

**English 1302: Composition II**  
**Policy Statement**  
**Levelland Campus**  
**Spring 2021**

**Instructor:** Kay McClellan  
**Office:** Cm 101  
**Office Phone:** 806-716-2437  
**E-Mail:** kmcclellan@southplainscollege.edu  
**Office Hours:** MW 10:30-11:00; MTWT 12:15-1:00;  
MW 2:15-2:30; TR 2:15-4:00; and by appointment

**Section 015:** 11:00-12:15 TR Cm 123

**Important SPC Information:**

**\*Dropping a class is now done online:**

[https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWElqAmJdCCqVjMnZs6h15Nrs0pqCo\\_sEIUODEXTUFXS0JOODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=ZrGRbWrP6UWElqAmJdCCqVjMnZs6h15Nrs0pqCo_sEIUODEXTUFXS0JOODhJOTIYM0NEV1kzRk9GMSQIQCN0PWcu)

**\*Withdrawing from all classes can be done online:**

<http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling **806-716-2366**.

**\*Health Concerns/Sickness:**

For any health concerns or if a person believes he/she has been exposed to or contracted COVID-19, he/she will be requested to remain off campus and to contact his/her instructors and

**DeEte Edens: 716-2376** or **dedens@southplainscollege.edu**

**\*Counseling:**

Any student needing individual counseling for depression, anxiety, adjustment to college, stress management, substance abuse, etc. can visit the Health and Wellness Center to chat confidentially with licensed mental health professionals who provide services free of charge to current SPC students.

**Levelland Campus: 806-716-2529** (8:00 am--4:00 pm). Students wanting to set up a counseling session will have an option to be seen face-to-face or teleconference session via Doxy.me or Zoom platform. Both students and Health and Wellness employees will wear a mask during face-to-face appointments. The number of people in an office will be limited to allow for safe social distancing. Students will be escorted to an appropriate office to ensure social distancing is maintained.

**\*Food:**

Any student in need of food or other essentials may visit the food pantry on Levelland Campus. Students can contact Dee Dee Odorizzi (806-716-2236) for more information.

**Prerequisite:** Successful completion of ENGL 1301

**Credit:** 3 **Lecture:** 3 **Lab:** 0

**Course Description:**

This course is a continuation of ENGL 1301 and an intensive study of and practice in the strategies and techniques for developing researched-based expository and persuasive texts, along with being an introduction to literature. The course emphasizes effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of a sampling of literary, verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

**Course Purpose:**

English 1302 has a two-fold purpose: it encourages critical writing by introducing the students to research and writing from sources, and it introduces the students to the study of literature, including short stories, drama, and poetry.

**Textbooks and Other Materials:**

\**Kay McClellan: English 1302: Workbook*

\*a flashdrive

**This course satisfies a Core Curriculum Requirement:**

Yes—Communication Foundational Component Area

**Core Curriculum Objectives addressed:**

\***Communications skills**—to include effective written, oral and visual communication

\***Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

\***Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

\***Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Student Learning Outcomes:** 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. Apply critical thinking to the study of literature and write essays which demonstrate that critical thinking.
5. Use edited American English to write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
6. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.)
7. Read and view videos of works of literature; analyze the use of literary devices (plot, point of view, theme, characterization, setting, symbolism, tone, etc.); participate in class discussions of the readings; and be tested over their understanding of the readings and lectures through quizzes, examinations, and/or written assignments.

**Student Learning Outcomes Assessment:**

A pre- and post-test and/or a writing assignment rubric will be used to determine the extent of improvement that the students have gained during the semester.

### **Course Evaluation:**

Students' work will be evaluated by means of A, B, C, D, or F: Superior, Good, Average, Poor, or Unacceptable. Numerical grades are assigned for convenience in averaging grades only. All assignments must be completed and turned in on the date due before students are eligible to pass the class. Late work may be dropped one letter grade. **Students who have not submitted all the Research Paper Deadlines by Rough Draft Deadline that's checked by me will be dropped from the class; also, those who have not turned in all the assigned work by the final drop day for instructors will be dropped from the course.**

### **Essay/Paper Assessment Guidelines:**

- \***The "A" essay** should be correctly formatted in MLA style in Courier New #12 with only a few spelling, wrong word, and minor grammatical or punctuation errors. It should be on an appropriate topic and have a good title and transitions. The introduction should have a specific thesis as the first or last sentence. The conclusion should have a restated thesis as the first sentence, sum up, draw conclusions, and not contain new material (all relevant material should be presented in the body paragraphs). Each body paragraph should be well supported and have a topic sentence as its first sentence that specifically corresponds back to the thesis by using the appropriate supporting point from the thesis. There should be no major grammatical errors. The essay should be thoughtful, parallel, focused, and developed, with each paragraph having a minimum of three sentences.
- \***The "B" essay** contains all of the above with one or two types of major grammatical errors.
- \***The "C" essay** has a thesis, introduction, and conclusion, but lacks support and/or has three to four types of major grammatical errors.
- \***The "D" essay** contains one or more of the following: lacks a strong thesis, organization, or focus (paper doesn't follow thesis) or has formatting errors or multiple spelling and/or grammatical errors.
- \***The "F" essay** doesn't meet the minimum requirements. Some examples of "F" essays are those that 1) are written on an unapproved or inappropriate topic; 2) do not meet the minimum word count; 3) are not written in the correct format; 4) have fewer than four paragraphs; 5) are unreadable; or 6) are offensive/inflammatory (like saying those who don't agree with the writer are morons, etc.).

### **Grading Policy:**

- 20%--Short Story Test
- 10%--Daily Quizzes
- 30%--Literary Papers
- 10%--Research Paper Deadlines
- 30%--Research Paper; the Final is a Revision of the Research Paper
- 100%--Total

**Two Ways To Be Exempt From the Final:** 1. having **1 or 0 absences**; or  
2. having an **A average**.

Because of Covid, much of the course work for the semester will be done at home; therefore, coming to class, participating in doing the assignments while in class, and turning in assignments in a timely manner are critical to fulfilling the learning outcomes for the semester and passing the class. Moreover, in order to avoid being dropped from the class, please note the following requirements:

1. **Anyone who has 3 unexcused absences** (excused absences: those that occur when a student is in quarantine or is on school trips) will be dropped from the class, and missing 30 or more minutes of a class period counts as an absence.
2. **Anyone who hasn't turned in the original Literary Paper by the class period before the Revision** will be dropped from the class.
3. **Anyone who doesn't make the first Research Paper Deadline** will be dropped from the class.
4. **Anyone who hasn't submitted all the deadlines by the last day to drop the class or doesn't make the Rough Draft in Final Draft Form Deadline that's checked by me** will be dropped from the class.
5. **Anyone who plagiarizes or cheats** will be dropped from the class.

### **Research Paper Deadlines:**

- \*All deadline must be turned to me **in person**.
- \***All deadlines must have been turned in before I will accept your Research Paper.**

### **Missed Quizzes:**

- \***Reading quizzes** can't be made up;
- \***Video quizzes** can be made up **if** the student passes the quiz; passing a video quiz will give the student a quiz grade and make up for an absence.

### **Missed Tests:**

A missed test needs to be made up with a week of the student's return to class.

### **Late Work:**

- \***No late work will be accepted after the last day of regular class**, whether papers or makeup exams.
- \***The Literary Paper or its Revision** will be accepted on the due date or the following class period without penalty. No papers will be accepted after the last regular class day for the class.
- \***The Research Paper** will be accepted on its due date or on the following class period with no penalty; **no late Research Papers will be accepted, unless prior arrangements have been made with me.**

**Student Responsibilities:** Students are expected to

1. Be on time and regularly attend class.
2. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory, threatening, or profane rhetoric, whether verbally or in written form, in academic environments.
3. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning.
4. Be responsible for courteous actions to others, especially by putting away cell phones and other distractions while in class.
5. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course's policy statement/syllabus.
6. Submit all assignments in accordance with due dates, formats, and requirements.
7. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration.
8. Ask questions when something is unclear.

**SPC Face Coverings Policy:**

It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that **all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms.** Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation. **Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.**

**SPC Attendance Policy:** according to the "Class Attendance" policies stated below in the SPC General Catalog: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

*When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor.*

*Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. ... It is the student's responsibility to be aware of [the Instructor's attendance] policy.*

### **My Attendance Policy:**

Students who miss 30 minutes of a class period will be counted absent. **Students with more than three absences don't meet the minimum standards of the class and will be dropped, unless the student is quarantined, or the absences are the result of school trips.** Students who are borderline (59,69,79,89) at the end of the semester will be moved up a letter grade if they have 1 or 0 absences. **The final is optional for students with an A average or 1 or 0 absences.** Students who are 5 or more minutes late will be counted absent each time after the second time. **The class will be working from the *Workbook* each day, so students who habitually don't bring their *Workbook* to class will be counted absent, starting with the third time.**

### **My Policies Regarding Covid (Including Attendance):**

\*Please practice good hygiene when you're in SPC buildings, particularly our classroom.

\*You must wear a face covering, or you won't be allowed in the classroom.

\*If you are quarantined and/or catch Covid:

1. please stay at home until you're safe to be around others;
2. please email me about the situation so that I can send you the assignments:  
[kmcclellan@southplainscollege.edu](mailto:kmcclellan@southplainscollege.edu)
3. please contact **DeEtte Edens: 806-716-2376** or [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu)  
\*she's the one who'll send me documentation so that your absences can be excused

\*If you have questions, either email me [kmcclellan@southplainscollege.edu](mailto:kmcclellan@southplainscollege.edu) or call me: **806-716-2437**, and I'll be happy to try to answer them.

\*For those who are quarantined, please email your assignments to me.

**All assignments must be turned in with Word in an email; I don't accept documents sent in Google Docs or Blackboard.**

\*You won't be penalized for absences as long as you've submitted the documentation; however, you'll need to turn in all assignments in a responsible and timely manner. Every situation is different, and I'll do my best to help you through this. Hopefully, we'll be back to normal next fall.

### **Plagiarism and Cheating:**

\*Complete honesty is required in all course work.

**Plagiarism, collusion, or cheating of any kind, including taking pictures of a quiz or a test or the answers, will result in an F in the course.**

### **Student Code of Conduct Policy:**

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

### **Disability Statement:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Nondiscrimination Policy:**

The instructor will do his or her best not to discriminate on the basis of age, color, disability, ethnic background, gender, national origin, race, religion, sexual orientation, or veteran status.

**Diversity Statement:**

In this class, the instructor will endeavor to establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all participants to learn about others, about the larger world, and about themselves.

**Paper Standards:** Papers not abiding by the following standards will not be accepted.

\***Font:** use Courier New #12 only

\***Spacing:** double space throughout the paper, **(even in heading)**

\***Margins:** have a one inch margin all around the page

## Class Rules

**Violating a class rule at any time can result in a student's being expelled from class with an F.**

**Students will be dropped with an F if they:**

- \*Create a hostile working and learning environment by disturbing the class; this could be by slamming books, muttering under their breath, yelling, or otherwise demonstrating abusive behavior, like raising their voices, calling me or their classmates derogatory names, making threats, etc.
- \*Use obscenity, crudeness, or rudeness when addressing me or their classmates.
- \*Take pictures of example papers, quiz answers, or test answers.

**Hoods, Ear Buds, and Earphones may not be worn in class.**

**Example Papers:**

- \*Anyone who leaves the classroom before all example papers are accounted for or who takes a picture of them will be given an **F in the course**.
- \*Anyone who leaves the classroom with an example paper will be given an **F in the course**.

**Computer Etiquette:**

- \***Do not change ANY of the settings on the computers** (in Word or with SPC as the homepage).
- \*Because you'll be doing Revisions of papers in this class, save a copy of your papers on the hard drive of the computer you use in CM 123 in a folder in "My Documents." Also, save a copy of your papers in at least one other place as well, such as in your email or on your flashdrive. Be leery of only saving papers to the SPC Domain because papers are occasionally lost in a black hole there.

**Classroom Etiquette:**

- \*You need to stay on task (no talking, texting, surfing the net, etc. while class is in session).
- \*You shouldn't make inappropriate remarks or use profanity.
- \***You shouldn't make noise with electronic gadgets.** If you're in a true emergency situation, take your call/text in the hall, take care of your business, and don't disturb the class when you come back.
- \*You shouldn't be talking when I'm talking or when a classmate is asking a question.
- \*Drinks should have lids or caps.

**Writing Perimeters: Do not write on things that are:**

- \*illegal
- \*X rated
- \*offensive (including using a condescending or inflammatory tone)
- \*concerning hate groups
- \*concerning blood and guts (including abortion, butchering an animal, trapping, taxidermy)

**Note:** The instructor reserves the right to modify the course syllabus and policies as well as notify students of any changes at any point during the semester.

## Kay McClellan--English 1302 Syllabus--8 SS--Spring 2021

**\*This is a tentative calendar; the instructor reserves the right to change assignments and due dates if necessary.**

**Week 1:** Course Introduction; Literary Terms and Genres; LeGuin, Maupassant, Thurber

**Week 2:** Hemingway; Steele

**Week 3:** Chopin

**Week 4:** Literary Paper Assignment; **Short Story Test**

**Week 5:** In class writing--write Rough Draft of Literary Paper

**Week 6: Literary Paper #1 due**

**If you haven't turned in the Lit Paper by the class period before the class does the Revision, you'll be dropped from the class.**

**Week 7:** Research Paper Assignment; Internet Works Cited and Documentation Practice

**Week 8:** Works Cited and Documentation Practice

### **Research Paper Deadline Requirements:**

**\*you must turn these in while you're in class, face-to-face**, with no exceptions; don't email them to me or send them with a classmate because they won't be accepted.

**\*SPC and Texas Tech have a reciprocal lending agreement**

### **Works Cited:**

**\*bring all print books to class**

**\*print out all internet home pages and articles before class** so that I can check the Works Cited entries faster (you can also do this in class)

**\*type the entries in MLA form in Courier New #12:** \*double space the entries

\*reverse indent the entries

\*this is a **Working Works Cited** (a starting point), so you can have:

5 internet sources, or

5 print sources, or

5 DVDs, or

5 interviews, or a mixture of whatever you want as long as you end up with 5 sources

### **Facts:**

\*you can have 25 facts from 1 source, or 1 fact from each source, or whatever way that you want as long as you end up with 5 facts

**\*put the facts into categories:** category examples for a paper on Bigfoot: Description  
Eating Habits  
Sightings  
Physical Evidence

**\*number each fact consecutively** so that I can see the total number of facts that you have

**\*put the source and page number** (if there is a page number) after each fact by putting the author's name, article title, website, or whatever you want as long as you know where the fact came from

**Week 9: Literary Paper #2 due;**

- \* **1st Research Paper Deadline** (for first half of class) =  
**5 Facts**: should be in **categories**, be **numbered consecutively**, and **printed**
- + **5 Works Cited Entries**: should be **typed in MLA form** and **printed**
- \* **if you miss this Deadline, you'll be dropped from the class**

**Week 10:**

- \* **1st Research Paper Deadline** (for last half of class) =  
**5 Facts**: should be in **categories**, be **numbered consecutively**, and **printed**
- + **5 Works Cited Entries**: should be **typed in MLA form** and **printed**
- \* **if you miss this Deadline, you'll be dropped from the class**

**Week 11:**

- \* **2nd RP Deadline**: **15 total Facts**  
+ **corrected and/or new Work Cited entries**
- \* **3rd RP Deadline**: **25 total Facts**  
+ **Rough Outline**  
+ **corrected and/or new Work Cited entries**

**Week 12:**

- \* **4th RP Deadline: Rough Draft Peer Editing**
  - \* students who don't have a completed Rough Draft (Rough Draft = **Body of Paper (which includes documentation + the Works Cited)** by 20 minutes into the period will not be allowed to Peer Edit --with no exceptions.
  - \* this is a regular deadline grade; missing it drops you 14 points on the deadline grade
  - \* answer all the questions on the editing sheets
  - \* spell out all words on the editing sheets, even "yes" and "no"
  - \* **circle any problems** that you see on the other person's paper;
  - \* **notes in the margin are ok, but, otherwise, do not write on other people's papers**
- \* **RP Reminders for when I check your Rough Draft in polished, Final Draft form:**
  - \* use **5 sources** (minimum)
    - \* must use **3 non internet sources; 1 must be a print source**
    - \* use SPC Library **Databases** to find books and scholarly articles
    - \* **SPC and Texas Tech have a reciprocal lending agreement**
    - \* Introduce each source when needed and each interview the first time it's used
    - \* Differentiate between sources: make sure it's clear where each source starts and ends
    - \* No back-to-back quotations; there must be at least one word in-between quotations
  - \* No title page for MLA papers
  - \* No outline
  - \* **The Research Paper**: consists of the paper itself and the Works Cited page
  - \* **Works Cited**: \*you can only put in sources that you've documented from in the paper
    - \* put the sources in alphabetical order (don't include "a, an, or the" when alphabetizing)
    - \* **5 sources** (minimum); **3 must be non internet; 1 must be print**

**\*5th Research Paper Deadline: I check your Rough Draft that's in Final Draft form**  
**\*if you miss this Deadline, you'll be dropped from the class**

**Week 13: Research Paper due**

**Week 14: Research Paper Revision; Course Averages**

**Final: Tues., May 11: 10:15 Cm 123**