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Bainbridge State College

2500 E. Shotwell Street, Bainbridge, GA 39819

OFFICE HOURS: online or by appointment. Use GV email for this course. Do NOT contact the instructor using Bainbridge College email except in cases of emergency.

ENGL 1102 all sections: Spring 2017 (3 credit hours)

Class meets online and in the classroom for the regular 16-week term. Students are also encouraged to meet with tutors in the BSC Learning Center for additional instruction.

Course Disclaimers: *This syllabus is intended to provide structure for the semester and will be followed as closely as possible. However, the professor reserves the right to make changes as course needs arise such as adding SACS-related assessments that could be stand-alone instruments or questions embedded into an exam. Remaining registered for this class after drop-add indicates that students have read, understood, and accepted all course policies as enumerated by this syllabus and the instructor.*

Students should attend **one online GaVIEW orientation:** use BSC email address for this class. Banner may block commercial accounts. Follow instructions in GaVIEW *Get-Started* at <http://fsweb.bainbridge.edu/gaview/students/gettingstarted.html> for further information.

Students who do NOT meet the class attendance requirement may be withdrawn by a faculty-initiated withdrawal with a grade of W prior to the midterm date or a grade of WF after the midterm date. A student who stops attending after 60% of the semester is complete (see dates below) has earned an "F" for the term and it is no longer necessary to submit a Faculty Initiated Withdrawal form.

Midterm--March 3, 2017--is the last day to drop the class with no academic penalty.

Spring 2017 Key Semester Dates: Classes begin and fee payment deadline on Monday, Jan. 9th

- Midterm March 3 -- Last day to withdraw without academic penalty –and Hardship withdrawal deadline (for classes taken previous semester)
- Last day of class on Monday, Dec. 5
- Final exams Dec. 6-8
- Term ends on Thursday, Dec. 8
- Final grades posted Dec. 14

Fall 2016 Term Holidays

- Labor Day, September 5, 2016 (campus closed)
- Thanksgiving, November 23-25, 2016 (campus closed November 24-25, 2016)
- Winter Break, December 21-30, 2016 (campus closed)

I. Course Description: ENGLISH 1102 is a composition course that integrates media-rich technologies, develops students' writing skills beyond the levels of proficiency required by ENGLISH 1101, emphasizes college-level critical thinking and reading skills (interpretation and evaluation of texts), and incorporates a variety of advanced research methods. Broadly stated, the course achieves its objectives through writing assignments focusing on literary works chosen from three genres: prose (short stories), poetry, and plays. Students who satisfactorily complete this course will improve their levels of competency in reading, writing, critical thinking, and researching.

II. Online and Textbook Requirements: free GV access from BSC Homepage at <https://bainbridge.edu>;

- Microsoft Word and Georgia View access
- USB storage device (thumb drive) with plenty of memory
- *The Literature of the American South*, Andrews, William, ed., Norton, 1998.

III. Standards-Based Objectives/Learning Outcomes: As a result of their efforts, students will

1. Apply the techniques and skills of research, evaluation and integration of source material, and documentation.
2. Read, respond, analyze, evaluate, and judge various texts for rhetorical efficacy and/or interpretation.
3. Identify and manage appropriate rhetorical contexts for writing, such as audience, situation, purpose, and the role of the writer.
4. Practice writing as the recursive processes of inquiry, collecting information, focusing, sequencing, drafting, revising, and editing.
5. Approach writing as a way to think and communicate ideas to others.
6. Differentiate and employ conventions of format and structure, and adjust them to a variety of contexts, including electronic environments, appropriate to the rhetorical situation.
7. Use conventions of writing mechanics, usage, and style to communicate effectively for the given audience, purpose, and format.

IV. Performance Expectations: Standards of course assignments and evaluation

1. Students must produce a range of 20-25 pages (4,000-5,000 words) of assessed writing per semester (suggested 3-5 papers).
2. Writing topics should engage with global and /or U.S. current events.
3. Course work must engage critical reading skills.
4. Student writing must reflect the drafting and peer review process; this process should be assessed at least once.
5. Course work must build toward a cumulative, capstone writing-intensive research assignment that involves primary and secondary source integration.
6. Grammar and syntax must be addressed.
7. **More than two weeks of absences is grounds for failure of the course (more than 2 days for fully online or hybrid classes missed and 4 days for traditional).**
8. Assessed writing must be worth no less than 60% of the total grade; these assignments must be completed in order to pass the class.

Students should also complete all tasks on time to pass the course.

- Demonstrate good citizenship (prepare assignments and participate online)
- Read all instructions and study materials in GV
- Complete GV Resource and grammar assignments related to assigned readings
- Submit essays to GV peers
- Take a final exam

V. Attendance and Course Policies: Class preparation and thoughtful, active, and responsible online participation are mandatory.

- **ATTENDANCE:** “attend” this web class by logging in at least three times each a week and completing ALL work by midnight each Sunday. IF YOU FAIL TO LOG IN FOR MORE THAN ONE WEEK, YOU MAY FAIL THE COURSE.
- **WEEKLY WORK:** COMPLETE THE WORK FOR EACH WEEK IN THE WEEK IT IS ASSIGNED. Assignments that do not meet minimum requirements may receive a failing grade.

- **PROGRESS:** because you are responsible for your performance and progress in this class, contact me at betty.laface@bainbridge.edu or Ms. Joann Simpson, Dean of Arts and Sciences, (229-243-6940 or joann.simpson@bainbridge.edu), if you experience difficulties. Also, note that this course will require about 8-10 hours a week of preparation.
- **LATE WORK:** except in special circumstances, late work will not be accepted.
- **TUTORS:** take advantage of writing instruction tutorials during my office hours and at the Advising and Counseling Office in the Student Center.

VI. Evaluations: Students must complete all assignments before earning a grade for this course. Although final grades do not include a + or -, papers may receive a letter grade and + or -.

Final grades will be calculated as follows: A = 90-100 B = 80-90 C = 70-80 D = 60-70 F = Below 60

APP (attendance, preparation, and participation)	20%
Discussion draft and peer responses based on readings	20%
Grammar quizzes	20%
Essays (3)	30%
Final Exam	10%

VII. Writing Policies: Drafts and final essays must be proofread, spell-checked, and typed in Times New Roman 12 pt. font. Double-space sentences inside one-inch margins. **No separate title page:** single space MLA header in the upper left hand corner of the first page.

EXAMPLE: Student name
Draft # or final essay #
Prof. LaFace
ENGL 1102-section #

Always include a **title** centered below the heading and prior to the first sentence of every writing assignment. Capitalize the important title words but **do not use bold, italics, underlining, quotation marks, or enlarged font.** Successive pages of a writing assignment should include a header in the in the upper right hand corner, one-half inch from the top of the page and the page number. EXAMPLE: Smith 2
Assignments that do not meet the minimum word requirement will receive no grade (NG).

Description of Grading System: Well-written essays enable a reader to understand the writer's intended meaning. Effective writing is **focused** on the topic and does not contain extraneous information; has an **organizational** pattern that enables the reader to follow the flow of ideas; contains **supporting** ideas that are developed through the use of details, examples, and vivid language; includes a variety of sentence structures; and follows the **conventions** of punctuation, capitalization, and spelling and use of standard English.

FOCUS refers to how clearly the paper presents and maintains the main idea, theme, or unifying point.

ORGANIZATION refers to the structure or plan of development in the response. Transitional devices often help with organization by connecting one point to another or by relating supporting ideas to the main idea.

SUPPORT refers to the quality of details used to explain, clarify, or define. The quality of support depends on the writer's choice of words and the specificity, depth, and thoroughness of the writer's ideas.

CONVENTIONS refer to the punctuation, capitalization, spelling, and sentence structure.

A-level writing focuses on the topic, meets all criteria established for the assignment, is logically organized, and includes substantial development of supporting ideas and clear examples. It demonstrates a mature syntax and an excellent command of language with freshness of expression and stylistic sophistication and creativity. Sentences vary in structure. There are few, if any, usage, punctuation, or spelling errors. Use of rhetorical devices is apparent.

B writing focuses on the topic, is logically organized, and includes ample development of supporting ideas or examples. It demonstrates a mature command of language. Sentences vary in structure. Usage, punctuation, and spelling are generally correct.

C writing focuses on the topic, though it may contain loosely related information. An organizational pattern is apparent. Some of the supporting ideas contain specifics and details, but others do not. Word choice is adequate. Sentences vary in structure. Usage, punctuation, and spelling are generally correct.

D and **F** writings address the topic, though they may lose their focus by including extraneous information. The narrative organizational pattern is weak, with little development of ideas and frequent errors occur in sentence construction, usage, and spelling.

VIII. Drop-Withdrawal-Incomplete Procedures: Students who stop attending class or who exceed the number of absences stated on the syllabus must now be withdrawn with the Faculty-Initiated Course Withdrawal for Excessive Absences Form. Before midterm, I will assign a grade of W on this form. After midterm, I will assign a grade of WF on this form except in the case of a non-academic hardship withdrawal. A grade of W after midterm is allowable 1) if the student is passing at the time of withdrawal from your course and 2) if the hardship is of a non-academic nature. The student must also complete a request for a non-academic hardship withdrawal and provide documentation for the hardship to the Office of Advising and Academic Services. Midterm is the last day to drop a course without academic penalty.

Students who stop attending or who exceed the number of absences stated on this syllabus may be withdrawn from the class. Withdrawal after midterm (for a non-academic hardship) will result in an automatic WF unless a W is approved by the instructor and the Academic Affairs Vice President. A non-attending student or one who has exceeded the number of allowable absences will receive an F.

IX. Academic Dishonesty Policies and Procedures: your work must be your own. All cases of academic dishonesty are handled according to the procedures outlined in your Student Handbook under "Academic Integrity - Policies and Procedures." Bainbridge State College defines academic dishonesty in the following way:

- Receiving or providing unauthorized assistance for an academic course.
- Procuring or providing unauthorized material for an academic course.
- Reusing one's own work produced for another course.
- Plagiarizing.

Any instance of academic dishonesty will result in failure of the assignment and, depending upon the importance of the assignment and the egregiousness of the instance, may result in failure of the course and the assignment of an "FX" (failure due to academic dishonesty) to the student's record. The instructor will determine the nature of the infraction; however, the student has the right to appeal any infraction affecting his/her standing in the course through the appeals process. See the Student Handbook for more details on policies and procedures.

Bainbridge College has a license agreement with Turnitin.com, a service that helps prevent plagiarism by comparing student papers with Turnitin's database and Internet sources. Students who take this course agree that

all required papers may be submitted to Turnitin.com. While student privacy is protected, papers submitted to Turnitin become source documents in Turnitin's reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on Turnitin's website. Bainbridge College is committed to preserving academic integrity as defined by the Academic Integrity--Policies and Procedures. See the *Student Handbook* for honesty policies.

X. Grievance Procedures: See the *Bainbridge College Student Handbook* for current information. A student must produce his/her assignments when disputing a final grade.

XI. ADA STATEMENT: Bainbridge State College is committed to providing accessibility to all students in accordance to ADA/504 guidelines. Students should not hesitate to contact the Disabilities Services and Testing offices; Katie Harrell (BSC Main Campus) at (229)243-3021, or Lori Haddock (BSC Early County Center) at (229)724-2405, regarding accessibility, if any accommodations are necessary. The Instructor will not be able to discuss any accommodations without a formal letter from the Disabilities Services and Testing office. Students with disabilities needing academic accommodation must **during the first week of class:**

1. Register with and provide documentation to the Student Disability Resource Center; and
2. Bring a letter to the instructor indicating the need for accommodation and what type.

This syllabus and some other class materials can be made available in alternative format upon request. For more information about services available to students with disabilities, contact the Student Disability Resource Center at Bainbridge State College.