

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

English Department

2020 Master Course Syllabus

ENGL 2035 – Introduction to Fiction (Web Course)

(This master course syllabus template is a general guide for providing an overview of each course offered at Nashville State. Each instructor will further clarify specific criteria for grading, classroom procedures, attendance, exams and dates, etc. on their individual course syllabus. Prompts for individual adaptations are italicized and in parentheses; faculty should remove or replace these prompts when creating master syllabi and their own individual syllabi if they have not been removed previously.)

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: Introduction to Fiction (Web Course)

Credits: 3

Class Hours: 3

Course Description: An introduction to stories and novels. Topics include major literary themes; historical/social events that influenced the writers; literary terminology; characteristics of literature; interpretation of literature; and analysis of composition and style. Prerequisite(s): ENGL 1010 and ENGL 1020. Note: ENGL 2035 meets the general education requirement for Humanities as a literature course or otherwise.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Honors Option

If you wish to take this course for honors credit, you must be enrolled in the Honors College and complete an Honors Contract. It is your responsibility to inform me within the first four weeks of the semester that you want to complete an Honors Contract for this course.

Required Textbook(s) & Other Materials:

Required Textbook(s):

- Charters, Ann. *The Story and Its Writer*, 10th edition, Bedford/St. Martin's 2019. ISBN: 978-1-319-10560-0.

Recommended Reference:

- Your choice of handbook or website with 2016 MLA documentation and grammar guidelines.
 - Suggested handbook: Hacker, Diane and Nancy Sommers. *A Writer's Reference*. 9th ed., Bedford/St. Martin's, 2018. ISBN: 978-1-319-05744-2.
 - Suggested website: [Online Writing Lab \(OWL\) at Purdue University](#)

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@nsc.edu.

Digital Course Materials (DCM):

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 6th, 2020. If you opt out, you will be responsible for obtaining the required course materials on your own.

Course Outcomes:

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

1. Analyze significant primary texts as forms of cultural and creative expression. (O1)
2. Explain the ways in which humanistic or artistic expression reflects the culture and values of its time and place. (O2)
3. Frame a comparative context to critically assess the ideas, forces, and values that shape the texts. (O3)
4. Develop an interpretation of a literary text, collect research from appropriate sources, support the interpretation with evidence, and cite the source material. (O4)

Course Competencies:

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

1. Write clear, well-organized documents. (C1)
2. Know how to locate, evaluate, and use information sources. (C2)
3. Use critical thinking skills. (C3)

Course Assessments:

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

Discussions (7 total - 25 points each)	175 points (17.5%)
Quizzes (7 total - 25 points each)	175 points (17.5%)

Tests (3 total - 100 points each)	300 points (30%)
Writing Assignments (2 total - 100 points each)	200 points (20%)
Literary Analysis Essay	125 points (12.5%)
Literary Analysis Planning Assignment	25 points (2.5%)

Grading Policy:

- **Overall Policies:**
 - Graded work will be returned within two weeks of the due date in most cases.
 - Essays will be graded with the rubric used by all NSCC English instructors.
 - **All writing assignments and essays require standard 2016 (8th edition) MLA documentation**, including a correct MLA heading and correctly formatted in text citations and Works Cited page.
 - Writing assignments and essays must be submitted in Word or Rich Text (.docx, .doc or .rtf) file formats. Please note that you have access to *Microsoft Office 365*, including *Microsoft Word*, through your MyNSCC email account. Submit these assignments through the Assignment Dropbox; emailed papers and physical copies will not be accepted.
 - Writing assignments and essays must meet the minimum assignment requirements to earn credit. Please note that I make sure your essay is in correct MLA paper format (12 point Times New Roman font, double-spacing, margins, etc.) before determining if it meets the length requirement.
 - No proctors are needed for the quizzes or tests. Quizzes and tests are taken online.
- **Assignments and Testing Procedures:**
 - **Discussions:**
 - Purpose: Discussion forums will encourage you to share your perspective with classmates while practicing the course outcomes: analyzing primary texts as forms of cultural and creative expression, explaining how texts reflect the culture and values of their time and place, and developing interpretations of texts with evidence. Discussions will help you apply general education competencies, as well: writing clear documents, using information sources, and critical thinking.
 - Directions: to earn full credit for the Module Discussion Boards, you must create a main post and reply to other students. Each Discussion Board is worth 25 points, and you can earn up to 3 points of extra credit.
 - Main post (up to 10 points):
 - Before creating your post, you should read all of the content in the relevant Module - including the Background and Prereading Notes, the stories from your textbook, and the Analysis and Commentary.

- You will not be able to read or respond to other students until you create your main post, so aim to do that in a timely manner.
- Select *one* of the options to discuss, and write the option number as the title of your post (e.g. Option 3).
- Be sure to answer all parts of the option you choose, and provide support for your answers.
- If you use direct quotations from the textbook or class notes, you should include quotation marks, but you do not need to add in-text citations or page numbers. You should *not* use any sources other than the textbook or class notes unless you check with the professor first. Be sure to familiarize yourself with the syllabus policies on plagiarism.
- Replies to other students (up to 15 points):
 - You should respond to at least three other students.
 - At least *one* of your replies should be on a thread about a different option than you selected for your main post.
 - Discussions will be graded on quality and quantity of your responses.
 - To earn points for responding to other students, you should not just write "I agree" or "Good post." Instead, your responses should comment on the content of the answer, add points, ask questions, disagree with a point, or otherwise promote conversation.
- Extra credit (up to +3 points):
 - You can earn up to 3 extra points on each board if you *read at least 10* of the total posts on the discussion and *upvote the best* ones you read.
- **Quizzes:**
 - Purpose: Quizzes will be used to ensure the student understands the material presented for each module (including online content and textbook readings). You will also practice skills related to course outcomes: relating texts to the culture and values of their time and place, framing a comparative context to assess the ideas, forces, and values that shape the texts, and developing your vocabulary of literary analysis and interpretation.
 - Directions: Quizzes include multiple choice, multi-select, and matching questions; matching and multi-select questions will allow for partial credit. **Students may use the textbooks and class notes for completing the quizzes, but no websites or any other outside sources are allowed, and students are not allowed to work together on quizzes.** The quizzes do not have a time limit, but students will only be able to submit answers to the quizzes once. Quizzes are made available

to you early in the course and must be completed by the specific deadline dates for each Module (see the Calendar for specific due dates). Quizzes are automatically graded, and you will be able to see feedback immediately.

○ **Tests:**

- Purpose: Three tests will measure your ability to interpret significant quotations, recognize and apply elements of fiction and genres, apply the course vocabulary to specific texts, discuss how texts reflect their cultural contexts, and analyze texts with evidence for your interpretations. These skills are directly relevant to course outcomes: analyzing primary texts as forms of cultural and creative expression, explaining how texts reflect the culture and values of their time and place, framing a comparative context, and developing interpretations of texts with evidence. Tests will also help you develop all of your general education competencies: writing clear documents, using information sources, and critical thinking.
- Directions: Tests will contain short answer and long answer questions. Study guides are available within the relevant modules. The tests have a limited availability window (see the Calendar). Tests also have a time limit of 2.5 hours from the time you begin the test until you will have to stop. Students will only be able to submit answers to the tests once. **Students may use the textbooks and notes for completing the tests, but no websites or any other outside sources are allowed, and students are not allowed to work together on tests.** For any direct quotations from the textbook or class notes, you should include a signal phrase as well as quotation marks. (In-text citations with page numbers and Works Cited pages are not required on tests.)

○ **Writing Assignments:**

- Purpose: Two short essays will allow you to practice your literary analysis and essay writing skills. These writing assignments will provide opportunities for you to practice and demonstrate all course outcomes: analyzing primary texts as forms of cultural and creative expression, explaining how texts reflect the culture and values of their time and place, framing a comparative context, and developing interpretations of texts with evidence. Writing assignments will also help you develop all of your general education competencies: writing clear documents; finding, evaluating, and using information sources; and critical thinking.
- Directions: Please see the Module 1 and Module 3 Content for requirements and detailed instructions.

○ **Literary Analysis Essay and Literary Analysis Planning Assignment:**

- Purpose: One fully developed literary analysis essay will allow you to interpret a literary text, relate it to its context, collect research from appropriate sources, support the interpretation with evidence, and cite the source material. This assignment will require you to practice and demonstrate all course outcomes and general education competencies.

- Directions: Please see the Module 5 Content for requirements and detailed instructions.

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

As long as you complete the readings and assignments by the due dates, there are no specific days or times that you need to participate. You can work on this course at a time of day best suited to your needs. The detailed due dates for the tests and essays are listed in the calendar and should be met. Assignments and quizzes may be done early, but **late work (completed after the due date noted in the calendar) will not be accepted, neither will late tests or essays.**

I reserve the right to consider extenuating circumstances. Please contact me immediately if you have a serious medical situation, family emergency, or other crisis.

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) regardless of reason(s) for absence.
- 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 reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students 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.

Grading Scale:

Letter Grade	Points Range
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599
FA/FN	(see below)

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.

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.

For Fall 2020 semester, if you fail the course and your last assignment is submitted on or before October 30, you will earn an FA as your final grade. If you fail the course and your last assignment is submitted after October 30, you will earn an F as your final grade.

Class Notes

- **Coronavirus Resources** - Nashville State Community College continues to monitor COVID-19. We encourage faculty, staff, and students to remain vigilant with personal health. This website serves as the information source for Nashville State relating to the Coronavirus outbreak and our response: <https://www.nsc.edu/about-nsc/coronavirus-resources>. In addition to College announcements, this site contains links to national, state, and local informational resources that provide updates on the outbreak.
- **Participation** - Your participation in this course is a vital part of the learning environment. Participation includes more than just reading the texts and completing the quizzes, assignments, and tests. You need to use all of the resources available to you - including clicking through all parts of each module (pay particular attention to the "Additional Resources" section). The Discussion Board is available to you to engage in class-wide explorations of your responses to the readings. If you don't understand something, post a question to the Help Discussion Board. In all likelihood someone else in the course will be able to help you understand what you may not be able to figure out on your own. The discussion questions for each module are NOT optional. You should respond to the prompt in the assignment and read other students' responses as well. You also need to reply to each other's postings. A large part of learning is sharing ideas. I will monitor the discussions and provide feedback once the due date is past; therefore, it is important to go back into the discussions once they are graded. In addition, the email system is available to communicate with the instructor.
- **Updates** - Be sure to check your NS Online email, the course News, and the Help Discussion Board regularly for announcements, reminders, and advice. You can also set up automatic reminders from NS Online: click on your name in the upper right corner of the screen, and then click Notifications. You can add your cell phone number and check the boxes for when you want to receive text message notifications (such as for upcoming due dates, new News items posted, or new grades available). You can download the BrightSpace Pulse (NS Online) app here, too.
- **Policy Regarding 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.

- **Writing Skills and MLA Documentation Help** - The prerequisites of ENGL 1010 and 1020, Composition I and II, mean that you should have competence in the following skills:
 - Analyzing and evaluating written expression, reading critically for elements that reflect an awareness of situation, audience, purpose, and diverse points of view.
 - Developing a central idea through appropriate rhetorical patterns.
 - Practicing writing as a process of planning, organizing, composing, revising, and editing for correct diction, syntax, usage, grammar, mechanics, and MLA format.
 - Incorporating credible evidence and analysis according to MLA standards, and demonstrate an understanding of the basic distinctions between opinions, facts, and inferences.

If you need to review these concepts, a variety of resources are available. Set yourself up for success this semester by using these resources and asking for help whenever you need it:

- **Resources** for writing skills and MLA documentation are provided within the course - check "Additional Resources" on Modules that require written assignments.
- **Learning Center:** The Learning Center, located inside the NSCC library, offers all NSCC students free, drop-in academic assistance. Services include access to computers for research, email, and tutorials in course content. In addition, tutors are available to help in many subjects, including writing and computers.
- **Net Tutor:** *Net Tutor* is an online tutoring resource available free for students at NSCC. An online tutor can look at your writing and give feedback or you can ask questions in live chat. Within the course, click on the Resources tab and then "Free Online Tutoring."
- **Library:** The NSCC library has many research tools and resources available to help you. Librarians are available to help with research and answer questions. You may call them at 615-353-3555 or visit nscclibguides.com/contactus.

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.nscclibguides.com/contactus>
- 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 vary 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@nsc.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.

"In general, these three acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, (3) failing to put summaries and paraphrases in your own words" (Hacker and Sommers 370). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructors' permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

Instructors at NSCC have access to a variety of sources to search for plagiarized work. Assignments and papers are checked by *Turnitin.com* before I grade them. Students charged with Academic Misconduct will receive written notice via NSCC email. Students have five working days to appeal the sanction to the Dean for Student Services.

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

The Instructor reserves the right to modify this syllabus at any time during the course. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course News.