

COURSE POLICIES
CENTRAL TEXAS COLLEGE
English 1302-TM028: Composition II (Summer II)
Monday-Thursday, 12:30-2:30 p.m.

Instructor: Ms. Anita Dugat-Greene

E-mail: anitagale@yahoo.com

Website: www.anitagale.com

Communications Department: 254-526-1239

Office Hours: immediately before and after class; other times by appointment

Course description

Course Materials

- ◆ Kirsznner and Mandell. *Literature: Reading, Reacting, Writing*. 5th edition.
- ◆ Troyka, Lynn Q. *Simon and Schuster Handbook for Writers*. 7th edition.
- ◆ Pocket folder with brads (for portfolio of short writing assignments and drafts of essays)
- ◆ Computer paper for printed essays
- ◆ Thumb drive or disk for saving work word-processed in class

Course Assignments and Grade Determination

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| ◆ Three 500 to 850 word essays (may be written in class) | 45% |
| ◆ Portfolio (This will include reader-response paragraphs, answers to questions over assignments, rough drafts of essays, etc. Any quizzes given during the semester will constitute 5% of this grade.) | 15% |
| ◆ Research essay (1000 to 1500 words) | 20% |
| ◆ Final Exam | 20% |

What are the objectives of Composition II?

The primary objectives of any composition course are to teach students to think critically and to write well. In addition, Composition II requires research techniques. To achieve those primary objectives you will learn:

- ◆ To be able to define and to use literary terms to analyze poetry, short stories, and drama;
- ◆ To understand and to explain the major characteristics of modern fiction and to apply them to short stories;
- ◆ To identify and to explain some of the historical differences between Shakespearean drama and modern drama;
- ◆ To articulate your responses to the literature in directed, reader-response paragraphs;
- ◆ To focus a thesis to develop analyses and interpretations of the literature;
- ◆ To use library and online resources in researching a topic for an assigned topic;
- ◆ To paraphrase and to summarize other sources to support your development of a research essay;
- ◆ To document those sources correctly, following MLA format.

What are your responsibilities as a student in this course?

- ✓ To complete all assignments in order to pass the course.
- ✓ To turn in assignments on the date and at the time at which they are due.
- ✓ To attend class regularly and to be attentive and (appropriately) active in class.
- ✓ To exhibit academic honesty in doing your own work to the best of your ability.

Assignments: You will complete all readings in time for class discussions on those readings. To assure that you are maintaining this responsibility, I may give unannounced quizzes on the reading. These quizzes cannot be made up. However, I will drop the lowest quiz grade.

I will require short writing assignments as responses to the readings or pre-writing for the longer essay assignments. Some of these short writing assignments will be completed in class; others will be assigned as homework to prepare for class discussion of the reading. I will provide handouts with details for each of the major writing assignments, the three 500-850 word essays and the research essay. For the research essay, you will be given six or seven topics from which to choose to write.

To pass the course, you must complete all of the major assignments. In order to receive transferable credit for this course, a grade of C or better must be earned. As a rule, D's will not transfer to other colleges.

Late work: All assignments are due at the beginning of the class period on the date of the announced deadline. Late assignments will be lowered a letter grade. If you do not turn in the assignment within three days of the due date, I will not accept the assignment, and you will receive a zero for the work. Make-up examinations will be given only when the absence is excusable and only with my permission. You will have one week from your excused absence to make up the work. No make-up work will be accepted during the final examination week.

Class attendance and attitude: Attending college classes and treating classmates with respect are important. Students who fail to meet college attendance requirements may be dropped from the course (administrative withdrawal). However, it is your responsibility to officially drop the class if you discover that you cannot attend regularly. Please turn off cell phones.

Academic honesty: If you turn in work that is not your own (or if you have plagiarized portions of the work), the most the work will receive is a zero. There may be other penalties as well, as noted in the student handbook. Troyka's *Handbook for Writers*, pp. 540-545, for a discussion of *plagiarism*. Ignorance is no excuse.