

ENGL 1102 Literature and Composition COURSE SYLLABUS Online Term C-10 Weeks Fall Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 3/2250 Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard Class Meets: Via internet Course Reference Number (CRN): 20038 Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Pete Frost Office Location: 407 Office Hours: ***Due to the uncertainty of Covid, please contact instructor by email to set up an appointment.** Email Address: <u>Pete Frost</u> (<u>pfrost@southeasterntech.edu</u>) Phone: 912.538.3163 Fax Number: 912.538.3156 Tutoring Hours: By appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's <u>Catalog and Student Handbook</u> (<u>http://www.southeasterntech.edu/student-affairs/catalog-handbook.php</u>).

REQUIRED TEXT

Gardner, Janet E., et al. *Literature: A Portable Anthology*. Bedford/St. Martin's, 2017. McKeague, P. (2009).

REQUIRED SUPPLIES & SOFTWARE

Jump drive, access to Internet, and access STC's Information Delivery System (IDS). Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

Note: Although students can use their smart phones and tablets to access their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research; and writing about literature.

MAJOR COURSE COMPETENCIES

Topics include reading and analysis of fiction, poetry, and drama; advanced research methods; and writing about literature.

PREREQUISITE(S)

ENGL 1101 with a C or better.

COURSE OUTLINE

- 1. Analysis of Writing Techniques Used in Selected Readings
- 2. Writing Practice
- 3. Editing and Proofreading
- 4. Research Skills
- 5. Oral Presentation Skills

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to complete all tests and assignments by the due dates. **NO assignments will be accepted after due dates,** and a grade of 0 will be assigned for all incomplete work. Exams will be taken on Blackboard. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, research papers, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires <u>all assignments be submitted in American Psychological Association (APA)</u> <u>format and submitted digitally</u>. Assignments are to be submitted through digital drop box or discussion boards only!

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual
diagnosed with COVD-19 at home (not in healthcare setting),
please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the <u>COVID 19 Health Reporting Form</u>. Report all positive cases of COVID-19 to your instructor and <u>Stephannie Waters</u>, Exposure Control Coordinator, <u>swaters@southeasterntech.edu</u>, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course-related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due by midnight on the following Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Please note that I adhere strictly to deadlines.

REMEMBER:

- Submit all assignments in a Word document.
- Always use APA formatting (including headings).
- Do not plagiarize. All assignments should be completed in your own words.

- Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)
- Do not submit any written assignment in text-like format. Use standard forms of writing.
- It is a good idea to save all your assignments on a jump drive or the student R-drive.
- Assignments are "by week" on lesson plans but not on Blackboard. Use the left gray area to find what needs to be completed during a given week.
- Print syllabus and Lesson Plans.

DISCUSSION BOARDS

For DBs, students should submit a grammatically correct 100-word post plus two response posts of at least 50 words apiece in order to receive full credit.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: <u>Macy Gay (mgay@southeasterntech.edu)</u>, 478-289-2274, Building 1, Room 1210. Vidalia Campus: <u>Helen Thomas (hthomas@southeasterntech.edu)</u>, 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: <u>Macy Gay (mgay@southeasterntech.edu)</u>, 478-289-2274, Building 1, Room 1210. Vidalia Campus: <u>Helen Thomas (hthomas@southeasterntech.edu)</u>, 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing) being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor- another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students **must attend** one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Tuesday, October 20, 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, October 21, 3:00-5:00, Room 2131.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Assignments are due by Mondays at midnight of the following week. Tests are made available during week assigned. Exact dates and times will be put in Announcements and delivered through email. Assignments must be completed by the assigned dates or per the instructor. **Extra credit work to increase a grade will not be given**. If a student misses a test during a week, a grade of zero will be assigned. <u>Only students with extenuating circumstances (who contact the instructor during the week of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken as soon as possible. Failure to follow this procedure will result in a grade of zero.</u>

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdraw Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Academic dishonesty includes the following:

Collusion (obtaining help from someone else with your writing except during peer review) and **other forms of cheating**, such as cheating on tests or quizzes, will result in a zero on the assignment.

Plagiarism will result in a grade of "0" for the assignment—no exceptions. You've committed plagiarism if you've done one of the following in preparing an essay, report, or assignment:

- Used three or more consecutive words written by another person without putting quotes around the words
- Used several consecutive sentences written by another person, changing the words only slightly to keep it from being an exact quote

- Created a "mosaic" of other people's words, sentences, and paragraphs from a variety of sources
- Used someone else's ideas without citing that person as the original thinker
- Turned in a paper written in part or in whole by someone else

Plagiarism is the most serious form of academic dishonesty and can result in expulsion from a college or university.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist	Lanie Jonas, Director of Human Resources
Vidalia Campus	Vidalia Campus
3001 East 1 st Street, Vidalia	3001 East 1 st Street, Vidalia
Office 108 Phone: 912-538-3126	Office 138B Phone: 912-538-3147
Email: <u>Helen Thomas</u>	Email: <u>Lanie Jonas</u>
hthomas@southeasterntech.edu	ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the <u>Southeastern Technical</u> <u>College Website (www.southeasterntech.edu</u>).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Papers	40%
Tests/Vocabulary	20%
Quizzes/HW/DBs	20%
Final Exam/Proctored Event	20%

GRADING SCALE

Letter Grade	Range
А	90-100
В	80-89
С	70-79
D	60-69
F	0-59

ENGL 1102 Literature and Composition

Fall Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 August 17- August 20 Plan for Proctored Event. You must attend one of the two dates to be eligible to receive credit for the class. PROCTORED EVENT Vidalia Campus, Tuesday, October 20; 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, October 21; 3:00-5:00, Room 2131		Introduction to Course—Syllabi and course expectations	 Blackboard Assignments for this week are due Monday, August 24 at midnight. Read through Analyzing Classic Literature and Literary Devices/Persuasive Appeals folders Prepare for Classic/Lit Devices/Appeals test for next week Read and study "Let's Start With This" folder. (There aren't any assignments within this folder, but the information will be on a future test.) 	1,2,3,a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 August 24- August 27 PROCTORED EVENT Vidalia Campus, Tuesday, October 20; 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, October 21; 3:00-5:00, Room 2131		The Enlightenment/ The Age of Reason 1700s	 Blackboard Assignments for this week are due Monday, August 31 at midnight. Read intros for The Enlightenment/The Age of Reason and The Great Awakening intro in The Great Awakening folder (found in The Enlightenment/The Age of Reason folder). Read/Complete: Edwards, Jonathan: Sinners in the Hands of an Angry God folder Read/Complete: Henry, Patrick: Speech to the Virginia Convention folder Prepare for Unit 1 Vocabulary Quiz Read over Paper #1 information and prompt (found in Writing/Research folder). Test (classic, devices, appeals) Paper #1 due September 28 	1,2,3,a,c
Week 3 August 31- September 3		The Enlightenment/ The Age of Reason 1700s	 Blackboard Assignments for this week are due Monday, September 8 at midnight. Read/Complete: Swift, Jonathan: "A Modest Proposal" folder Take Unit 1 Vocabulary Quiz Read/Complete: Franklin, Benjamin: "Moral Perfection" folder. Test: Enlightenment 	1,2,3,a,c
Week 4 September 7 (holiday)- September 10		The Enlightenment/ The Age of Reason 1700s	 Blackboard Assignments for this week are due Monday, September 14 at midnight. Prepare For Unit 2 Vocabulary Quiz Read introductory material The Romantic Period folder Read/Complete: Hawthorne, Nathaniel: Young Goodman Brown folder 	1,2,3,a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 September 14- September 17 PROCTORED EVENT Vidalia Campus, Tuesday, October 20; 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, October 21; 3:00-5:00, Room 2131 Week 6 September 21- (Midterm) September 24 PROCTORED EVENT Vidalia Campus, Tuesday, October 20; 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, October 21; 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, October 21; 3:00-5:00, Room 2131		The Romantic Period 1800-1870 Allegory The Romantic Period 1800-1870 Symbols Setting Form and Meter	 Blackboard Assignments for this week are due Monday, September 21 at midnight. Take Unit 2 Vocabulary Quiz Read Research/Writing folder in preparation of paper due Read/Complete: Longfellow, Henry Wadsworth: The Tide Rises, the Tide Falls and A Psalm of Life folder Blackboard Assignments for this week are due Monday, September 28 at midnight. Read/Complete: Poe, Edgar Allan: The Cask of Amontillado folder Prepare for Unity 3 Vocabulary Quiz Paper # 1 due 	1,2,3,a,c
Week 7 September 28- October 1 (September 30- 65%)	Irony	The Romantic Period 1800-1870 (Gothic Elements)	 <u>Blackboard Assignments for this week are due</u> <u>Monday, October 5 at midnight.</u> Take Unit 3 Vocabulary Quiz Read/Complete: Faulkner, William: "A Rose for Emily" page 168 folder Test: Romantic Period 	1,2,3,a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 8 October 5- October 8 PROCTORED EVENT Vidalia Campus, Tuesday, October 20; 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, October 21; 3:00-5:00, Room 2131	Imagery Irony Metaphor Symbol	Realism 1820-1920 Naturalism 1870- 1920	 Blackboard Assignments for this week are due Monday, October 12 at midnight. Intro to Realism and Naturalism Read/Complete: Welty, Eudora: "Why I Live at the P.O." folder Read/Complete: Gilman, Charlotte, Perkins: "The Yellow Wallpaper" folder 	1,2,3,a,c
Week 9 October 12- October 15 PROCTORED EVENT NEXT WEEK Please email instructor with which campus you plan to attend.	Symbol Irony Metaphor	Realism 1820-1920 Naturalism 1870- 1920 Modernism 1910-	 Blackboard Assignments for this week are due Monday, October 19 at midnight. Read/Complete: Chopin, Kate: The Story of an Hour folder Read/Complete: Welty, Eudora: "Why I Live at the P.O." folder Intro to Modernism Read/Complete: Hemingway, Ernest: A Day's Wait folder Read/Complete: Eliot, T.S.: The Love Song of J. Alfred Prufrock folder Read/Complete: Lawrence, D.H.: "The Rocking-Horse Winner" folder Paper due 	1,2,3,a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 10 October 19- October 22 PROCTORED EVENT THIS WEEK Vidalia Campus, Tuesday, October 20; 3:00-5:00, Room 405 and Swainsboro Campus, Wednesday, October 21; 3:00-5:00, Room 2131			 Blackboard Assignments for this week are due Tuesday, October 26 at midnight. Read: Eliot, T.S.: "The Love Song of J. Alfred Prufrock" folder Read: Lawrence, D.H.: "The Rocking-Horse Winner" folder Final Exam will be the PROCTORED EVENT. Please make arrangements. Paper #2 due 	1,2,3,a,c

*Competency Areas:

- 1. Reading and Analysis of Fiction, Poetry, and Drama
- 2. Research
- 3. Writing about Literature

******General Core Educational Competencies

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.