

English 1302, Section Z01 Composition II Spring 2021

Instructor: Dr. Rosemary Briseno
Class meets in : MAB 200
Days: TTh
Time: 11-12:15

Office: MAB 112-B
Office hrs: M-Th:3:30-5;F1-4
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“Don't raise your voice, improve your argument.”---Desmond Tutu

Course Description:

This course includes the study of various writing modes, with emphasis on exposition, critical analysis, and research techniques. Students will write well-developed, critical, persuasive, documented papers. **Prerequisite:** Successful completion of English 1301

REQUIRED TEXTBOOK(S):

1) *The Sunflower* by Simon Wiesenthal.
ISBN: 9780805210606.

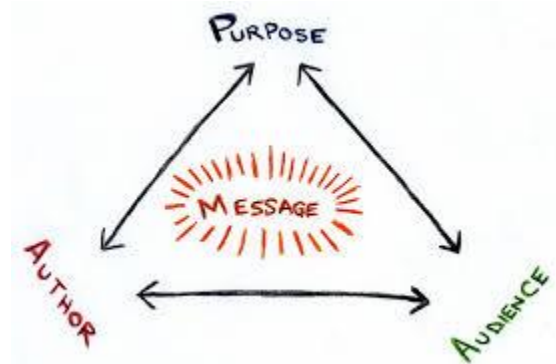
2) Several other required readings and other materials will be posted under READINGS in Blackboard. Other material (such as course notes, PowerPoints, video clips, etc.) will be posted in Course Notes/handouts and/or Audio/Visual tab in Bb.

Student Learning Outcomes (SLOs)

SLO 1 – Students will be able to construct documents that demonstrate unity, organization, coherence, and development, and are grammatically correct.

SLO 2 – Students will be able to analyze and interpret literary works by applying principles of critical thinking, literary criticism, or theoretical engagement.

SLO 3 – Students will be able to produce researched documents that demonstrate the ability to locate a variety of credible sources, employ them effectively through quotations and paraphrases, integrate them smoothly into the writer's own prose, and document them correctly using the style appropriate to the document.



Marketable Skills

1. Students will communicate effectively in writing and speaking.
2. Students will use different research strategies to address problems and develop ideas that engage a variety of perspectives.
3. Students will recognize how social and cultural contexts shape meaning and language.

Course Procedures

Required Format for Turning in Assignments

Please turn in all of your assignments in either **Microsoft Word OR PDF formats**. I will not accept work turned in using any other format.

Global Reference Database (anti-plagiarism tool in Blackboard)

****For every essay, you MUST click on the box that reads, "I agree to submit my paper to the Global Essay Database." If this box is not checked, **I will NOT grade your work, and the essay will be considered LATE. For every day you do not click the agreement box, your essay will be deducted 10 points/day until you check that box.******

Individual decorum: Online courses do share some characteristics of traditional classroom environments, but are still quite unique in their operations, especially in that success in online courses depends on individual responsibility, more so than in a traditional face-to-face classroom. You are required to master time management, as well as make a conscious decision to **CHECK IN DAILY**. In order to achieve success in this course, please ensure you do the following:

- read assignments as they are assigned. Keeping up with the reading schedule is **absolutely vital to your success in this course**. If you do not consider the reading schedule a priority, your grade will suffer because quizzes, assignments, and major papers, revolve around the reading schedule
- turn in assignments by the due dates
- check your email/ Blackboard Announcements on a *daily* basis
- participate respectfully during classtimes. Your input, thoughts, and ideas relative to course readings and other course materials, are an important part of this course.
- DO NOT interfere with others' ability to learn; this means, you cannot monopolize the classroom conversation, rudely interrupt others, shame or intimidate others, or otherwise prohibit or interrupt the learning process with disrespectful and/or disruptive behavior. Students who cannot positively and respectfully contribute to the classroom conversation will be asked to leave.

Tech Assistance

If you need help with the technology when submitting an assignment, contact the Lobo Technology Assistance Center (see below) immediately. If you need technical assistance, contact the Support Staff at the Lobo Technology Assistance Center (LTAC): **Online:** Contact us (24x7x365): <http://www.sulross.edu/pages/4401.asp>. Please use your email/ domain credentials to log in. Our website (www.sulross.edu/oit) has "how to" information on using the online system, which is designed to help you avail quicker service and responses from OIT staffs. **Phone:** 432-837-8888 (x8888/8765). Hours (Subject to change): Weekday (Mon-Fri): 8am-6pm Weekend (Sat-Sun): 11am to 4 pm. **In-person:** LTAC support counters will provide in-person/ walk-in helpdesk services and technology consultation. LTAC counters are located at: BAB 101 and Library ground floor in the back of the building. Hours: 8am to 5pm (Mon- Fri). **Not knowing how to upload your work and not**

ensuring your work was successfully uploaded via Blackboard is NOT an excuse, and negates any possibility for turning in work under the Makeup or Late Work Policy.

Smarthinking is an online tutoring service, accessible 24/7 via your Blackboard account. You can access it from Blackboard. Follow these steps to submit any essay to Smarthinking and get a detailed tutor's report within 24 hours or less.

- 1) Log into Blackboard
- 2) Click on Smarthinking link in our Course Page
- 3) Click on Writing Center
- 4) Click on Essay Center (to submit your draft for a tutor to help you)
- 5) Fill in the blacks with the required info
- 6) Once you fill in the info and submit your draft, a professional tutor will advise you on what might need to be (re)done in your essay in order to get a better grade. You will get a detailed Tutor's Report and your draft with revision and suggestions.

GLOBAL REFERENCE DATABASE REQUIREMENT

When turning in major essays or short reports, in addition to signing and submitting the Academic Integrity Policy Statement, students must also check the box which reads, "I agree to submit my essay to the Global Paper Database." **If the Policy Statement and/or the Global Reference Database function have not been turned in and checked, respectively, I will not grade your work, and any assignment turned in will receive a "0."**

CLASS ATTENDANCE

Regular class attendance is important to the attainment of the educational objectives of the University. The instructor's policy on class attendance will be explained at the beginning of the semester or term. In accordance with the instructor's policy, the instructor has the right to penalize students who are out of compliance with the class attendance policy.

Authorized/Excused Absences Statement. An absence because of participation in an official University activity is considered to be an authorized/excused absence. While every effort will be made by departments to minimize missed class time of students by careful scheduling of authorized University activities, when a student has to miss a class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized University activity will also notify instructors through the Student Life Office by providing an *excused absence list* to the office. Instructors will give students participating in an authorized University activity the opportunity to make up class work, including tests, within a reasonable time and at the convenience of the instructor.

Should an instructor have an attendance policy that allows for the dropping of a student after a certain number of absences, authorized/excused absences will not be counted towards that number of absences. Any student dropped for excessive absences will receive either an "F" or a "W" depending upon the

faculty member's discretion. FOR THIS CLASS, THE STUDENT WILL RECEIVE AN "F" FOR EXCESSIVE ABSENCES.

Religious Holy Days Absences Statement. In accordance with Texas Education Code 51.911, SRSU shall excuse a student from attending classes or other required activities, including examinations for the observance of a religious holy day, including travel for that purpose. **A student who must miss class due to a religious holy day is required to notify the instructor of the class in advance.** A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence as determined by the instructor. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Excessive Absence Policy

Because this course is designed in a workshop/discussion format, you cannot fulfill the requirements of the course unless you attend regularly and on time. Your questions and contributions are central to our discussions and, therefore, our understandings of readings and writing process. You are responsible for material covered in class, *whether you are present or not*. Note that some in-class work (ie Journals) cannot be made up.

EXCESSIVE ABSENCES WILL HURT YOUR OVERALL SEMESTER AVERAGE!

Three Types of Absences

1) Authorized/Excused Absences (*Assignments MUST be completed BEFORE you'll be absent*) These absences fall under university-sponsored activities (clubs, athletics, student government, etc). It is the student's responsibility to notify me before s/he will be absent, and to make arrangements to make up any assignment. Student must notify the professor BEFORE they will be absent from class, not after. Work must be turned in BEFORE student is absent.

2) Explained Absences (*possibly excused*) These are reserved for serious cases of illness or personal/family injury and/or other emergencies, which are beyond the student's control. I will ask you for documentation to back up the excuses you give me. Do not assume that Explained Absences will be excused. ***Explained absences are given at the professor's discretion only.*** Makeup work allowed only IF student notifies professor ahead of time (a reasonable amount of time, not just prior to when class begins); student is solely responsible for completing /turning in assignment(s) within one week of absence. *If you are allowed turn in your work because of a pre-approved excuse, please follow these rules below.*

Late Work Makeup Policy

Opportunities to make up assignments are available only in extreme, urgent circumstances AND ***In the case of an Authorized or Excused Absence ONLY:*** it is your responsibility to turn in your work on or before the deadline. If the assignment is not turned in by the agreed upon deadline, the makeup work might be accepted by at 10 points off each day (weekends count) the assignment is late.

1) Before you will be absent, notify me—via email or phone call (email is preferred), in a reasonable amount of time (not 5 mins before class meets). Do not notify me during or after our class meets. Do not assume your absence will be excused.

2) Make arrangements with me to have the work turned in at a later time. If the excuse (for Explained Absence, not Authorized Absence) is granted, I will enforce a “0” as a placeholder grade. Generally, you will have 7 DAYS to make up the assignment; if you forget, the “0” stands. No exceptions.

3) Unexcused Absences (*never excused*)

The student did not turn in their work due to negligence. Negligence is defined as: the student not taking proper care in executing any and all assignments. For example: the student did not familiarize themselves with how Blackboard works. The student did not ensure their work was properly uploaded to Bb. The student did not check Announcements daily, as required. The student missed the deadline due to forgetfulness or other responsibilities getting in the way of uploading an assignment. Any work assigned/due earns “0” points. No makeup/late work allowed.

Excessive Absence Policy

--In a **MWF** course, you will earn a grade of “F”, if you have **9 TOTAL absences**, which includes explained and unexcused absences. Authorized absences are not included.

--In a **TTh** course, you will earn a grade of “F”, if you have **6 TOTAL absences**, which includes explained and unexcused absences. Authorized absences are not included.

Makeup Work

Opportunities to make up assignments are available only in extreme, urgent circumstances AND **In the case of an Explained or Authorized Absence ONLY**: it is your responsibility to turn in your work on or before the deadline. If the assignment is not turned in by the agreed upon deadline, the makeup work might be accepted by at 10 points off each day (weekends count) the assignment is late.

No Late Work Policy

Late work is not accepted for any reason due to **student negligence** (forgetting to turn in an assignment, forgetting to log in, not notifying your professor of impending absence, waiting until the last minute to begin assignments, not knowing how to use Blackboard, not managing your time properly, feeling exhausted after a long drive back from a weekend vacation, etc).

How to Email Your Professor

Professor e-communication

I will communicate with the class through Announcements and by e-mail, so be sure to log in daily to check for announcements on the course home page and to check your Sul Ross e-mail account every day.

Email

In an effort to maintain respect and clarity in the virtual classroom setting, please follow these guidelines when emailing your professor:

Please follow these guidelines when emailing your professor:

- 1) Include a salutation (Dear Dr. Briseno)
- 2) Provide your name, class, and section
- 3) Clearly state the reason, problem/concern. Use full sentences; do a spellcheck.

4) Acknowledge that you have received my email with a simple, “Thank you” and a follow-up regarding your problem, issue, or concern; otherwise, I will be wondering whether or not your issue has been resolved.

Personal Responsibility

It is your responsibility to check Blackboard and your email/Announcements frequently! I leave detailed instructions and details in the Announcements/email feature and in the Tentative Assignment Schedule in Blackboard; it’s up to you to check in and find out what’s due, when, and how to turn in assignments. *I will not re-open links once they are closed*; as this is time consuming and a waste of precious time, so you must be aware of due dates and times. It is also your responsibility to ensure you have uploaded your work by the deadline. You must perform a two method checking system each time you submit your work. *See below*

Confirming Submission of Your Blackboard Assignments, Methods 1 and 2

There are two ways that you can tell your Assignment has been submitted successfully:

METHOD 1:
Assignment Link

Click on the Assignment link to view the submission history for that assignment. If you are allowed to make more than one submission, you will also see a **Submission History** that will display all your submissions by *date and time. This is important to note especially when you are required to turn in your work by a specific deadline. If you dispute the day and time in which you claim you submitted your work, but Blackboard cites a different time/date (i.e. past the due date), you negate any possibility for any makeup work.

METHOD 2:
My Grades Tool

You can also confirm your Assignment submission by accessing the **My Grades** area of a course. A yellow circle with a white exclamation point in the center will appear next to any Assignment that has been successfully submitted. You can access the submission history page by clicking either the name of the assignment or the yellow circle/white exclamation point icon.

It is recommended you use both methods to ensure your work has been successfully submitted.

You may also contact Tim Parsons by email or phone, if you have problems or concerns about Blackboard.

tim.parsons @sulross.edu
432-837-8525

Or

Estella Vega:
estellav @sulross.edu

432-837-8247

For further assistance, please review the info located in the link below:

<https://help.blackboard.com/Learn/Student/Assignments>

Academic Honesty

I expect each student to strictly adhere to the rules and regulations regarding academic pursuits. The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Please see page 82 in the **SRSU Student Handbook: for complete information.**

http://www.sulross.edu/sites/default/files//sites/default/files/users/docs/records_srsu/handbook_2012-2013-complete.pdf

1. "Cheating" includes:

- a. Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
- b. Using, during a test, materials not authorized by the person giving the test.
- c. Collaborating, without authorization, with another person during an examination or in preparing academic work.
- d. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an un-administered test.
- e. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
- f. Bribing another person to obtain an unadministered test or information about an unadministered test.
- g. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.
- h. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in ones own written work offered for credit.
- i. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.
- j. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
- k. "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

Students must also sign and submit an **Academic Integrity Policy**. No assignment will be graded until this sheet has been signed and submitted. See the Welcome Sheet for more details. Students must also check the Global Reference Database Option in Blackboard (see earlier note about this under Course Policies)

Plagiarism Policy

As a simple guideline, if you submit your own work, you will avoid all serious types of plagiarism.

Nevertheless, a responsible student should also consider the less obvious variants of plagiarism, especially when writing research papers that require citations.

Instances of plagiarism, such as submitting an essay with sentences or passages cut and pasted from an online source, or a paper obtained from an online “paper mill,” students in this course will automatically fail the assignment, receive a final grade of F, and be recommended for dismissal from the university. There is no excuse for serious plagiarism. I will also regard unattributed citations – verbatim copying of another’s person’s work without some indication of the source – as a serious form of plagiarism. In other words, don’t insert any text in a paper that is not your own without also noting the source. You can email me with a question before an assignment is due, stop by my office during my office hours, or even parenthetically raise the question in your paper.

It’s your responsibility to comply with principles of academic honesty; it’s my responsibility to see that every student receives a fair and accurate grade.

Here is my policy on plagiarism for this course:



The *first offense* of plagiarism or academic dishonesty (paying for an essay, paying an editing service, having someone else write, edit or otherwise assist you when it has not been approved by the professor, in part or in whole, will result in a failing grade on that assignment(s). The *second offense*, in part or in whole, will result in a final grade of “F,” and the student can be recommended for dismissal from the university. The student has the right to appeal to the Dept. Chair, then Provost, and eventually to the VP for Academic and Student Affairs before imposition of the penalty. The decision of the Provost and VP for Academic Affairs is final.

ADA Accommodation

Disabilities Statement: Persons with disabilities that may warrant academic accommodations should contact me as soon as possible so that we may make arrangements to ensure the most hospitable and enhancing (cyber) learning environment as possible.

Disabilities and Counseling Services

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student’s responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-171, Sul Ross State University, Alpine, Texas 79832. Telephone: 432-837-8203

Graded Course Requirements

Daily Work (Homework, Journals & Quizzes)40%

Writing Assignments and homework will vary; some will be short, essay-length responses to questions, based on previously assigned readings and/or class lectures; others consist of various writing exercises. Additionally, you will sometimes summarize readings as a journal entry. There is a specific method for writing your Journals; this info can be found under Journals in Bb. They will not be assigned on a daily basis. Quizzes will consist of questions that will test your basic knowledge of reading assignments (short answer-questions, multiple choice, True/false)

3 Short Papers.....40%

You will write 3 essays, 4-6 pages in length. Prompts will be assigned approximately one week before due date. Topics will come from previously assigned readings. Papers must be double spaced and in MLA format. These essays are analytical and researched.

Final exam.....20%

The final exam is a visual and written research analysis consisting of TWO PARTS. Part 1 will ask students to pick any topic/reading discussed this semester (or one of their own choosing; individual choices must be pre-approved by the professor), then analyze and research their topic in visual form (a PowerPoint). Details to be announced.

Grades

- A 90-100:** Outstanding performance in mastering of the subject. Achievement of superior quality. (4 grade : points per credit hour)
- B 80-89:** Consistent performance in achievement beyond the usual requirements of the course. Achievement of high quality. (3 grade points per credit hour)
- C 70-79:** Performance of a satisfactory nature. Achievement demonstrating an understanding of the subject sufficient for continued study in the discipline. (2 grade points per credit hour)
- D 60-69:** Minimally acceptable performance. Achievement demonstrating below average understanding of the basic elements of the course. (1 grade point per credit hour)
- F 50-59:** Achievement at a level insufficient to demonstrate understanding of the basic elements of the course. (0 grade points)

Incomplete grade(I):The grade of "I" is given by the instructor upon consultation with the student. The work to be completed and deadline for completion must be specified on the grade report to the Director of Records and Registration. A student may have a maximum of one academic year in which to remove an I during which time the "I" will not be calculated in the student's grade point average. If the work is not completed by the deadline set by the instructor, the "I" will be converted to an "F" and will be calculated in the student's grade point average for the semester in which the "I" was given. Normally, an incomplete grade will be awarded only for situations such as illness, family emergencies, or unusual circumstances which prevent a student from completing a course in a semester or summer term. Incomplete grades must be removed prior to graduation.

Withdrawal grade (W): The grade of "W" is given for courses dropped after the 12th/4th class days through the last day to drop a course with a "W" as published in the University's calendar. Students who wait until the published deadline must have complied with the class attendance policy of this catalog. An instructor is not obligated to recommend a "W" for a class if excessive absences have occurred. Students will not be permitted to drop a course or withdraw from the University after the published deadline.

Final Note

It's worth noting that there's a predictable and positive correlation between careful time management and academic success. I encourage you to make a wise decision as to what kind of student you will be early on and to plan accordingly.

No extra points, no extra credit work will be assigned, so don't ask.

You are completely responsible for meeting all deadlines and keeping track of any changes made to the course schedule. You have several resources made available to you to ensure your success in this course, so I strongly encourage you to take advantage of them.

You will get the grade you earn, not the grade I give you.

Spring 2021 Tentative Schedule

Subject to change

For detailed information regarding assignments, due dates, etc., please read **Announcements** in Blackboard. I review what we did during class, what's for homework, and relay any other important information. Daily Summaries are posted after each class day.

**IT IS YOUR RESPONSIBILITY TO CHECK ANNOUNCEMENTS ON A DAILY BASIS;
FAILURE TO DO SO WILL RESULT IN EARNING A LOWER COURSE GRADE.**

1/12: First day of classes. Review course syllabus, requirements.

1/17: Academic Integrity Statement DUE @ 11:59

1/18: Dr. Martin Luther King, Jr. Holiday, NO CLASSES

1/19: Diagnostic Exam

2/12: Major Essay #1 DUE @ 11:59

3/8-3/12: SPRING BREAK, NO CLASSES

3/19: Major Essay #2 DUE @ 11:59

4/2: GOOD FRIDAY, NO CLASSES

4/27: Last Class Day before finals; Major Essay #3 DUE @ 11:59

4/29: Dead Day

5/4: Final Essay Exam, 5/8, (T) @ 10:15-12:15

---END OF SEMESTER---