Syllabus

Syllabus Contents

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Required Textbook:


Recommended:

Access to an American dictionary in its latest edition (e.g., Webster’s New World College Dictionary, Oxford American Dictionary, or The American Heritage Dictionary).

Other Materials:
I. FOCUS OF THE COURSE

ENG-10403-6X Composition II Online is an Internet-based composition course which emphasizes writing analytical, critical, and argumentative essays and practicing effective thinking skills. Students are encouraged to develop a clear, logical, and forceful writing style. College research and library methods are major components of the course, and students prepare formal, documented research essays.

II. COURSE GOALS & OBJECTIVES

Effective Writing

To develop through structured practice expository writing which is clear, logical, vigorous, interesting, mechanically and grammatically correct, and suited to purpose and audience.

Objective: The student will be able to effectively write and revise a series of expository essays, along with shorter writing exercises, and to develop effective techniques for analyzing and evaluating his or her own and classmates' writing.

Attentive Reading

To develop the habit of close and careful reading of written texts.

Objective: The student will be able to read, analyze, evaluate, and discuss a series of assigned professional and peer writings, and to read, analyze, and evaluate published research materials.

Critical Reasoning
To develop higher order thinking skills through critically analyzing writing and information sources.

Objective: The student will be able to understand and apply informal logic and effective reasoning through critically analyzing, interpreting, and evaluating writing, popular persuasion, and information sources.

Communication

To develop effective communication skills through individual presentations, small-group, and full-class discussions about writing, attentive reading, research, and peer analyses.

Objective: The student will be able to apply what is learned about college writing, attentive reading, and research and to demonstrate it by communicating effectively with others.

Research

To develop effective information-gathering and college research skills.

Objective: The student will be able to plan and conduct an extended college research project culminating in a successful formal documented college research paper.

Computer-Assisted Writing

To use computers and networks effectively for writing, research, and document design.

Objective: The student will be able to demonstrate the effective use of computers and computer networks for writing, information-gathering, and research.

Collaborative Work

To develop effective collaborative interpersonal, writing, and editing skills.

Objective: The student will be able to successfully engage in collaborative writing-related tasks typical of real-world organizations.
III. MAJOR ASSIGNMENTS

WRITING and READING

Readings
--Assigned readings must be read by the day listed in the weekly assignment calendars. Read all assignments in *The St. Martin's Guide to Writing* (and become familiar with unassigned parts, too). In addition, make *Rules of Thumb* your first resort for help with questions about grammar and mechanics.

Shorter Writings
--About four-five essays and revisions -- documented when required -- of approximately 600-700 words, which may be assigned in such rhetorical modes as narration/description, exemplification, definition, critical analysis, causal analysis, argumentation, or other modes.

--Regular written analyses of assigned professional readings.

Research Project
--Research Essays (Two complete, polished, documented drafts of the same argumentative research essay: the first around 1,100-1,200 words and the second at a minimum of 2,000 words).

--Supporting research assignments (topic statement, prospectus, annotated bibliography, research notes, sentence outline)

Peer Evaluations
--Regular Written Analyses and Evaluations of Classmates' Writings in small Peer Groups

Discussion Forums

Research and Writing Skills Modules
--Research and Writing Skills Modules (formerly, Information Literacy Modules, CAR-10400). Technical Writing students are automatically enrolled in Research and Writing Skills and must complete the 6 online modules which make up that course by the designated due date.

Note: If you have already completed the Research and Writing Skills modules you do not need to repeat them. Just contact Debra Shumaker and ask her to re-post your score.

IV. Assignment Preparation

Writings

All papers and other formal writing assignments must be typed using a computer word processor (following the standard conventions of paper formatting) and submitted to the instructor and to members of the student’s peer-review group via the course Web site.

Please submit all writing assignments to the instructor and peer group members in either Microsoft Word (docx, .doc) or Rich Text (.rtf) format. If you use a word processor other than Microsoft Word to write your essays (such as Microsoft Works, etc.), then be sure to save and submit them in Rich Text (.rtf) format. Files in Rich Text format generally can be opened and read in any standard word processor, and most word processors can save files in this format. To do this, select "Save As" and choose "rich text" from the file formats menu of your word processor.

Note: When sending files to the instructor via the course Web site, always give them a name which clearly identifies the writer and the assignment (e.g., "Joan Smith’s Essay #2" or "John Jones' Research Notes").

Essay Revisions

Except for the Research Paper, essay revisions are optional. If you would like to revise an essay, see the page Essay Revision Guidelines for guidelines and instructions about revisions.

Discussion Forum Postings
Discussion forum postings (reader responses, peer evaluations, etc.) must not be in the form of file attachments but must be immediately visible to users when they click threads on the discussion board. Create your postings by typing or pasting them into the message thread window.

E-mails

Follow these guidelines when sending e-mails to the instructor and classmates:

1. Use only your Canvas e-mail account when sending class-related e-mails!

2. Give each e-mail a clear subject heading related to its content.

3. Always "sign" your e-mail at the end with your name.

V. Online Office Hours

The instructor will be available during most weeks of the course in an online office hour via the chat function in the course Web site. See the weekly assignment calendars for the dates and times of these scheduled office hours. Note: Attendance at these office hours is NOT mandatory.

VI. GRADES

<table>
<thead>
<tr>
<th>Assignment(s)</th>
<th>Total Points</th>
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</thead>
<tbody>
<tr>
<td>Essays (3)</td>
<td>60 pts.*</td>
</tr>
<tr>
<td>Research Project**</td>
<td>80 pts.</td>
</tr>
<tr>
<td>Research &amp; Writing Skills Modules</td>
<td>50 pts.</td>
</tr>
<tr>
<td>E-mail Assignments (2)</td>
<td>10 pts.</td>
</tr>
<tr>
<td>Reader Responses (5)</td>
<td>25 pts.</td>
</tr>
<tr>
<td>Peer Evaluations (4)</td>
<td>30 pts.</td>
</tr>
<tr>
<td>TOTAL =</td>
<td>255 pts.*</td>
</tr>
</tbody>
</table>
* May vary in some semesters.

** The 80 research project points are allocated as follows: Prospectus (7), Annotated Bibliography (7), Research Notes (8), Outline (8), Medium Draft (25), Final Draft (25)

VII. Kirtland Writing Center and OWL

All students living near, or attending classes on, the Kirtland Community College campus who would like extra help with their writing are encouraged to visit the Kirtland Writing Center (in the Library and at M-TEC) during any of its hours of operation (walk-ins are always welcome!). The Writing Center is one-on-one, in-person writing assistance with a part-time English instructor. Located in the Kirtland Library and at M-TEC, tutors are available to help students improve their writing at the global level with attention to argument, structure, organization and effectiveness. The focus is on helping students develop their writing skills and techniques for proofing and editing their work.

In addition, all online students who need writing help are encouraged to use Kirtland's two online services:

Online Writing Center (coming in the fall of 2015 - watch for announcements)

OWL (Online Writing Lab), which provides help via e-mail. Some Comp. I Online students with significant mechanical or grammatical writing problems may be formally assigned to seek help through the Writing Center. They will be permitted to continue in ENG 104, but with the condition that they complete specific individualized work in the Writing Center during the semester.

VIII. Due Dates and Late Assignments

Be aware of all due dates listed in the weekly assignment calendars (and check them regularly for changes). All assignments are due on or before the due date designated in the calendar. An assignment submitted to the instructor or peer-review group after the due date is a late assignment. In general, a first late assignment will be accepted and graded down; a second late assignment will not be accepted.
Note: An assignment more than two weeks late will not be accepted!

"Attendance"

Although you can't and won't attend class meetings on the Kirtland campus, all of your class "attendance" must happen online. The "proof" of your attendance will be your prompt and on-time participation in all course activities and assignments; a record of poor or marginal participation will lower a final grade substantially more than 20%.

Participation

Passivity and writing courses don't mix; passivity and an online writing course is almost a contradiction in terms! Your active participation in this course is not only expected; it is vital to the success of this course and the experience of every student in it. Your timely interactions with the instructor and your fellow students; your participation in all assignments and activities--both individual and group; your questions, comments, and reactions; are expected. You must participate fully as a writer, a reader, a helper, a critic, and a reviewer of other students' writing.

IX. Academic Honesty

A few words about academic honesty: All members of the Kirtland community share the responsibility for maintaining standards of academic honesty. This principle is a cornerstone of the development and acquisition of knowledge, and a condition of continued membership in the college community. Academic dishonesty, like other forms of dishonesty, is misrepresentation with intent to deceive or without regard to the source or the accuracy of statements or findings. Academic dishonesty, in whatever form, is ultimately destructive of the values of the college; it is, furthermore, unfair and discouraging to the majority of students who pursue their studies honestly.

In English courses, particularly, a cardinal principle of honesty must always be observed:

**Students must never plagiarize. That is, they must never submit the work of another person as if it were their own.** In practical terms, this means:

1. Students must never submit a paper written by another person.
2. Students must never incorporate the ideas of others into their own writing--whether quoted, paraphrased, or summarized--without properly documenting them.

The willful violation of these principles will result in a failing grade for the course.

KCC's Official Statement on Ethical Conduct

This instructor requires the highest level of honesty, integrity and professionalism from everyone all the time. Any infraction will be dealt with in a strict manner the first time. No excuses will be accepted, no second chances given. It is expected that all students have read the student policy and procedure handbook and understand it. Student rights, responsibilities and regulations are also published in the college catalog.

Simply stated, **DO YOUR OWN WORK.** If you choose to help another student, it is your responsibility to provide real help. Do not just give them answers or show them your work or loan them your work. This would constitute academic dishonesty.

If for some reason you have a question or due to special circumstances are unsure of the right thing to do, it is your responsibility to contact your instructor and **ask before you act.**

*Ethical Conduct*, Kirtland Community College, 2000

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X. Classroom Civility

The classroom is a forum in which ideas and opinions should be discussed freely and evaluated critically. Alternative and competing views must always be considered. This sometimes involves discussions in which students may disagree with other students or the instructor. Since the goal of communication in the classroom is productive learning, behaviors which promote that goal are desirable; those which inhibit that goal must be avoided.

Among the things which can undermine communication in the classroom are discourtesy and incivility. Thus, students must always remember to respect the classroom environment and the common goals of the class by communicating with others politely and productively and avoiding disruptive behaviors. This
principle is vital in both on-campus and on-line classes, in both face-to-face and electronic interaction.

While the list of behaviors to be avoided is long, a few of the more obvious ones are: over-emotionality, anger, personal animosity, name-calling, insults, attempting to dominate discussions, unwillingness to consider alternative viewpoints, and distracting actions such as using laptops, tablets, or cellphones for non-class-related purposes or using class time to work on homework from other classes. Bonus-Point Opportunity: Send Fred a Canvas e-mail during the first week of the course containing the phrase *temporal transitions* and receive two (2) bonus points. --F.G.

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**XI. Online Participation Contract**

A requirement for taking this class is that each student must submit to the instructor during the first week a completed, signed, and dated Online Participation Contract (downloadable copy in the course documents). This binding contract requires that students agree to a list of course goals and requirements. A completed contract must be e-mailed to the instructor via Canvas e-mail before any other course assignments will be accepted. --F.G.

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**XII. Key Dates for KCC Students 2016-2017**

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<tr>
<th></th>
<th>FALL 2016</th>
<th>WINTER 2017</th>
<th>SUMMER 2017</th>
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<tbody>
<tr>
<td><strong>Registration</strong></td>
<td>Mar. 28</td>
<td>Aug. 19</td>
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<tr>
<td><strong>Registration payment due date</strong></td>
<td>If you register prior to Aug. 1, payment is due Aug. 1. If you register after Aug 1, payment is due at time of registration.</td>
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<tr>
<td><strong>First day of classes</strong></td>
<td>Aug. 22</td>
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<tr>
<td><strong>Last day to drop classes with refund</strong></td>
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<tr>
<td><strong>Last day to apply for graduation</strong></td>
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Last day for student-initiated withdrawal: Nov. 11

Commencement: Dec. 12

End of Semester: December 10

Holidays & Breaks:
- Labor Day: Sep. 3-6
- Thanksgiving: Nov. 23-27 (college closes @ 2:30 p.m. on Nov. 23)
- Christmas & New Year (college closed): Dec. 23 @ 2:30 p.m.–Jan. 3

Financial Aid:
Failure to submit coursework to instructor, to attend scheduled class/meeting sessions, or failure to take required quizzes/exams may delay disbursement of financial aid. Refer to the syllabus for each class you are taking for detailed course requirements.

Students with Disabilities:
Kirtland Community College is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this course and require accommodations, you must first register with Disability Services. (www.kirtland.edu/disability-concerns). The Disability Services Coordinator is responsible for coordinating classroom accommodations and other services. Accommodations cannot be provided unless you are registered with Disability Services, and it is your responsibility to do so. For additional information contact the Student Success Center at 989-275-5000, ext. 280 or email ssc@kirtland.edu.

Sexual Misconduct:
Kirtland Community College is committed to providing an educational environment free of sexual misconduct by students, employees, or any persons, regardless of sexual orientation or gender identity, engaged or present under the care, authority, and jurisdiction of the college. Sexual misconduct includes, but is not limited to, sexual assault, attempted sexual assault, non-consensual sexual intercourse or contact, sexual or sex-based harassment, sexual coercion, dating or domestic violence, voyeurism, or stalking. Any person who believes they are a victim of sexual misconduct, or who observes what they believe to be an act of sexual
misconduct, within the jurisdiction of Kirtland Community College, is urged to immediately inform a responsible employee of the college, or file a Behavioral Intervention (BIT) Report at https://publicdocs.maxient.com/incidentreport.php?KirtlandCC or call Kirtland Public Safety at 989-275-5000 x 355.

Statement of Compliance:

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239.

Kirtland Class Cancellation System

We encourage you to sign up with our Rave system so you will be notified of cancellations. If you do not have a cell phone, you may still get voice calls on a land line phone. If you have a cell and have an unlimited texting plan, we suggest you sign up for text messaging. Cancellations are also posted in the Urgent Announcements section in myKirtland, on Facebook, Twitter and posted in designated areas in campus buildings. If you are enrolled in courses at Kirtland, you are already automatically enrolled to get alerts through your Kmail. Instructions on how to enroll in getting voice calls or text message alerts can be found by going to this web site: http://kirtland.edu/rave-setup/. If you need help setting up Rave you can contact ITS at 989-275-5000 x499 or its@kirtland.edu

Please note:

All pages related to this course are subject to updates. Any printed copies may be out-of-date. Always check the online versions for up-to-date information. Any changes to this syllabus will be announced and explained in class.

Last revised: