Nashville State Community College
Division of English, Humanities and Creative Technologies
English Department

2020 Master Course Syllabus

English 1020 Web – Composition II

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Course Information:

Course Title: Composition II (Web Course)
Credits: 3
Class Hours: 3

Course Description: A study of argumentative and analytical writing. Topics include advanced methods of composition, analysis and explication of literature/essays, elements of persuasion, use of evidence, and advanced methods of research.

Instructor Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:

Required Textbook(s) & Other Materials:
You need two books for this course, the handbook and the textbook. Please refer to e-Text on the Content page.
1 - A *Writer's Reference* is the handbook. **It is an eTextbook (see the paragraph about DEI Textbooks).** Hacker, Diana and Nancy Sommers. *A Writer's Reference. 9*th edition. Boston: Bedford/St. Martin's. 2018. ISBN: 978-1-319-05744-2.

2 - *Writing and Reading Across the Curriculum, 14th edition* is required. It is an eTextbook (see the paragraph about DEI Textbooks). Please do not attempt the course using an earlier edition of the textbook because all the readings will not appear in earlier editions. Behrens, Lawrence and Leonard J. Rosen, *Writing and Reading Across the Curriculum,* 14th edition. New York: Pearson. 2019. ISBN-13: 978-0-13-468134-7.

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

Digital Engagement Initiative (DEI) Textbooks:

To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your NS Online course shell. When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program until September 6, 2020. I**f you opt out, you will be responsible for obtaining the required course materials on your own.** For more information, please visit NSCC's bookstore website: www.nscc.edu/current-students/on-campus-resources/bookstore

Course Outcomes:
Upon successful completion of this course, students should be able to:

- Analyze and evaluate written expression by reading critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view, as well as credible evidence and persuasive strategies.
- Research, organize, and compose papers using correct diction, syntax, usage, grammar, mechanics, and MLA format.
- Incorporate credible evidence and analysis according to MLA standards and demonstrate effective argumentative strategies.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes.

In addition to the ENGL 1010: Composition 1 competencies, by the end of ENGL 1020: Composition 2, students should be able to:

Content and Structure
- Integrate sources appropriate to the thesis.
- Craft logical arguments and address counterarguments.

Academic Voice
- Use an academic voice (third person, objective), rather than first person, in most or all written work.

Critical Reading
- Explicate assigned course materials, identifying rhetorical techniques.
- Analyze arguments and recognize logical fallacies.

Mechanics
- Employ a variety of sentence structures

Research and Documentation
- Combine a variety of sources, both primary and secondary, *in every essay*.
- Incorporate scholarly sources as appropriate.

The following are general education competencies intended to support the course outcomes:

- Write clear, well-organized documents
- Know how to locate, evaluate, and use information sources
- Use critical thinking skills

Course Assessments:
The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

Documented Essays (5 – including Midterm Essay Exam, Final Essay Exam, and Research Paper) 750 points – 75%

Short Assignments (2 @ 50 points) 100 points – 10%

Discussions (10) 100 points – 10%

Reading Quizzes (5) 50 points – 5%

Total 1000 points – 100%

Grading Policy:

Feedback will be provided on all written work. The expectation is that you will use the feedback to make improvements on the next writing assignment. The rubric used for essays in the course can be found on the "Content" page. Grades will be posted within a week except for unusual circumstances. In any case, grades for one writing assignment will be posted before the next writing assignment is due.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Five points are deducted for each day that a written assignment is late. Late work will be accepted for **three days only**, after the due date, except in extenuating circumstances such as hospitalization (documentation required).

An exception to this policy is the Research Paper. Because the schedule allows several weeks for students to work on this large paper, the expectation is for all submissions to come in on or before the due date. **Any Research Paper that is submitted after the posted due date can earn only half credit, for up to three days.** To avoid missing this very important date, you will need to **get your topic approved by the date posted on the Weekly Schedule** and give yourself plenty of time on the paper. Students who make high grades on the research paper are typically those who do not delay in getting their topics approved.

No late work is accepted for Discussions or Reading Quizzes.

Attendance Policy

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s).
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as is reasonably possible.
- If students have an unavoidable conflict with a scheduled class session, they must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. ***My specific requirements are as follows***:
Although we do not meet in a classroom on campus, you are "attending" when you work on the course. I will "count attendance" after the first week. **All students must e-mail me through the Course Mail with the statement that you have read all the "Getting Started" materials**. If you do not check in with me, I will assume you are not "attending," and after the first two weeks, I will report your non-attendance through official channels that may affect your financial aid disbursement. After that, I will "count attendance" when you turn in assignments**. In order to be successful in the class, you should do all the work.**

Grading Scale:

Letter Grade	Percentage Range
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

FA
According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

Fall Semester: **October 30, 2020 last date to receive FA**

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for

the course. An FN is assigned to students who do not submit any assignments.
FN
An FN is awarded to students who never attended class.

Technology Statement

- All classes at the College are web-enhanced.
- It will be essential for students to have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. additional information available: https://www.nscc.edu/current-students/student-online-resources/access-to-internet-and-technology.
- Certain publisher materials may not work on cellphones.

Computer Labs
Computers are available for student use at each campus during campus open hours. Open computer lab availability for Fall 2020 may vry from campus to campus.

Students should check NSCC website for current hours of operation.

D2L/NS Online and myNSCC
It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu. If you are registered with the Access Center

and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the [Nashville State Student Code of Conduct policy](). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy]() in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a "zero" for the exercise, paper, or examination, or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.
Note that some examples of plagiarism are using undocumented sources, copying work verbatim from the internet, using someone else's work, recycling work from another class, using unauthorized notes during an exam, and/or looking on a classmate's test/paper. English instructors and many other instructors use turnitin.com for detecting plagiarized work.

Course Content

Course materials—including literature, supplementary materials, Internet content, and class discussions—may contain graphic content, mature content, and content that some might find difficult or offensive. The course content may be challenging and difficult, but advanced study requires grappling with these topics. No material will be changed or any substitution allowed. By choosing to remain in this course, you have chosen to accept its requirements. Hearing the voices of writers and of fellow students is an important part of this process, so all of us must work to create an environment that is both respectful and academically rigorous.

Academic Early Alert System
Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests.

*Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System
Emergency events can happen at any time and Nashville State Community College wants to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://www.getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found," select Register and create your own RAVE account.

Student Wellness

The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:

- o Students with general, non-academic questions and concerns about COVID-19 may email virusinfo@nscc.edu.
- o Five free telephone therapy sessions are available via Agape Counseling by calling 615-781-3000.
- o Online tutoring is available via NetTutor within the D2L course shells.
- o A comprehensive list of online student resources may be found at https://www.nscc.edu/current-students/student-online-resources
- o A comprehensive list of student support services may be found at https://www.nscc.edu/current-students/on-campus-resources/student-support-services

Equity Statement

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We

recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

Inclement Weather & Campus Closings
Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy
If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.

Communication Statement
In this time of uncertainty due to COVID-19, communication between student and faculty is key. At times, situations arise for one or both that makes that communication difficult or delayed. This can include but is not limited to health issues and/or problems with technology. If you have attempted to contact your instructor, and have waited the turnaround time as outlined in the syllabus but have not yet received a response, please reach out for additional support using this survey: https://forms.gle/1KaARx6NzifXHxK98

Requirements for Papers and Other Course Elements - Please read carefully so you will not lose points by failing to submit in a correct manner.

Each required paper will have its own set of instructions that students will be given well in advance of the due date. It is important to pay close attention to specific guidelines. The assignments for essays and other papers can be found under the "Assignments" tool.

You are expected to submit all essays and assignments.

All written work is required to be typed in a Word or Rich Text Format document. I cannot open some programs, and if a student submits in some program other than Word or Rich Text Format, I will have to ask for a new submission, which will cause late points to accrue.

Students who do not have a mastery of standard English usage and grammar will be expected to refer to appropriate sections of *A Writer's Reference* in order to gain skills in the areas of weakness. The Learning Center provides grammar workshops and free tutoring. Tutors do not "fix" substandard papers. If you wish to get help from the tutors, choose two areas of weakness, and those will be the areas of focus when you are working with the tutors.

Students must use correct MLA documentation for all written assignments. **This means every paper is required to have citations and a Works Cited page – all essays and the short assignments, as well**. Please pay close attention to this requirement. Exceptions are not allowed. No excuses are allowed. Failure to use correct MLA documentation will result in the loss of substantial points on written work. The MLA section in *A Writer's Reference* will provide models for you to follow, and I will refer you to those models for citations and Works Cited entries.

- **ESSAYS:** Five documented essays are due during the semester. This includes the Research Paper, Midterm and Final essays. Due dates are listed on the "Weekly Schedule" on the Content page. Requirements for Essays 1, 2, and 4 (Research Paper) can be found in the "Assignment Dropbox" under Evaluation. Essay 3 is the Midterm and Essay 5 is the Final. You will access them under "Quizzes." The essays must conform to the course requirements listed. All sources discussed in each essay must be documented according to MLA format and must be listed on the Works Cited page at the end of the paper. Use *A Writer's Reference,* the most recent edition, as a reference.
- **SHORT ASSIGNMENTS:** Two short assignments are due during the semester. Refer to "Assignments" for specific instructions. These are worth 50 points each. They are much shorter than essays – approximately 500 words. However, the short assignment must be a sharply focused response to the prompt. Use MLA format and respond in meaningful paragraphs, much like an essay. The due

dates are listed on the Weekly Schedule. Include citations and a Works Cited page. Use *A Writer's Reference,* the most recent edition, as a reference.

- **RESEARCH PAPER**: The topic for the argumentative research paper (Essay 4) should relate to one of the broad subjects discussed in "Research Activities" at the end of each chapter we are covering this semester. Refer to the "Assignment Dropbox" for the specific requirements. The due date is listed on the "Weekly Schedule." The paper should be 1200-1500 words in length plus a Works Cited page, and it must conform to the course requirements. The paper must support a clear thesis that sets forth the main idea, and it must present an argument. All sources discussed in the paper must be documented according to MLA format and listed on the Works Cited page at the end of the paper. Refer to *A Writer's Reference,* the most recent edition. **IMPORTANT INFORMATION ABOUT RESEARCH PAPER***:* If you submit your research paper after the due date, you can earn only **half credit** for only 3 days. You should plan to be on time with this assignment!
- **DISCUSSIONS**: There are 10 discussion questions in the course. Use the Discussion board as an opportunity to interact with others in the class, simulating a classroom discussion. **Responses are due one minute before noon on Friday. Late responses will not be graded.**
- **READING QUIZZES:** There are 5 quizzes over the reading material in the text. Note on the "Weekly Schedule" the due dates for each quiz. **Submit through "Quizzes" on Sunday night, one minute before midnight.** Quiz 1 is over Chapter 1; Quiz 2 is over Chapter 2; Quiz 3 is over Chapter 3; Quiz 4 is over Chapter 4; Quiz 5 is over Chapter 5.
- **MIDTERM AND FINAL:** Each of these will be a **2-hour writing**. The computer will lock you out after 2 hours. You will find the requirements for each under "Quizzes" and you will go to "Quizzes" to access the tests. For both the midterm and final, you'll have 2 topics from which to choose one, and that one will be your writing assignment. Each of these is shorter than an essay, but they will measure how well you have mastered the skills for academic writing. You will be able to use your e-texts but **you are not allowed to use any other outside sources. The only sources you need are the essays from our book.**

Communication with your instructor is essential! The very best method of communication with me is through Course Mail. Go to "Classlist," find my name, compose a message, and send to me – or reply to a message I have sent you. You will find a new Announcement posted every week on the

Home Page. If you do not have internet access at your house, you need a plan for working on this course several times a week, perhaps at the Library where you have free use of computers. You will be able to use D2L to check grades, communicate with other students in the class and with me, and send assignments through the Assignment Dropbox.

Each week you should do these things:

- Click on the Lesson for that week and work through everything!
- Read assignment selections in the textbook.
- Work on upcoming assignments.
- Check your instructor's comments on previous assignments.
- Check "Weekly Schedule" to stay on target.

Students are a successful in the course have a few traits in common:

- They observe all due dates.
- They contact me through the Course Mail with questions.
- They read everything I provide/assign.
- They make sure they understand MLA documentation.
- They study every returned paper so they won't make the same mistakes again.

I look forward to hearing from you the first week of class, telling me that you have read all the "Getting Started" materials and you understand the requirements of the course.