ENGL-1020: English Comp II (Online | Fall 2019)

Instructor Information

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Loretta McBride</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Rank</td>
<td>Professor</td>
</tr>
<tr>
<td>Instructor Email</td>
<td><a href="mailto:lmcbride@southwest.tn.edu">lmcbride@southwest.tn.edu</a></td>
</tr>
<tr>
<td>Instructor Website</td>
<td><a href="http://faculty.southwest.tn.edu/lmcbride">http://faculty.southwest.tn.edu/lmcbride</a></td>
</tr>
<tr>
<td>Instructor Office</td>
<td>MAB 251-E</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Mondays and Wednesdays: 8:00-9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Tuesdays and Thursdays 8:00-9:00 and 10:45-11:45 a.m.</td>
</tr>
<tr>
<td></td>
<td>Also, by appointment. Email me inside the course or call o set up an appointment.</td>
</tr>
<tr>
<td>Instructor Phone</td>
<td>901 333-4605, MAB-251E, Macon Campus</td>
</tr>
<tr>
<td>Department Fax</td>
<td>901 333-5212</td>
</tr>
<tr>
<td>Department Phone</td>
<td>901 333-5208</td>
</tr>
</tbody>
</table>

Course Information

Course Description

A continuation of English Composition I, this course emphasizes synthesis and analysis based on critical reading. The course provides in-depth instruction in research and documentation skills.

Pre-requisite: ENGL1010
Student Learning Objectives

The goal of the Communication requirement is to enhance the effective use of the English language essential to students’ success in school and in the world by way of learning to read and listen critically and to write and speak thoughtfully, clearly, coherently, and persuasively. Students will demonstrate the ability to:

- Analyze and evaluate oral and/or written expression by listening and reading critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view.
- Distill a primary purpose into a single, compelling statement, and order and develop major points in a reasonable and convincing manner based on that purpose.
- Develop appropriate rhetorical patterns (i.e. narration, example, process, comparison/contrast, classification, cause/effect, definition, argumentation) and other special functions (i.e. analysis or research), while demonstrating writing and/or speaking skills from process to product.
- Understand that the writing and/or speaking processes include procedures such as planning, organizing, composing, revising, and editing.
- Make written and/or oral presentations employing correct diction, syntax, usage, grammar, and mechanics.
- Manage and coordinate basic information gathered from multiple sources for the purposes of problem solving and decision-making.
- Recognize the use of evidence, analysis, and persuasive strategies, including basic distinctions among opinions, facts, and inferences.

Prerequisites

Entrance Skills

To be successful in ENGL1020, students should bring these skills and knowledge to the course:

- the ability to write a well developed composition—clear, distinct beginning, middle and end parts—using appropriate rhetorical patterns.
- competency in basic sentence grammar.
- familiarity with basic principles of documentation.
- the ability to draw and use evidence from sources – quotations, paraphrases, and summaries by utilizing critical reading skills.

Instructional / Learning Methods
Although online, this course is still instructor-led. Activities that require student participation, such as reading, discussion, editing, and writing workshops, and quizzes, are designed to maximize learning.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Required Text

Additional Text

Hardware Requirements
If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. My.Southwest, etc.).

- minimum Pentium IV or higher processor (recommended)
- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
- CD-ROM or DVD drive
- floppy drive, zip drive, or CD-RW drive
- Mouse or compatible pointing device
- at least 512 MB of RAM (recommended)
- (optional) printer

Software Requirements
The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

- Windows 10 or 7
- Mac OS X (up to 10.12) (OS 10.14 recommended)
- Firefox (latest)
- Microsoft Edge
- Chrome (latest)
• Internet Explorer: DO NOT USE WITH PAWS
• Current Anti-Virus protection
• Reliable Internet connection (broadband recommended but not required)

Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit http://southwest.tn.onthehub.com.

Assessment and Grading

Method of Evaluation
Discussion, Dropbox, Quizzes  150 points

Single-Source Essay  100 points
Argument Essay  200 points
Synthesis Essay  200 points
Research Paper  250 points
Final Exam  100 points

Grading Scale

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 900-1000</td>
<td>90-100%</td>
</tr>
<tr>
<td>B 800-899</td>
<td>80-89%</td>
</tr>
<tr>
<td>C 700-799</td>
<td>70-79%</td>
</tr>
<tr>
<td>D 600-699</td>
<td>60-69%</td>
</tr>
<tr>
<td>F 599 &amp; below</td>
<td>59-0%</td>
</tr>
</tbody>
</table>

Testing Procedure / Policy

Quizzes and tests are administered online and timed. Because the quizzes are timed for 20 minutes and the final exam for 120 minutes, you should read the material before taking the test. The system does
give a warning before time expires. You have a 5-minute grace period.

I do not give make-up tests or re-open quizzes.

**Major Assignments**

Single-Source Essay

Argument Essay

Synthesis Essay

Research Paper

Everything that we do is about integrating sources into our writing. All of our papers require citing and documenting.

**Participation / Attendance Policy**

*Participation*

Online courses require you to participate in discussions, dropbox assignments, and quizzes. You should log into your course the first day and introduce yourself so that I can take attendance.

*Attendance*

Because we are online and not hindered by the constraints of on-ground students (i.e. illness, car problems, oversleeping), there are no "excused" or "unexcused" absences. I expect you to turn in assignments on or before the due date. Many assignments are open for days/weeks/months, so I don't accept late submissions.

**Policy on Student Professional Conduct**

Southwest’s online catalog states, “Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class."

I will give you a zero for the assignment or, depending on the severity of the offense, an F for the course.
Guidelines for Communications

Email Guidelines
Each student has been provided a Southwest email account. Please do not email your classmates unless the topic relates specifically to this course. Emails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

- Always include a subject line.
- Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending emails.
- Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your emails and use good Netiquette.
- Use standard fonts.
- Do not send large attachments without permission.
- Respect the privacy of other class members.

Online instructors will respond to all emails within 48 hours.

Discussion Guidelines
Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

- Review the discussion threads thoroughly before entering the discussion.
- Please try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Technical Support
**Technical Support**

*My.Southwest:* Submit a [Student Technical Support Request](#). Please provide a full detailed explanation of the problem.

*PAWS:* For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357 or Digital Learning at (901) 333-4612.

**Course Topics**

---

**Tentative Schedule**

See Reading and Assessment Schedule for each Module.

---

**Student Services**

---

**Embedded Librarian Service**

This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian."

To contact a Librarian by email, go to the Classlist and select "Ask A, Librarian."

**Student Services Links**

- [Academic Support Centers / Tutoring](#)
- [Advising](#)
- [Campuses, Centers, and Site](#)
- [Student Disability Services](#) Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).

- Additional Links: [Student Information & Services](#)

**Academic Support**
The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic Progress Reporting so that you will be aware of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

**Additional Information**

**Drop/Withdrawal Dates**

See the current official college academic catalog for the withdrawal policies. Important semester drop and withdrawal dates can be found on the Cashier's Office Important Dates page.

**Academic Misconduct**

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

**Classroom Behavior:** Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

**Open Labs**

**Macon Cove Campus**

- Bert Bornblum Library: Available during library hours
- Farris Building, Room 2131: Monday-Thursday 8 a.m.-5:30 p.m., Friday 8 a.m.-4:30 p.m.

**Union Avenue Campus**
• Jess Parrish Library - Available during library hours
• M Building, Room 105, 8 a.m.-6:30 p.m.

Gill Center

• Computer Lab, Room 101 (Please note this room is available when classes are not scheduled. Schedule fluctuates each semester.)
• Library - Available during library hours

Maxine A. Smith Center

• Open Lab, Room 101
• Library - Available during library hours

Whitehaven Center

• Open Lab, Building 6, Room 127
• Library - Available during library hours

Syllabus Updates

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.