, Research Final, and all Critical Analysis Essay Drafts and Final versions if you [go to the writing center](#).

- A. Access the rules for essay extra credit on my [Extra Credit webpage](#), and carefully read the rules and instructions.
- B. If you take your first major writing assignment (Annotated Bibliography) to the writing center, you may earn up to 10 extra credit points. *This only applies to the first draft you turn in.* After that, you will still get 5 points extra credit.

VIII. Late Work

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.

- A. Quizzes/Exams *cannot* be done after the due date (see above)
- B. 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.
- C. *Some assignments have different late-work periods. Make sure to read carefully.*
- D. 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.
- E. The only time I will accept works beyond the late due date is if you meet the following conditions
 - 1. Your work is late due to catastrophic circumstances beyond your control. (Unexpected injury, a serious auto accident, etc. It must be credibly documented.)
 - 2. You must be in good standing in the class at the time of the incident. (Consistent attendance, work, and participation.)
 - 3. 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.)
 - 4. 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.
- F. NO LATE WORK WILL BE ACCEPTED DURING FINALS WEEK.

IX. Course Evaluation

In order to earn a passing 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.

Point Distribution		Grade Scale	
Attendance	5%	A	90-100+
Participation	5%	B	80-89
Course Work	15%	C	70-79
Research Assignments	20%	D	60-69
Research Essay	30%	F	0-59
Critical Essays	25%		

X. Grade Considerations

If you expect to transfer this course, you generally must make a C or better.

XI. Pursuit of Course Objectives

If you fail to complete at least half of class work or attend more than half the class meetings before the drop date, it will be assumed that you have ceased to pursue the objectives of the course and you will be dropped from the course.

XII. 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, 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.

XIII. 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.

XIV. Course Calendar & Schedule

- A.** The full schedule is linked on the [schedule page](#) of my website and in Blackboard.
- B.** 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 on Blackboard and in weekly "What's Going On?" videos.

- C. You should make sure and refresh the digital version of the schedule on a regular basis.
- D. This is our basic calendar:

Week 1: Introduction to the Course	Week 8: Research Draft & Beginning Writing about Film
Week 2: APA Format & Research Questions	
Week 3: Finding Sources & Learning Citation	Week 9: Short Film Festival
Week 4: Grammar Review & Research	Week 10: Short Film Festival, part 2
Week 5: Finalizing the Annotated Bibliography	Week 11: Writing a Film Analysis Essay
Week 6: From Annotated Bibliography to Draft	Week 12: Writing about Fiction & MLA Format
Week 7: Working on the Draft & Reflection	Week 13: Fiction Analysis & Literary Conventions
	Week 14: More Fiction Analysis
	Week 15: Drafting the Fiction Analysis Essay
	Week 16: Final Essay and Discussion

XV. Contacting Me

My contact information is listed on the first page of this syllabus.

A. Online Office Hours

- I will hold online office hours as listed at the beginning of the document. I will let you know should that schedule change.
- I will be available during the office hours listed to talk with you and answer your questions via text or phone call at [505-437-1948](tel:505-437-1948).

B. Online Conferencing

- Email me (kwood@epcc.edu) to schedule an online conference to work on your writing together. In your email, let me know these things:
 - a) Which class you're in and which assignment you want to talk about and work on.
 - b) 2-3 times that work for you. My office hours are good times, but I can meet other times as well if those don't work with your schedule.
 - c) Your platform preference. I am familiar with Discord, Zoom, Google Meet, MS Teams, Blackboard Collaborate, and Jitsi.
- Assume we'll spend at least a half hour together, but we can spend up to an hour if need be.

C. Email

DO NOT EMAIL ME ON BLACKBOARD. Use my college email address: kwood@epcc.edu

I expect you to use your EPCC email 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. Any attachment sent without a subject line and message will be deleted.

3. Use the class and course CRN or Section number as the subject.

For example, 1301 12345 OR 1302-B4

- 4.

Read these [10 best email practices](#).

- 5.

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.

- 6.
- 7.

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.

- 8.

I do not always check email on Saturdays or Sundays.

- 9.

XVI. 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.

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.

Helpful Links



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

- [Academic Calendar](#)
- [Counseling](#)
- [Distance Learning Support Services \(DLSS\)](#)
- [Financial Aid](#)
- [Libraries](#)
- [Mental Health Resources](#)
- [Password recovery link](#)
- [Registration Collaborate Link](#)
- [Student Handbook](#)
- [Tejano Food Pantry](#)
- [Veterans' Resource Center](#)
- [Writing Center](#)

Helpful Numbers

- Blackboard Helpdesk: [\(888\) 296-0863](tel:8882960863) (Call them for trouble with Blackboard issues)
- Distance Learning Support Services (DLSS): [\(915\) 831-3111](tel:9158313111)
- EPCC Operator: [\(915\) 831-3722](tel:9158313722)
- IT Help Desk: [\(915\) 831-6440](tel:9158316440) (Call them for help with your college password, but [try this first](#))
- Registrar (registration and withdrawal help): [\(915\) 831-2161](tel:9158312161)

El Paso Community College

Syllabus

Part II

Official Course Description

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

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. Students needing assistance with writing problems should contact the instructor. Assistance is also available through the Writing Centers or other programs located at most of the campuses.
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 success 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 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 A-125 (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.