Course Syllabus

GRAYSON COLLEGE

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

These descriptions and timelines are subject to change at the discretion of the professor. Changes will be announced in Canvas Announcements or via Canvas inbox.

Course Information:

English 1302 online

Professor: Dr. Dayna Ford (It is appropriate to address me as Dr. Ford or professor.)

Contact Information: Office is on 2nd floor of Liberal Arts, 201A (I am not on campus due to Covid 19)

Phone: I am happy to email my cell number to you if you need it.

Email: Contact me through Canvas Inbox because there is another Dayna

Ford who teaches at Grayson and if you gmail, you may get a math teacher

Office hours will be online for this semester so email me the day and time you want

to

met with me.   We can chat with Facebook messenger, Zoom, Canvas

conferences, or Canvas chat.   The easiest thing is to just email me via Inbox.

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Course pre-requisites, co-requisites, and/or other restrictions

Prerequisite: English 1301 or its equivalent (RW)

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Approval for submitting late must be given by the professor via email BEFORE the assignment is due. I will not accept any assignment that is emailed.   All assignments must be WORD PROCESSED on Microsoft Word or Google Docs and submitted via Canvas/Modules.

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Course description – from college catalog

ENGL 1302. Composition and Rhetoric II. (3-1-3). Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and

ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Lab component required.

Student learning outcomes

Upon successful complete of this course, students will

Demonstrate knowledge of individual and collaborative research processes

Develop ideas and synthesize primary and secondary sources within focused academic

arguments, including one or more research-based essays

Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.

Write in a style that clearly communicates meaning, builds credibility, and inspires belief or

action

Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS,

MLA)

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Required Textbook: Cengage Unlimited (See announcements to access your books. The link to your books are the titles listed under Cengage in Modules.)

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NEED TO KNOW

Grades are typically returned within two weeks of assignments being submitted.

Discussions in Canvas may not involve the professor. If the discussion is a graded assignment, the professor will participate in the discussion. If you have questions, do not assume they will be answered on Discussions.

You need to email me if you are confused AFTER your read the lesson or arrange a meeting for questions.

To be successful in this class, it is important not to procrastinate. Do assignments before they are due so you can ask questions before submitting.

The only way to learn how to do the assignments for this class is to do the lessons posted in Modules. Also, make sure you check the lessons and instructions for assignments before submitting.   DO NOT ASK ME QUESTIONS ABOUT THE ASSIGNMENT IF YOU HAVE NOT READ THE LESSON. If you do not follow Instructions for Assignment, your grade will be reduced. The Grayson College English department has a policy to assign a grade of 0 to assignments which do not meet the given requirements.

I do NOT accept assignments via email.   If I say you can email me an assignment in class, you need to email me to get documented permission to do this because I may not remember telling you that and then will not accept assignment.   You must have an email documenting permission to submit late.

I will NOT accept assignments turned in online after the due date and time unless your circumstances are substantial. For example, you can provide PROOF that you were in the hospital or in jail or that you had a death in the family.

You will be counted present when you turn in assignments for that week or if you email me.

If you cannot upload, you must go to the Canvas help desk to get PROOF that you had a technical problem before a late upload will be accepted. If you have technical problems, submit a ticket to Canvas. If your internet at home is down, you need to go to McDonalds, or IHOP to access their free internet and submit - internet issues are NOT an excuse for not submitting.

All assignment dates can ONLY be found in modules.   You will not be able to see assignments in the course calendar or the student "to do" list.   If you do not follow along in modules, you will miss some assignments.

If you have read the lesson and the Instructions for Assignment and you are still confused, you can get help by: emailing me, calling me, asking the writing center for help, getting advice from other students in the class.

Grading: Attendance counts as 10% of your grade.   All other grades add together for 90% of total grade.   All grades will be posted in Canvas. Please check your grades often. I am human and may have mistakenly recorded a grade incorrectly. I appreciate your attentiveness in this.

I do not give participation grades nor grades for effort. I expect the quality of your work to reflect your

participation and effort.

A failing essay may receive partial or no credit and indicates failure to either state or develop a main idea. It may also indicate failure to avoid serious errors in grammar, spelling, punctuation, sentence structure, and APA documentation and format. Furthermore, it may reflect the student's failure to respond to the assignment. Any assignment not prepared specifically according to instructions in format, organization, or style or reflecting minimal effort may receive a grade of "F."

Students who meet the requirements of assignments will earn a grade of C. Students who produce writing characteristic of high-quality academic composition will receive grades of B or A.   There is a file in Canvas files called Things Good Writers Do which explains this in detail.

GRADE BREAKDOWN

This class is graded on total points.   That means you divide how many points you have for an assignment by the number of points possible for an assignment.   For example is there are 200 points possible for an assignment and you receive 175, your grade is an 88 or a B.

ATTENDANCE is 10% of total grade. You are counted present when you turn in an assignment or email me if you have a problem doing this..

OTHER GRADES =90% via total points/points for each as indicated in modules

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_____   Instructional Calendar

                         In case of inclement weather, emergency closings, or other unforeseen
disruptions to   scheduled classes, student must log onto their Canvas

accounts for directions on where or how to continue their coursework. Your calendar may change so check the Announcements often.

You will not find your assignments in the student TO-DO list or in the course summary.   ALL assignments can only be found in Modules along with their due dates and time lines for lessons.   Please read all info about assignments.

Tentative Schedule

Review of English 1301 TEST Due January 12

Group Project January 14 -19

Preparatory Writing (Audience/Rhetorical Situation Paper, Annotated Bibliography, Outlines)

Research Paper

Visual Presentation

Other Assignments

Due January 13 - February 14

Due February 15 - 25

February 26 -   March 4

All assignments will be submitted online via Canvas and MUST BE WORD PROCESSED IN MICROSOFT WORD OR GOOGLE DOCS in APA format unless otherwise indicated.

Classes are taught through video lecture, group interaction, and discussion requiring preparation and participation from students in the form of both written (print & electronic)and oral communication (live & recorded). Thus all students must have access to a computer with a Web connection and a word processor. All students must be capable of using a web browser with plug-ins meeting the requirements of Canvas, of navigating through icons and links in Canvas, of uploading and downloading files from Canvas, and capable of using a word processor.

All papers, including drafts, must be typed using a word processor and presented in APA format with complete documentation of any sources used. Students must submit their work using Canvas Assignments, which now has Turnitin integrated to check originality. No assignments sent via email will be accepted.

Students requiring technical help should use Grayson's Canvas help desk to resolve problems. A ticket can be filed online or you can visit the actual help desk in the Life Center. Grayson College's Writing Center is on the first floor of the Language Arts Building and provides free tutoring services for all students and any writing assignment, including scholarship essays and job application materials. The Writing Center also offers black/white and color printing as does the library.

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

Course & Instructor Policies

Communication: All official communication is via this syllabus and email. You may talk to me other times, via Canvas, or phone of course. If procedures which deviate from those outlined in this syllabus

occur, you will be notified via Canvas mail and through Announcements. If I allow you to turn in late work or if you need me to do something for you, you must email me to document what we discussed so I have a record and a reminder of what we agreed to do. I do not communicate asynchronously via Canvas Chat or Discussion. Do not expect me to monitor those.

Attendance: The official attendance policy of Grayson County College requires regular and punctual class attendance. It is the student's responsibility to get missed work from another student or the professor, but the professor will not reteach the class. Students absent on official school business are entitled to make up school work missed. In all other cases, the instructor will judge whether or not the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If students do not appear at the prearranged time for makeup work, they forfeit their rights for further makeup of that work."

Students online attendance is counted the same as class attendance.

Behavior: I expect professional and civil behavior towards myself, my colleagues, and other students at all times whether you are in class or engaging in electronic communications.

All communication for this course will be via email, phone calls, Zoom, or Instant Messenger.

Attendance and online participation will be assessed and graded according to submission of assignment - there is at least one assignment due each week so when the assignment is submitted you are considered participating and present for class.

I will check email multiple times per day for meeting requests and to answer questions.   Feel free to call me during working hours.   If you want to meet online for a chat or face to face instruction, request that via Canvas inbox and I will set that up and email you back.

Please read the nettiquette assignment in Modules for standards of appropriate online behavior.   Any untoward or offensive online behavior will be reported to the dean of students the first time it happens.

All students must be fluent in word processing with the ability to understand how to use new software and troubleshoot online problems.

All assignments are done on the computer so all students must have computer and internet access. Because of Covid 19, refer to the Grayson homepage to see how the college cal help you with these technical requirements.

If you have a technical breakdown, call the Canvas help desk.   You can also get internet access from the Grayson parking lot at any time of the day or night.

ADA Statement: Any student who, because of a disability, may require special measures in order to meet the course requirements should contact me as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during my office hours. Please note: Instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided.

Due Dates: Papers not turned in because of problems with Canvas may be turned in late with a report from the Canvas help desk documenting the time of the problem. Only catastrophic emergencies will be considered for late submissions; such as hospitalization accompanied by bills, car accidents accompanied by accident reports, being arrested accompanied by police report, etc.

 I WILL NOT ACCEPT LATE PAPERS.

Academic Integrity

I WILL ALLOW REWRITES FOR PLAGIARISM WHEN I FEEL A STUDENT HAS PLAGIARIZED BY MISTAKE RATHER THAN ON PURPOSE. PAPERS WHICH ARE BLATANTLY PLAGIARIZED MAY NOT BE REWRITTEN.

See the student handbook for a thorough discussion of plagiarism and Grayson College policies. PLAGIARIZED PAPERS WILL RECEIVE A SCORE OF 0.

Plagiarism includes: 1. too many quotes in the paper (even when citations are correctly done) 2. no in-text citations to match the Works Cited page 3. no Works Cited entry to match an in-text citation 4. no in-text citation for a quote or a paraphrase 5. copied text with no quotation marks or citation 6. turning in a paper written by someone else 7. paraphrased information with no citations In most cases, students violating the academic integrity policy will receive a failing grade for the assignment. The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that students demonstrate a high standard of individual honor in their scholastic work. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms: ● Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper) ● Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else ● Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original ● Submitting an assignment with a majority of quoted or paraphrased material from other sources ● Copying images or media and inserting them into a presentation or video without citation, ● Using copyrighted soundtracks or video and inserting them into a presentation or video without citation ● Giving incorrect or nonexistent source information or inventing source information ● Performing a copyrighted piece of music in a public setting without permission ● Composing music based heavily on someone else's musical composition.

Finish with actions or penalties for plagiarism for your course. (and use of Turn-it-in)

Student Responsibility You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic

information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

● Dr. Molly M. Harris, Title IX Coordinator (903)463-8714 ● Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646 ● Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753 ● Website: http://www.grayson.edu/campus-life/campus-police/title-ix -policies.html ● GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus) ● GC Counseling Center: (903) 463-8730 ● For Any On-campus Emergencies: 911

**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor. **

  Grayson College campus-wide student policies may be found at the following URL on the College website: https://www.grayson.edu/currentstudents/Academic%20Resources/index.html