English 1302: Composition II
ENGL 1302.208

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Office Hours: MW 1:00-1:50 pm & 3:45-5:15 and by appointment
Class: ENGL 1302.208 MW 2:00-3:15 OCNR 241
         ENGL 1302.209 MW 5:30-6:45 CCH 230

Course Description
Principles, techniques, and processes of written composition, with an emphasis on research and argument.

Student Learning Outcomes
Upon completion of this course, students will be able to

- Apply principles of the writing process, including drafting, editing, and revision, to generate academic/professional documents.
- Identify position, claims, and evidence in arguments
- Evaluate position, claims, and evidence in arguments
- Construct arguments on more than one side of an issue
- Produce an introduction with a solid focus, direction, and purpose
- Integrate internal citations into the writer’s ideas
- Integrate a citation system that is identifiable, functional, and consistent
- Connect ideas across disciplines

The required textbooks for all English 1302 classes also are used in English 1301:
- *Everything’s an Argument*, 5th edition, by: Andrea A. Lunsford and John J. Ruszkiewicz

1302 will also require these other materials:
- Access to University Network and an active islander email account.
- A working Black Board account.
- Folders – one to keep your work, handouts, and other class materials in and one for your projects
- Paper, pen/pencil for when technology fails
- Appropriate/compatible media to save and transport computer files among computers on campus and/or between home and campus. The best option is a USB flash drive.
- A Sanddollar card with money on it for printing in the classrooms/computer labs.

Grade Distribution:

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In-Class Assignments (10%): Attendance is compulsory and will be measured through your daily writing/assignments. All daily assignments must be completed during class, unless otherwise instructed, and submitted in class. These assignments cannot be made up; you may, however, miss two days’ worth of in-class assignments without any impact on your grade.

Homework (10%): Homework assignments will vary but will be explicitly scheduled and explained in-class and on the online class plans on my wiki page. Your homework should be legible and follow MLA formatting guidelines. Please staple your homework if it is more than one page. All homework is due at the beginning of class. I will not accept late homework assignments.

Projects (50%): There will be 4 projects spread throughout the semester. We will discuss these in-class and the assignments are also on my wiki page.

- **Project 1:** (Due: Wednesday, 14 September)
- **Project 2:** (Due: Wednesday, 5 October)
- **Project 3:** (Due: Wednesday, 2 November)
- **Project 4:** (Due: Thursday, 6 December)

Portfolios (30%): There will be 2 portfolios spread throughout the semester. We will discuss these in-class and the assignments are also on my wiki page.

- **Portfolio 1:** (Due: Wednesday, 12 October)
- **Portfolio 2:** (Due: Tuesday, 6 December)

Policies

- **Communication**
  - The most successful students in college classes communicate frequently with their professors. Please do not hesitate to talk or email me.
  - I check my email several times a day, but I do not have constant access to it. It will most likely take me from 15 minutes to 3 hours to respond to an email; if you email me in the middle of the night it will take me longer to respond.

- **Late Work**
  - Late work not accepted. Portfolio due dates for the semester are already posted. Note them on your calendar. In the unlikely event that you need an extension, talk to me ahead of time to make arrangements. If you do not contact me ahead of the due date an assignment will be considered late. It is much wiser to ask for an extension or even turn in a partial portfolio than to turn in nothing at all.
  - If there is a situation that arises that prevents you from turning in a portfolio or miss a great deal of class, please email me and/or come see me as soon as possible so I can be aware of your situation and possibly help you find resources you might need.

- **Electronic devices**
  - We are all adults; this means your phone should be put on silent and off the desk. If you know that you will have to take an important call, set the phone on vibrate and then quietly step out of the room when the phone rings. Return quietly after the call is finished. I will let you know when laptops will be permitted.

- **Resubmissions**
  - There is a 24 hour waiting period before I will discuss a returned Project or Portfolio.
  - If you receive a ‘C’ or lower on a Project of Portfolio you may resubmit this portfolio to
receive up to a ten point increase.

- You must visit me during office hours or by appointment outside of class in order to revise a portfolio. **I will not discuss resubmission while we are in class.**
- The resubmission must include the original grade sheet.
- You MUST include with your resubmission a piece of writing describing what has changed in the resubmission and why/how this makes the portfolio stronger. This is a detailed piece of writing clearly defining/outlining what was changed in the portfolio.
- All resubmissions must be completed within 1 week of the date the Project/Portfolio grade was sent/returned to you. For example, if I emailed you your Project 1 grade on 21 September, you would have until 28 September to hand in your resubmission. (There will be no extensions for resubmissions.)

**Miscellaneous**

- In college there is the (usually) unspoken agreement that in-class behavior will be conducive to learning. Learning takes many forms but we should each feel safe and comfortable enough to express ourselves freely; therefore open rudeness and hostility will not be tolerated. I reserve the right to remove someone, who is hindering the learning process, from the room, and you have the right to leave class quietly if you feel it necessary. I do not anticipate either of these situations arising.

**Academic Integrity/Plagiarism**

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism.

**University Rule: 13.02.99.C3.01 Procedure for Academic Misconduct Cases**

Disciplinary action for academic misconduct is first the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic misconduct and with giving appropriate sanction to any student involved. The faculty member must file a record (an Academic Misconduct Incident Form) for each case of academic misconduct, along with any materials involved. Any student who has been penalized for academic misconduct has the right to appeal the judgment or the penalty assessed, unless the student chooses not to sign the Academic Misconduct Incident Form within the time constraints indicated below. (Further details are available at the University website: [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html), or from the Division of Student Affairs at 825-2612.

Plagiarism includes:

1. using the work of another as your own,
2. downloading or purchasing ready-made essays off the web and using them as your own,
3. using resource materials without correct documentation,
4. using the organization or language of a source without using quote marks and proper citation.

Be aware that there are other ways to use sources incorrectly, or to plagiarize. When in doubt, visit me or the Writing Center for help on correct use of sources, how to paraphrase, and how to document correctly.

**Academic Dishonesty**

Other forms of academic dishonesty include falsification (the intentional alteration of information), fabrication (the intentional invention of information), multiple submission (using the same material for two separate assignments or courses without permission from the instructors), and abuse of academic materials (the intentional destruction of resource materials).
Students with Disabilities and Veterans

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Academic Advising

The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College's Academic Advising Center is located in Driftwood 203E, and can be reached at 825-3466.

Grade Appeal Process

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule

- 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.