English 1302: Composition II Online
Summer I 2019 (5-week session)
Professor: Dr. Betty J. Proctor

Course Information:
>**CRN**s: 10159 and 10611
>**Credit**: 3 semester hours (lecture)
>**Location/Time**: HCC Online –in Eagle Online Canvas
>**Course Length/Type of Instruction**: 5 week (regular term), Electronic Instruction
>**Semester/Year**: Summer I 2019
>**Login to HCC Eagle Online Canvas**: https://eagleonline.hccs.edu

Professor's Contact Information:
>**Name: Betty J. Proctor, Ph.D.**
>**Telephone (voice mail): 713/718-2086.**
>**E-mail:** The REQUIRED (and preferred) method for e-mail for HCC Online students at HCC is within the Canvas Inbox. I check my e-mail and phone messages *once a day (but not on holidays).*
>**HCC e-mail address**: betty.proctor@hccs.edu
>**Learning Web:** http://learning.hccs.edu/faculty/betty.proctor
>**Office:** C256 WLOP
>**Office Hours:** by appointment

Course 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; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Core curriculum course. Prerequisite: ENGL 1301 Composition I or its equivalent.

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

English Program Learning Outcomes

1. Write in appropriate genres using varied rhetorical strategies.
2. Write in appropriate genres to explain and evaluate rhetorical and/or literary strategies employed in argument, persuasion, and various genres.
3. Analyze various genres of writing for form, method, meaning, and interpretation.
4. Employ research in academic writing styles and use appropriate documentation style.
5. Communicate ideas effectively through discussion.

Core Objectives: Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete assignments designed to cultivate the following core objectives:

- **Critical Thinking Skills—**to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Course Materials:

Required Text (**order online at** hccs.bncollege.com **and click on the Textbook tab): Ask at Barnes & Noble for a price match. With online ordering, ship to home or in-store pickup. Renting the e-book is limited to 180 days' access.**
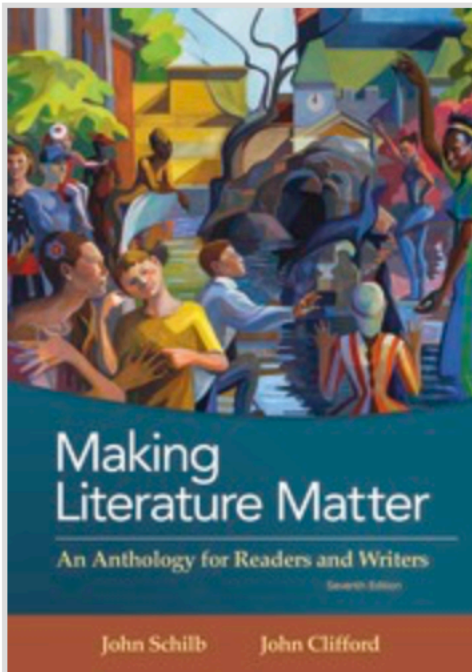
Making Literature Matter: An Anthology for Readers and Writers, 7th ed.

Published in **2018**

Ed. John Schilb and John Clifford

ISBN: **9781319054724**

Available in print OR as an e-book; renting the e-book for 6 months is lowest in cost.

It is extremely important that you obtain the textbook for this course in order to do well this semester!

The text contains not only literary works you will be writing about but also information about writing papers and MLA documentation

Recommended Course Materials:

Harbrace Essentials, 3rd ed., Cheryl Glenn and Loretta Gray, 2019. ISBN: 978-1-337-55688-0

You also need a college-level dictionary—NOT a pocket dictionary.

Additional Course Materials are in your HCC Eagle Online Canvas course:

The link to this system is: https://eagleonline.hccs.edu

Your Eagle Online Canvas username/password is the same as your HCCS Email. You will login with a fully qualified email address: EagleID@student.hccs.edu You are required the full email address to authenticate. You will need to include the student.hccs.edu domain. **Example: W123456789@student.hccs.edu**

Resources for Current Students http://www.hccs.edu/resources-for/current-students/ has links for the following **and much more**:

- Student Sign-In
- Student Email (HCCS email)
- Eagle Online (Canvas) login
- Password Reset
- Student Handbook
- Student Policies
- Student Services

If you do not know your HCCS Email user ID, you can look it up from the https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG page (look at the bottom for "First Time or Forgot My User ID").

You can change your HCC email password here: https://pm.hccs.edu. If you are having issues with your HCCS Email password, please contact the Customer Support Help Desk 713-718-8800. If you never log in to HCCS Email, then make sure log in to HCCS Email prior to log in to Eagle Online Canvas.

If you cannot claim your email or cannot reset your password, call the **HCC IT Help Desk at (713) 718-8800, option 1, for AD / Email assistance.**

Eagle Online Canvas Technical Support:

Website: http://www.hccs.edu/online/technical-support/

Phone support: 713-718-5275, option 3

(available M-F 8am - 11 pm, S-S 9 am - 11 pm)

Also, you can click on the HELP button that is built into your Canvas course (Bottom left corner).

Browser Issues: Use the latest version of **Firefox.**

Course Requirements:

Assignments (Assignment Instructions are available in Canvas, in the Modules):

    Discussion (guidelines are in the forums and in the Start Here Module; some discussions are in groups)

    Essay 1

    Essay 2

    Annotated Bibliography

    Oral Video

    Research Paper

    Final Exam

Active Participation: Students are expected to (1) submit all assignments, (2) post comments in all discussion forums, to reflect having read required pages in the textbook, (3) read and respond to emails and announcements, as required (4) read comments on graded assignments, (5) complete all required tasks (reading assignments/course files), and (6) exhibit a sincere effort to learn about all facets of the course (the writing process, literary analysis, critical thinking, use of research tools, and MLA documentation). Your professor's screen in Eagle Online will allow her to track a student's participation. **Students who do not actively participate regularly in the class are considered as non-attending and subject to withdrawal by the professor.**

Grade Calculation Formula:

    Discussion = 5%

    Essay 1 = 20%

    Essay 2 = 20%

    Research Paper = 30%

    Annotated Bibliography and Oral Video = 15%

    Final Exam = 10%

HCC Grading Scale:

A=100–90	4 points per semester hour
B=89–80	3 points per semester hour
C=79–70	2 points per semester hour
D=69–60	1 point per semester hour
F = 59 and below	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Writing requirement: Students will write a minimum of 5,000 words during the semester.

Course Calendar: See the end of the Syllabus for a detailed Course Calendar, listing each week's readings, writing assignments, discussions, and due dates.

Instructor Requirements:

Instructional Methods:

Your online course will consist of written lectures online, asynchronous class discussion, group work, and an oral video. You will have numerous files to read in your online course (assignment instructions, tips on writing, etc.), in addition to readings in your text. You will be analyzing works of literature, learning to think critically, and learning about research methods and MLA documentation. It will be VERY important for you to read the comments that your professor writes painstakingly on your papers, so that you can improve on past mistakes and grow as a writer.

Assignment/Late work/Course Policies:

1. **Late work: All work is due on the date and time specified on the Syllabus. Assignments will be available in advance and may be turned in early. Late work will not be accepted, except in certain rare circumstances:**
   a. **IF** you think you cannot submit an assignment when due **AND** you have a valid excuse (such as medical)**, you MUST *request* permission in advance from your professor (in an email sent through Canvas <u>BEFORE the due date</u>) for the assignment to submit the work late; <u>if</u> permission is granted, you will have up to ONE WEEK of additional time to submit the assignment (up to 10 points may be deducted for late work).**
   b. Having "too much going on" is **NOT** a valid excuse. College students often work, have time constraints, and have problems that occur (ranging from flat tires to colds and flu). Part of being a college student is learning to manage your time, and you will know about assignments in advance so that you can plan accordingly.
   c. Do NOT wait until the time due to submit an assignment; **your clock/watch may not sync with the time in Canvas or in Turnitin.** Also, by waiting until the last minute, you risk having computer or Internet access problems with no recourse.
2. Assignments sent as email attachments will NOT be accepted.
3. Assignments not submitted will receive a grade of ZERO (0).
4. Assignments submitted in a file format that cannot be opened are considered as **not submitted**.
5. Submitting a "wrong file" or "empty file" (along with an email sent **hours later** with a message "here is the correct file") is NOT an acceptable method to gain extra time. The file first submitted will be graded.
6. Grades will NOT be curved, there will be NO extra credit, and there will be NO makeups. Also, there will be NO "re-doing" of assignments that have been submitted and graded. When assignments are NOT submitted, there is no possibility to submit them at a later date.
7. Assignments must meet all requirements as outlined in assignment instructions. **Assignments that do not meet requirements (and that includes not fulfilling the Academic Honesty policy outlined below) will receive a zero.**
8. **For ALL assignments, points will be deducted for errors in grammar, sentencing, spelling, capitalization, and punctuation.**

Online Conduct:
1. Classroom discussion (in online forums) should be relevant and <u>respectful</u> to everyone. Language and behavior that is not acceptable in the workplace is not acceptable in a college class.
2. Read the assignments listed on your course calendar (below) EACH WEEK (both files in Canvas and readings in the textbook).
3. When you write an email that is class-related (to your professor or to another student), you are expected to write in formal English and to use the <u>respectful</u> tone found in academia and in the workplace.

Technical Compliance:

This class is an online class using Eagle Online Canvas for notes, lectures, and assessments. Each student must maintain Internet access throughout this course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the instructor; a stable Internet connection; and use of the Firefox browser when using Eagle Online Canvas. You are expected to contact HCC Technical Support when you have problems IN ADVANCE of due dates for assignments.

The instructor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues. Failure to maintain Internet access shall not constitute a valid excuse for missed work. Any student who cannot keep up with the coursework owing to a lack of computer or Internet must drop the course.

Grading:

A (90-100%) Excellent work that demonstrates a clear understanding of the assignment, has few errors of any kind, and shows exceptional ability to communicate to a specific audience.
B (80-89%) Above average work that shows understanding of the writing topic, has few serious errors, and provides good communication with a specific audience.
C (70-79%) Average work that shows understanding of the writing topic, contains few errors that interfere with adequate communication.
D (60-69%) Below average work that fails to follow the assignment and/or fails to respond adequately to the writing topic, contains a number of serious errors, and demonstrates only marginal communication with a specific audience.
F (0-59%) Incomplete work, work that fails to follow the assignment, work that does not follow the academic honesty policy, and/or work that fails to respond to the writing topic, contains a number of serious errors, and provides little communication with a specific audience.
FX = 59 and below: 0 points per semester hour (see definition of the FX grade, below)
W Withdrawn: 0 points per semester hour
*I (Incomplete): 0 points per semester hour
        *The grade of incomplete is given ONLY in special emergencies, for students who have completed almost all work in the course, with the professor's approval, agreed upon in advance of the end of the semester.

Student Support Services:

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Student Success for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide any resources that HCC may possess.

Ability Services:

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Ability Service Contact Information:
Central College
713.718.6164
Coleman College
713-718-7376
Northeast College
713-718-8322
Northwest College
713-718-5422
713-718-5408
Southeast College
713-718-7144
Southwest College
713-718-5910
Adaptive Equipment/Assistive Technology
713-718-6629
713-718-5604
Interpreting and CART services
713-718-6333

Accommodations due to a Qualified Disability: HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to

create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Libraries: HCC has a Learning Resource Center at each campus for student use. The library provides electronic resources including an online catalog system as well as numerous databases that contain full-text articles all available at https://library.hccs.edu. Additionally, many of the required texts are on reserve at the library. Find out library locations and hours here: http://library.hccs.edu/about_us/locations_hours

Online Tutoring:
The goal of online tutoring is to help students become academically independent through guided assistance by HCC faculty or faculty-eligible tutors in almost all departments. Our tutoring is asynchronous, which means that it is NOT real-time.

Students can get real-time help on campus and through several textbook sources. We believe that when tutors can take time to absorb and analyze the work, we give a different type of help. Because the tutoring is asynchronous, it is important for students to plan ahead. It generally takes about two days to get a complete review back, and it may be longer than that when hundreds of papers come in every day for several days in a row. It is crucial for students to look at the yellow banner on the log-in page to see how long the turn-around time is.

Students can submit work 24/7/365; we tutor even when the college is closed for holidays or natural disasters. All HCC students can take advantage of online tutoring by logging on to https://hccs.upswing.io/. The HCC email address and the associated password get students into the online tutoring site, so when the email password changes, so does the Upswing password.

Open Computer Labs: Students have free access to the Internet and word processing in open computer labs available at HCC campuses. Check on the door of the open computer lab for hours of operation.

Tutoring Centers:
The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutoring for individual subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: www.hccs.edu/findatutor for times and locations. For more information about tutoring at HCC, please go to http://www.hccs.edu/resources-for/current-students/tutoring/.

Important HCCS and Course Policies:

Please see http://www.hccs.edu/resources-for/current-students/student-handbook/ for any changes to HCC policies that might happen during the semester.

Academic Honesty: A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

> Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. (See Student Handbook)

Attendance:
Attendance, preparedness, and participation are essential for your success in this course. HCC does not differentiate between excused and unexcused absences. As stated in the HCC Catalog, all HCC students are expected to attend classes regularly. HCC Online students must show **active participation** in order to be counted as attending; active participation can be accomplished by a student's response to any of the following: (1) writing an essay, (2) taking a quiz/test, (3) posting a discussion response to an instructor's question, graded or not; or (4) sending an e-mail communication to the instructor. Students in HCC Online courses must NOT ONLY log in to their Eagle Online Canvas class, but they must participate, or they will be counted as absent. Just like an on-campus class, your regular participation is required.

HCC Policy states that you can miss up to but not exceeding 12.5% of class hours (two weeks in an online course). If you have not logged in and actively participated before the Official Day of Record (June 6, 2019), you may be AUTOMATICALLY withdrawn from the course. Completing the HCC Online orientation does **not** count towards attendance. For this class, e-mailing your professor is REQUIRED to establish active participation in the class, prior to the Official Date of Record (see instructions below in Week 1 of the Syllabus).

Any student found to have quit participating actively (two weeks is typical) and whom the Professor is unable to contact is subject to being dropped without further warning, resulting in either a "W" or a "FX" grade, depending upon the time of the term at which the behavior is noted. Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Eagle Online Canvas, and/or to drop a student for excessive absences or failure to participate regularly.

Campus Carry: At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11

2015). For more information, visit the HCC Campus Carry web page at http://www.hccs.edu/departments/police/campus-carry/campus-carry-and-open-carry-faqs/

Campus Safety: If you are on campus and need emergency assistance, call 713-718-8888 or, from any campus phone, 8-8888. Use this emergency number instead of 911, which gets routed back to the HCC Police Department dispatch thus lengthening response time to your emergency situation.

EGLS3 (Evaluation for Greater Learning Student Survey System): At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Go to http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/ for directions.

Final Grade of FX: Students who stop attending class or stop actively participating in class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of FX at the end of the semester. Students who stop attending classes or who stop actively participating in classes will receive a grade of FX, as compared to an earned grade of F, which is due to poor performance. Logging into a DE course without active participation is considered non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class. Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of FX is treated exactly the same as a grade of F in terms of GPA, probation, suspension, and satisfactory academic progress.

HCC Online: Access HCC Online Policies on their Web site: http://www.hccs.edu/online/

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the HCC Online Student Handbook by visiting this link: http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf

International Students: Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. International students

must have full-time enrollment status of 12 or more semester credit hours, and of these at least 9 semester credit hours must be face-to-face on-campus courses. Please contact the International Student Office at 713-718-8521 or email int_student_svcs@hccs.edu, if you have any questions about your visa status and other transfer issues.

Repeating Courses: Students who repeat a course for three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor or counselor/advisor about opportunities for tutoring and/or other assistance prior to considering course withdrawal or if you are not receiving passing grades.

Sexual Misconduct: Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. The director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504) and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity and Diversity, 3100 Main, Houston, TX 77266-7517, or institutional.equity@hccs.edu.

Title IX Discrimination: Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.

All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:
David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Withdrawal Policy: Before withdrawing from the course, it is important to communicate with your professor and counselors to discuss your options for succeeding in the course. If all other options have been exhausted, you may withdraw yourself, but the last date to withdraw this semester is **June 24, 2019**. Please remember that it is the student's responsibility to withdraw from a course. If you stop attending the class and don't withdraw by this date, you are subject to the FX grading policy.

SYLLABUS for English 1302 Online: Summer I 2019 (Five Weeks)

CRNs 10159 and 10611

Note: This syllabus is subject to change at any time. Check your online course daily announcements and postings in discussion forums. Check your Inbox daily to read e-mails sent by your professor. Make sure you read all course files in conjunction with you're the reading assignments in your textbook.

Remember, you are to <u>participate</u> in class several times per week: (1) **submitting all assignments**, (2) posting comments in all discussion forums, (3) reading all files in the course, (4) reading all comments on graded assignments, and (5) exhibiting a sincere effort to learn about all facets of the course (MLA documentation, use of the library, the writing process, literary analysis, and critical thinking). If you do not participate during a given week, you will be counted as absent (see the Attendance/Active Participation policy, above).

Week 1: 6/3-6/8: (NOTE: June 6 is the Official Date of Record.)

Read files in the Start Here Module. Print your Syllabus and buy the book. Write the Diagnostic Essay, then submit it in Assignments>Diagnostic Essay **by Tuesday, 6/4 at 8 A.M.** Submit ONLY files saved as Word (.DOC or .DOCX) OR .PDF. Do NOT send a file saved as .WPS or .PAGES. **The Diagnostic Essay does not count toward your semester grade, but it is a <u>requirement</u>, establishing your active participation in the class prior to the Official Date of Record on June 6.**

Read Lecture I "Introduction to Literary Analysis," and read pp. 3-97 in *Making Literature Matter*, focusing in particular on pp. 18-55 "How to Read Closely," and on pp. 56-97, "How to Make Arguments about Literature."

Read Lecture II "The Writing Process and Writing about Poetry," and in *MLM* read pp. 98-129 "The Writing Process," and pp. 151-167 "Writing about Poems," "The Elements of Poetry," plus examples of student writings. Pay special attention to Oliver's "Singapore" (pp. 152-53), Komunyakaa's "Blackberries" (pp. 153-54), and Robinson's "The Mill" (p. 154).

Post discussion comments in the Week 1 forum by **6/6 at 8 am** about the readings for the week in *MLM* (about what you think they mean, how you react to them, and what you find puzzling).

Read the assignment instructions file for **Essay 1**.

Read in *MLM* pp. 208-209, "Avoiding Plagiarism." Study MLA documentation in *MLM*, pp. 209-17 and at the OWL at Purdue site: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_overview_and_workshop.html

Also, at the OWL at Purdue site, look at rules regarding punctuation:
- brief overview of punctuation: https://owl.purdue.edu/owl/general_writing/punctuation/index.html

- sentence punctuation patterns:
  https://owl.purdue.edu/owl/general_writing/punctuation/sentence_punctuation_patterns.html
- commas:
  https://owl.purdue.edu/owl/general_writing/punctuation/commas/index.html
- apostrophes:
  https://owl.purdue.edu/owl/general_writing/punctuation/apostrophe_introduction.html
- quotation marks:
  https://owl.purdue.edu/owl/general_writing/punctuation/quotation_marks/index.html

In proofreading your paper, consult the following at the OWL at Purdue (see topics in the left menu at the site):
https://owl.purdue.edu/owl/general_writing/the_writing_process/proofreading/index.html

Week 2: 6/9-6/15:

Essay 1 Due on Mon., 6/10 at 8 AM—**before uploading, make sure it is saved as either a Microsoft Word file (.doc, .docx) or .PDF. Do NOT send the file as an e-mail attachment. Upload your file in the assignment link in week 2 in Canvas.**

Read Lecture III on Olsen, Tan, and Walker and Lecture IV on Faulkner, Carver.

Read short stories in *MLM*: Tillie Olsen, "I Stand Here Ironing" (p. 350); Amy Tan, "Two Kinds" (p. 356); Alice Walker, "Everyday Use" (p. 365); William Faulkner, "A Rose for Emily" (p. 526); Raymond Carver, "What We Talk About When We Talk About Love" (p. 533).

Read also in *MLM* on "Writing about Stories," "The Elements of Short Fiction," plus student example writings (pp. 136-50).

Post comments in the Week 2 discussion forum by **June 12 at 8 am** on the readings for the short stories in *MLM*.

Work on Essay 2 (due Thursday, 6/13) after submitting Essay 1. Read the Essay 2 Assignment instructions AND the literary works (and lectures) that pertain to Essay 2.

Also read information at the OWL at Purdue site:
- fragments:
  https://owl.purdue.edu/owl/general_writing/mechanics/sentence_fragments.html
- comma splices and run-ons:
  https://owl.purdue.edu/owl_exercises/sentence_structure/sentence_structure/run_ons_comma_splices_and_fused_sentences.html

Essay 2 Due on Thursday, 6/13 at 8 AM—**upload the file in the Assignment link in Week 2 in Eagle Online Canvas, saved as .doc, docx, or .pdf.**

Week 3: 6/16-6/22:

Read Lecture V on Ibsen and Lecture VI on Criticism of *A Doll's House* and writing the Research Paper*.*

Read in *MLM*: Ibsen's *A Doll's House* (p. 752), plus the Cultural Contexts that follow (pp. 806-21). Read in *MLM* pp. 168-84, "Writing about Plays," "The Elements of Drama," and examples of student writings.

Review MLA documentation in *MLM*, pp. 209-217 and at the OWL at Purdue site (click on topics in the left menu bar):
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html

Post comments on the play and the commentaries in the Week 3 Discussion forum by **June 18 at 8 am**.

Read the assignment instructions file on the **Research Paper—due June 24.**

Read the assignment instructions file for the **Annotated Bibliography** (for sources to be used in the Research Paper), **due 6/19**. Find articles from scholarly journals for the research paper immediately in the HCCS Library Databases; work on the Annotated Bibliography.

Read the assignment instructions file for the **Oral Video (due 6/19)**, in which you discuss your chosen topic and sources for the Research Paper. Work on the Oral Video; contact HCC Online Tech Support if you have technical problems. Read pp. 244-45 in *MLM* on creating presentations.

Find articles from scholarly journals for the research paper immediately in the HCCS Library Databases.

Annotated Bibliography due 6/19 at 8 am in the week 3 assignment link.

Oral Video due 6/19 at 8 am in the week 3 assignment link.

Read "Writing Researched Arguments" in *MLM*: pp. 199-246. Work on the Research Paper: write a first draft and then revise it, and then revise and edit the second draft. Look at sample MLA-style student research papers in *MLM*, pp. 218-43.

Week 4: 6/23-6/29:
(**Note**: *Monday, June 24 is the last day to drop with a grade of W at 4:30 PM.* **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop** online *prior to* **the deadline through their HCC Student Center. HCC and/or instructors** may **drop students for excessive absences without notification. However, do NOT assume that you will automatically be dropped for excessive absences.)**

Research Paper Due on Monday 6/24 at 8 AM—upload the file saved in .doc, .docx, or .pdf format. Submit your Research Paper file in Assignment link in Eagle Online Canvas in Week 4.

Read Lecture VII, and in *MLM* read Susan Glaspell's *Trifles* (pp. 1046-57) and Lynn Nottage's *POOF!* (pp. 1057-64). You will be writing about these two short plays in your Final Examination Essay, so read very carefully.

Post comments in Week 4 Discussion forum by **June 26 at 8** am on *Trifles* and *POOF!*

Note that the Final Examination Instructions will be available SEVERAL days before the due date of **July 2:** get started as soon as possible!

Week 5: 6/30-7/6 (July 4: Independence Day Holiday):

Write your final examination essay—a critical analysis. See the Final Examinations Instructions file in Eagle Online Canvas.

July 2: **Final Examination** due at 8 am. Submit your Final examination (in .DOC, .DOCX, or .PDF file format) in Eagle Online Canvas in the Week 5 Assignment link **NO LATER THAN 8 AM**. **There will be NO extensions for ANY reason.**

The Final Examination Essay instructions file will be available several days before the due date.

Look at your graded final examination in Eagle Online, as well as the Discussion grade for the semester and your course grade average in "Grades." **Note the "Grade Percentages" used to calculate the course grade in this Syllabus (above), under Course Policies.**