ENGL-1020: English Composition II (Split/Hybrid | Spring 2020)

Instructor Information

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Emily Ford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Rank</td>
<td>Instructor</td>
</tr>
<tr>
<td>Instructor Email</td>
<td><a href="mailto:eford@southwest.tn.edu">eford@southwest.tn.edu</a></td>
</tr>
<tr>
<td>Instructor Website</td>
<td><a href="http://faculty.southwest.tn.edu/eford">http://faculty.southwest.tn.edu/eford</a></td>
</tr>
<tr>
<td>Instructor Office</td>
<td>Thornton 201</td>
</tr>
<tr>
<td>Instructor Phone</td>
<td>901-333-4626</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:

1. 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.
2. 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.

3. 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.

4. Understand that the writing and/or speaking processes include procedures such as planning, organizing, composing, revising, and editing.

5. Make written and/or oral presentations employing correct diction, syntax, usage, grammar, and mechanics.

6. Manage and coordinate basic information gathered from multiple sources for the purposes of problem solving and decision-making.

7. Recognize the use of evidence, analysis, and persuasive strategies, including basic distinctions among opinions, facts, and inferences.

**Instructional / Learning Methods**

The methodology is a mixture of lecture, discussion, and lab for writing.

**Specific Course Requirements**

The following are required for this course:

- Students must regularly access PAWS.
- Students must have the required course materials, such as access to a computer.
- Students must complete all assignments in order to pass the course.
- This course is designed as a SWIFT-moving English Composition II course and will meet for three weekends in Oct. and Nov. 2019. Student must be available to meet Fridays between 6-8:15 p.m. on Oct. 25, Nov. 1, and Nov. 8 and Saturdays between 1-5 p.m., on Oct. 26, Nov. 2, and Nov. 9.

**Textbooks, Supplementary Materials, Hardware, and Software Requirements**

Required Text
This course is designed to use Open Educational Resources (OER) instead of a traditional textbook. No textbook is required for this course.

**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](http://southwest.tn.onthehub.com).

**Assessment and Grading**

**Method of Evaluation**

Methods of Evaluation:
Writing assignments 150 pts.
Research paper 250 pts.
Minor Assignments 100 pts.
Persistence and Engagement 50 pts.

Total 550 pts.

**Grading Scale**
A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59-0%

**Major Assignments**
**Major Assignments:** Summary, Critique, Evaluation memo, Research paper, and final exam.

**Minor Assignments:** Quizzes, Workshops, Peer editing assignments. These assignments are worth 10 points each and your grade for the course will be negatively affected if you are not in class to complete them.

**Persistence/Engagement:** This grade will reflect excessive late arrivals and early departures as well as any inappropriate behavior during the class, such as cell phone use. This grade is subjective and non-debatable; it is an assessment of your persistence and engagement that is entirely up to the discretion of your professor.

**Participation / Attendance Policy**
Attending class is vital to your success in completing this course. Attendance will be taken each hour. To get the most out of class discussions, class handouts or notes, readings, and important explanations
of assignments, you must attend. If you must be absent from a class, you are expected to be prepared in the same manner as those students who were present at the previous class session. If problems arise with your attendance, please contact the professor by email as soon as possible, preferably ahead of class time. Due to the abbreviated number of class days for SWIFT courses, after three hours of absence the professor reserves the right to discontinue grading the student's work.

**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

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.

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.