CASPER COLLEGE COURSE SYLLABUS
ENGL 1020-06 English II: Composition

Semester/Year: Fall 2006

Lecture Hours: 3  Lab Hours: 0  Credit Hours: 3

Class Time: 11:00-12:15 p.m.  Days: TTH  Room: BU 221

Instructor's Name: Melanie H. Young
Instructor's Office Information: AD 181
Office Phone: 268-2396  Email:mailto:myoung@caspercollege.edu

Office Hours: 2-4 Monday – Thursday

Course Description: An extension of ENGL 1010. Further refines the student’s abilities to gather and synthesize material from independent reading. Students study language both to appreciate its precise control and to interpret the experience of others. A research paper is required.

Statement of Prerequisites: a grade of "C" or higher in ENGL 1010.

General Education Learning Outcomes:
• Consistently apply and refine the outcome skills of ENGL 1010
• Apply strong critical thinking skills to reading and writing
• Be able to offer interpretations of written works validated by the texts, and recognize that multiple interpretations may exist
• Be able to summarize in writing, both objectively and critically, a college level text
• Understand and apply basic research methods to a substantial research paper
• Synthesize and cite sources using accepted documentation styles
• Know and apply the strategies of effective argument, avoiding fallacies
• Produce college level analytical essays

To Reach Me:
Office hours are regularly scheduled times when I am in my office and available to help you with any assignment or question you may have. If you are having trouble or have questions about anything pertaining to our class, from time management to a specific assignment, my office hours are the ideal time to let me know and help you because I can devote much more time and specific attention to you and your problem than I can during our regular class meetings. Please see the top of your syllabus for my office hours, as they change every semester. If my office hours conflict with your schedule, I will be happy to schedule another time for us to meet.

Please feel free to contact me with any questions you may have over the course of the semester. If you decide to E-mail me, it is important that you include in the subject heading “English 1020”. This way, I will know that it is one of my students and not junk mail. Please allow 48 hours response time for e-mail or telephone correspondence, not including weekends or holidays.

Evaluation Criteria:
Research Paper.................................................................400pts
Homework/In-Class Assignments/Conferences..............................250pts
Annotated Bibliography..........................................................150pts
Participation............................................................................150pts
Drafts of Research Paper.........................................................50pts

1000pts
Grading: All assignments will receive a point grade. Work will be turned in at the beginning of class. **I do NOT accept any late work.** Grades are computed using the following averages:

- 90%--100%  A
- 80%--89%  B
- 70%--79%  C
- 60%--69%  D
- 59%--below  F

Requirements: Students will be expected to attend class and complete all assignments by the due date. I will take attendance almost every day of this class. **You get three “free” absences;** I don’t need to know where you were or what you were doing. If you miss any more than three classes, your grade will drop a letter for each additional absence.

There are always unforeseeable reasons for students (and teachers) to be occasionally late. If, however, this becomes habitual (happens more than three times) I reserve the right to deduct points from your final grade. If you do happen to come in late, please quietly ask another student what you missed and attempt to join into whatever activity we may be doing.

Students exhibiting disruptive, disrespectful, or distracting behavior may be asked to leave at my discretion. Being rude to me or your classmates is a sure way to be asked to leave. Any student who is asked to leave a class session will be counted absent for that session.

If you are absent, do not ask me what you missed. It is your responsibility to get class notes, etc. from another student in the class. I highly recommend that you make contact with someone in this class and exchange information with him/her, so you can send assignments with him/her if you need to be absent, and so he/she can collect handouts and fill you in on what you missed.

Difficulties with your own technology/resources will not be accepted as an excuse for late-work after the second week of class. Remember: Casper College has computer/internet resources for your use as does the public library. I highly suggest that you get into the habit of saving your work frequently on a disk as well as e-mailing it to yourself to avoid such tragedies. Also, allow yourself plenty of time to print off papers and assignments before class begins.

Participation: I expect everyone in this class to participate. This class is designed with a heavy emphasis on group work, interaction, and discussion. In this we class discuss some highly controversial topics that require everyone to a) be on their best behavior as to not offend others and b) to be open-minded and respectful of others’ opinions. Remember, the goal of class discussions are to challenge and exercise your critical thinking skills, if I question your opinion in class it is only because I want you to think, not necessarily because I disagree with your opinion.

Regarding Assignments: All assignments are due at the beginning of the designated class session. I will not accept any late work. Let me say this again, **I will not accept any late work.** No one homework assignment will make or break your grade. For essays and drafts, I recommend that you have a contingency plan for unexpected illness etc. Please make arrangements with other students to get your work to class, in my mailbox, or in my e-mail by the end of the day (midnight). In-class assignments cannot be made up. Homework assignment may be hand-written, UNLESS you have terrible handwriting, in which case, you will need to type all assignments. If I cannot read an assignment, I will not grade it. All essays and drafts must be typed and in MLA format, which we will cover in class.
Homework/Quizzes: According to the Casper College Student Handbook, for every hour of time in class, each student should allot two additional hours at home for homework and studying. This means that for a three credit course, you should plan on spending six hours a week doing homework and studying. I suggest that you make a schedule for yourself of both the time you will be in class but also when you will study. Everyone has obligations outside of school: work, families, friends, hobbies, and activities, but by signing up for this course, you have committed both to coming to class and to dedicating the time outside of class necessary to complete the reading and assignments. Be sure that you have the time available to meet the requirements of all your classes before signing up.

If at any time during the course of the semester, I feel that the class is not keeping up on the reading, I reserve the right to give a pop quiz. There will be a quiz over the syllabus at the beginning class on Thursday, January 12th worth 25 points.

There will be 150 points of the class designated for homework and in-class activities that are not associated with the papers, mostly from your textbook. 50 of these points are designated for conferences. Conferences are short (15 minutes) private sessions between you and I where we discuss your progress, your writing, and a specific draft you are working on. During the week of conferences, we will not have class; therefore, failure to attend a conference session is equivalent to being absent two times. See the attached “Conference Expectation Sheet” for more details.

The Research Paper: Hence the title of this class, the main goal of this class is to produce a research paper. This project will be worked on throughout the entire semester. The paper will be 8-10 pages in length and will use at least 10 relevant sources cited in the proper MLA format. The last couple of weeks of class you will be giving a media presentation of your research project. The written research project is worth 400 points of your final grade. Failure to turn in drafts of your project as they are due along the course of the semester will result in a “0” on the final project, and therefore an “F” in the class. 100 points of the 400 points for the large research project will be awarded for the smaller assignments that you will have completed over the course of the semester, including outlines, peer reviewing, and other writing assignments that will help prepare you to write the final paper.

Smaller Research Project: In order to practice your writing skills prior to the final research paper, you will be completing one smaller research paper, 3-5 pages in length. I will provide some of the research for this project, and in a group, you will be deciding on one or two additional sources to use for your papers. These should be highly collaborative works, though each person should produce their own individual paper. This smaller research paper will be worth 100 points of your final grade.

Annotated Bibliography: During the researching phase of your project, you will turn in an annotated bibliography of at least ten sources, one of which must be a source refuting your main claim or argument. Your annotations should be about 150-200 words long. Your annotated bibliography will be worth 150 points of your final grade.

Drafts of Final Project: Periodically you will turn in a certain number of pages of your final research project, so I can see and respond to your work as it progresses. You will receive the full points if you achieve the minimum number of pages required. You can miss one of these drafts, but if you fail to turn in two drafts on their due dates, I will not accept your final paper, and you will fail the class. These drafts are worth 50 points of your final grade.

Participation: 150 points of your final grade will be awarded for your participation in the class. By participation I mean attitude, preparation, and participation in class activities and discussions, and overall openness and willingness to improve writing and research skills.
**Required Text, Readings, and Materials:**


*Any Good Collegiate Dictionary*


Access to the internet, an e-mail account, and a word processor (all of these are available on the Casper College campus free of charge; please ask me if you have questions about how or where to access these).

**Syllabus:**

The syllabus is a contract between students and teacher. Its purpose is to protect us both. It protects you by informing you of the policies, procedures, and goals of the course, and by explaining what you can expect from the course and from me, my style as an instructor and the general amount of work the course will require. This way you can rationally decide whether this is a course you can handle as well as whether my style of teaching meshes with your style of learning. The syllabus protects me by making my expectations clear in the beginning, so students cannot say mid-way through the semester, “I didn’t know.” I can, in good faith, adhere to my classroom policies and expectations because I know that my students were informed of these at the beginning of the semester.

**Be informed of your rights and mine: read your syllabus carefully.**

The syllabus is also a guide or plan of what the rest of the semester will look like. You must bring your syllabus to class every day as we will refer to it often. If there is anything in the syllabus you do not understand, or you think is ambiguous or unclear, please ask me about it, and I will be happy to clarify. Additionally, if at any time you believe that I am not living up to my end of the bargain, that my policies and procedures are unfair, or you require special consideration for some reason, please bring this up either in class or if it is a personal matter, during my office hours. Because I feel so strongly that you should know and comprehend the syllabus for this course, we will have a quiz over its contents on Tuesday, September 5th.

**It is your responsibility to carefully read the syllabus and ensure that you understand all of its contents. Exceptions will not be made to policies on the basis that you didn’t know or understand what the syllabus stated.**

**Additional Services/Tutorial Services:**

**The Writing Lab:** The English Lab, located in room 132 of the Strausner Student Center, is part of the English Department in the Division of Language and Literature. The Lab serves all students at Casper College and members of the community who wish to improve their language and study skills. Students using the Lab range from those who are doing well in college but wish to do even better, to those who are having difficulty with their courses because of reading, writing and/or study skills problems.

**The English Lab can help you to improve your:**

- Reading
- Writing
- Grammar
- Spelling
- Vocabulary
- Study Skills
- Listening Skills
- Test Scores
- Credit courses or drop-in assistance is available

The Writing Lab is open on Monday and Wednesdays from 7:00am – 8:30 pm and Tuesday and Thursdays from 7:00am to 3:30pm. You may contact them at 268-2585.
If at any time I feel that you need additional assistance, I may ask that you seek the Writing lab for help with grammar, punctuation, or any other writing related subjects not covered in our course.

**Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:** Please refer to the Casper College Catalog.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

**Academic Dishonesty - Cheating & Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

**An additional note on plagiarism:** Don’t do it! Plagiarists get Fs in this course. Consult your text and the Casper College Student Handbook for a detailed definition of plagiarism; neither intentional nor accidental plagiarism will be tolerated in this course. This is especially significant in this class due to our focus on writing for and as members within the scholarly community. Part of your responsibility in this course is to have all of your sources available and upon demand as needed. Bring sources to class and conferences. Make photocopies if necessary.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

**An additional note on students with disabilities:** As mandated by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, accommodations and services for students with disabilities may include the following: adaptive equipment, sign language interpreters, note taking paper, quiet testing, readers, and writers. Any student with a disability requesting accommodations must contact Accommodative Service (AD 112). Please contact me as soon as possible about your need for accommodations, so I can prepare materials to suit your needs.

**Other General Policies:** Work submitted in the course may be read by others.

**Calendar or schedule indicating course content:**

**Tentative Schedule**

*Assignments are due at the beginning of class on the day that they appear.*

**Week One:** August 28-September 1 – Why Are We Here?
  - **Tuesday:** Syllabus and class introduction.
  - **Thursday:** Read pgs. 3-26

**Week Two:** September 4-8 – Reading and Writing.
  - **Tuesday:** Read pgs. 27-48. Complete Exercise #1 on pgs 46-48. Syllabus Quiz
  - **Thursday:** Read pgs. 49-59 and 69-74.

**Week Three:** Sept. 11-15 – Strategies for Reading
  - **Tuesday:** Read pgs. 75-87. Complete the Exercises “Responding to Textual Clues” on pg. 85 and “Transitions” (1-3) on pgs. 86-87.
  - **Thursday:** Read pgs. 87-103.
Week Four: Sept. 18-22 -- Paraphrasing
   Tuesday: Read pgs. 123-130, complete exercise #2 on pg. 130.
   Thursday: Read pgs. 139-48. Complete the Review Questions 1-3 and the Discussion Questions 1-3 on pg. 148.

Week Five: Sept. 25-29 – Reading for Main Idea and Summarizing

Week Six: Oct. 2-6 – MLA, Synthesizing and Analyzing
   Thursday: Read pgs. 257-284. Complete the Exercise on pgs. 270-274. Bring Writing Handbook to class

Week Seven: Oct. 9-13 -- Beginning a Research Project: Making a Plan
   Tuesday: Read pgs. 296-318. Discussion of Research Paper
   Thursday: Read pgs. 335-45. Brainstorming topics.

Week Eight: Oct.16-20 – Researching
   Tuesday: Read pgs. 346-374. Library Day (tentative) Class will meet in the library today.
   Thursday: Topic Selection Worksheet Due Today. Library Day—Class will meet in the library today

Week Nine: Oct. 23-27 – Putting Your Sources to Work
   Tuesday: No Class for Fall Break
   Thursday: Research Prospectus Due Today (pg. 382). Read pgs. 382-402.

Week Ten: Oct. 30-Nov.3 – Reporting On Sources/ Annotation
   Tuesday: Read pgs. 404-426.
   Thursday: Read pgs. 426-439.

Week Eleven: Nov. 6-10 -- Drafting
   Tuesday: **Annotated Bibliography Due** Read pgs. 440-453.
   Thursday: Read pgs. 454-458 and pgs. 474-489

Week Twelve: Nov. 13-17 – Values, Politics, and Audience
   Tuesday: Read pgs. 490-506.
   Thursday: **First Five Pages Due During Class**

Week Thirteen: Nov. 20-24 – Values, Politics, and Audience cont.
   Tuesday: TBA
   Thursday: No Class for Thanksgiving

Week Fourteen: Nov. 27-Dec.1 – Review/ MLA
   Tuesday: TBA
   Thursday: TBA. **Eight Page Draft Due** Conference Sign Up

Week Fifteen: Dec. 4-8 – Conferences
No Class for Conferences. Conferences meet in my office (AD 181).

Week Sixteen: Dec.11-15 – Peer Review
   Tuesday: Bring copy of draft for Peer Review. Evaluations.
   Thursday: Bring revised copy of draft for Peer Review

Week Seventeen: Dec. 18-22 – Finals Week
   Tuesday: Final Paper Due in class.

A Final Disclaimer:
   I reserve the right to change any of the content of the assignments or the dates that assignments are due. I will always inform you of this prior to the change both in class and by E-mail. I encourage you all to visit my office hours at least once during the term. I look forward to our semester together!