



Syllabus: Writing 102 (Writing II)

Course Information

Semester: Summer 2022

Class Days/Times: This is an asynchronous online class conducted through the Canvas learning management system.

Credit Hours: 3

Instructor Information

Name: Tristan Ettleman

E-mail: tettleman@tocc.edu

Office hours: I can talk via Zoom by scheduled appointment. Please email me to set up a time.

Course Description

Continuation of WRT 101. Includes writing analytical or critical papers, analysis and discussion of various types of literature, developing research skills, and written works. Also includes writing a research paper.

Student Learning Outcomes

After completion of the course, students will be able to:

1. Write critically about literature.
2. Read, comprehend, and analyze a variety of literary works.
3. Research primary and secondary sources and write a paper utilizing the techniques of quotation, paraphrase, summary, and documentation.
4. Write essays and a research paper.

Course Structure

This class operates in an asynchronous online modality that emphasizes discussion board posting, electronic journal assignments based on the reading assignments, and essays, in addition to readiness tests and midterm and final examinations. Furthermore, PowerPoint presentations will be provided based on relevant approaches to writing about literature and close readings of text.

We will deepen our writing skills through close readings of various genres of literary texts.

Course Learning Materials and Textbook Information

- **Required:** Michael Meyer, Ed. *The Compact Bedford Introduction to Literature*. (Twelfth Edition). Boston: Bedford/St. Martin's, 2020.
- Also, the instructor may distribute short articles, essays, and other relevant reading material for the course in class.
- **Additional Required Materials:** Please ensure that you have access to Microsoft Word.

Online Text:

The OWL at Purdue

<http://owl.english.purdue.edu/owl/resource/557/01/>

(This is an online handbook that will teach you Modern Language Association [MLA] format for college writing. You can also look up punctuation, grammar, writing process ideas, and other useful information such as citing secondary sources. You can also use this resource for *any* class you take that requires writing.)

Course Outline and Important Dates

- I. Writing Analytical or Critical Papers
 - A. Analysis of literary texts
 - B. One or more critical essays of three pages (*minimum*)
- II. Analysis and Discussion of Various Types of Literature
 - A. Poetry
 - B. Drama
 - C. Prose fiction
 - D. Literary non-fiction
- III. Developing Research Skills
 - A. Gathering information from primary and secondary sources
 - B. Formatting and documentation
 - C. Proper Citations
 - D. Writing a research paper or annotated paper of three to five pages
- IV. Written Works
 - A. Essays
 - B. Research paper
 - C. Other written works

PLEASE NOTE: Timelines and assignments are an approximation; the instructor may change due dates and assignments and submission instructions of assignments as needed because of unforeseen circumstances. Changes will be announced during the class session and/or through other means such as e-mail communication, etc. Furthermore, any changes in due dates for essays, etc., should not be construed as a lessening of academic responsibility and/or rigor. Indeed, academic rigor is not synonymous with rigidity.

Important Due/Test Dates:

Note: all assignments due by 11:59 PM on their listed date.

June 19: Final draft of Short Paper #1 is due.

June 19: *Midterm Examination.*

July 3: Final draft of Short Paper #2 is due.

July 10: Final draft of Short Paper #3 (with secondary sources actively used) is due.

July 17: Personal Review Cover Memo/ePortfolio is due.

July 17: *Final Examination.*

Note: Follow along with the modules in Canvas for reading assignments and other due dates.

Evaluations and Grading & Assignments:

a. Readiness Tests.....	60 pts.
b. Short Papers.....	300 pts.
c. Journal.	80 pts.
d. Midterm Examination.....	100 pts.
e. Final Examination.....	100 pts.
f. Personal Review Cover Memo/ePortfolio... ..	100 pts.
g. Discussions	50 pts.
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Total	790 pts.

- **Semester Range:**

790-711 points=A
 710-632 points=B
 631-553 points=C
 552-474 points=D
 Below 474 points=F

- **Readiness Tests:**

Several times during the semester, you will be given a short objective quiz. Unless you have extenuating circumstances, **missed readiness tests cannot be made up.**

Note: It is best to take quizzes as scheduled. In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required.

- **Short Papers:**

Course assigned essays are due at regular intervals during the semester to the Turnitin system, which is integrated into the assignments in Canvas. (**Note:** If you should encounter technical difficulties with Turnitin such as logging in, etc., please raise a service ticket with their staff, immediately. Please refer to this hyperlink regarding raising a technical service ticket: <https://www.turnitin.com/self-service/support-form.html?okay=ok>. Additionally, please notify the course instructor and

a college IT staff member, immediately, if you encounter a technical issue with logging in. If there is a technical issue that prevents electronic submission, please let me know with an attachment of your work.

Three *three (minimum) to five-page (maximum) papers* on assigned topics will be due at regular intervals during the semester to give you practice in developing and sustaining an argument or a line of thought in writing persuasive and interpretative-explanatory and analytical essays and, in this way, to further develop and deepen writing and critical-thinking skills based on close readings of literature.

Essays will be due at regular intervals to Turnitin during the semester.

Essays are due at stated deadlines.

Papers will be marked “A” (superior), “B” (above average), “C” (average), “D” (below average), “F” (failure), and “R” (paper must be re-written).

Appropriateness (whether the essay does what the assignment asks), structure and development of ideas, content, format, and mechanics will be considered in evaluating these short papers. A paper must receive a “D” or better to obtain credit.

Here are the following required procedural steps for final drafts of essays that receive an “R”:

1. Before resubmitting a rewritten paper (“R”), **students must schedule a one-to-one Zoom appointment with the instructor to discuss their paper so that their rewriting will be productive and effective.** Revisions meetings are mandatory. **Please do not proceed with revising an essay without meeting with the instructor first.**
2. **The appointment should be scheduled in a timely manner before one week has elapsed.**
3. Remember, papers marked with an “R” are due **one week (or less for Short Paper #3)** after you have received a review summary of them through Turnitin.
4. The grade for the rewrite will be the grade the student receives for the assignment.

5. **Please notify the course professor by email message when rewritten essays have been submitted electronically since Turnitin does not provide notifications.**

Note: **No paper may be rewritten more than once.**

Note: If the re-written essay is unsuccessful or not completed, then it shall receive either a grade based on not completing revisions or a grade of “F” at the course professor’s discretion.

The rewrite must be electronically submitted to the Turnitin website. Finally, the grade for the rewrite will be the grade the student receives for the assignment if a rewrite has been submitted after meeting with the course professor.

Unless you have extenuating circumstances, **late papers will not be accepted**

I will distribute a style format before these assignments are due.

Note: Short Paper #3 must include active engagement with researched secondary sources and must directly support this essay’s argumentative thought with inclusion of in-text citations. Library-researched, in-text citations (using Modern Language Association [MLA] formatting) from credible sources are a requirement for Short Paper #3.

Note: If Short Paper #3 does not contain library-researched, in-text citations (using MLA formatting), it will not be accepted.

Please request assistance from the course instructor with a one-to-one Zoom meeting or an appropriate library/tutorial staff member regarding how to format in-text citations (using MLA formatting) based on research. In addition, in the latter part of the course, review of in-text citations (using MLA formatting) will be reviewed. Finally, the college librarian can assist with formatting in-text citations (using MLA formatting).

Library-based, in-text citations are a highly important part of a college-level essay and general, college-level writing skills. Thus, it is highly important that Short Paper #3 have library-researched, in-text citations (using MLA formatting). **Again, if Short Paper #3 does not contain library-researched, in-text citations (using MLA formatting), it will not be accepted.**

Note: It is best to submit electronically to Turnitin all essays (including drafts) on time as scheduled. In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required and points deducted. Only rarely will late work will be approved for credit.

- **Journal**

Specific topic prompts in the assignment instructions will be assigned for you throughout the semester to write on as entries for your journal in a Word document, and they will need to be submitted to Turnitin.

The main intent of this journal is for you to track your own development as a critical-thinking writer and to generate discussion with online questions posted for relevant literature. Hence, it will serve as one of the sources for writing the final Personal Review Cover Memo.

Journal entries should be paragraph-length only (i.e., five to twelve sentences), double spaced, and in Times New Roman font. The specific prompt and journal number should be placed before the paragraph response. Specific instructions will be provided

Note: If journal prompts do not follow the physical formatting, per the instructions, it will be returned for reformatting.

Note: It is best to submit the journal assignment as scheduled. In the case of unavoidable delay or absence, students must email the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required.

- **Examinations**

The **midterm examination** will evaluate your understanding of the course material from the beginning to the approximate midpoint of the semester. The **final examination** will not be comprehensive. Instead, it will cover course material from the approximate midpoint to the end of the semester.

Both examinations will be given through a timed session in Canvas.

Note: It is best to take exams as scheduled. In the case of unavoidable delay or absence, students must e-mail the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required.

- **Personal Review Cover Memo/ePortfolio:**

The Personal Review Cover Memo for the electronic Portfolio is an opportunity for you to explore your development as a writer and a person throughout the semester. Thus, students will analyze and evaluate their own voice and how it develops. Use quotations from your short papers, the journal entries, and any other relevant sources that show changes or continuities in your writing style, voice, attitudes, beliefs, and subject matter. This cover memo will be submitted along with (at least two) essays of your choosing and other items such as the checklist (see below). This constitutes the **ePortfolio** for the semester. Specific instructions will be distributed to students before the assignment is due. Finally, please maintain objectivity by fairly analyzing your experiences that influenced your writing voice and refraining from expressing overly personalized bias.

Mandatory Minimum Requirements:

- I. A specific assignment sheet and/or checklist will be distributed for the Personal Review Cover Memo/ePortfolio. The electronic portfolio checklist must be included in the submission per the specific instructions for its placement. **Writing ePortfolios that do not include the checklist will not be accepted.**
- II. The cover memo **must** be word processed and in appropriate memo format (see appropriate pages in the Hacker and Sommers text).
- III. **Each subheading must be answered with a minimum of three sentences.**
- IV. As with all writing assignments (e.g., journal entries, essays), please **proofread** the Personal Review Cover Memo for grammatical, spelling, and punctuation errors.
- V. In addition, you may be asked to rewrite the cover memo if it does not address the six questions below.

- VI. A single Word document will “house” all materials (i.e., the checklist, the cover memo, the essays, and the select journal entries) for the Personal Review Cover Memo/ePortfolio.

ePortfolio items should be placed one after another according to the checklist’s instructions and stated order (in the Word document) for electronic submission to Turnitin.

The following questions must be used as subheadings in writing this cover memo:

1. What concerns (i.e., personal, social) did you contend with this semester?;
2. What skills (i.e., writing, social) did you build on?;
3. What struggles did you overcome?;
4. What efforts are still unresolved?;
5. What moral or academic or social issues remain highlighted for you?; and,
6. How far have you progressed as a student, a writer, and a person?

Please address and answer all of the above questions in your cover memo. Again, if the six questions are not addressed, it will need to be rewritten. If you have any further questions about this assignment, please do not hesitate to contact the instructor.

Note: It is best to submit the Personal Review Cover Memo/ePortfolio as scheduled. In the case of unavoidable delay or absence, students must e-mail the instructor immediately with an explanation of the situation in order to make alternative arrangements. Supplemental documentation may be required.

- **Discussions**

Students will be expected to post in weekly discussion boards, including their own original post and a response to a peer.

Himdag Cultural Component

Tohono O’odham traditions and cultural beliefs will be discussed as relevant to course topics, and only as appropriate to the Tohono O’odham Nation’s traditional standards for sharing information as determined by the Himdag Committee.

Policies and Expectations

Attendance Policy

Since this is an asynchronous online class, there is no attendance requirement. However, you are expected to participate in the course. Multiple unexcused missed assignments may result in course withdrawal or failure. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible (approved by Faculty Senate April 2014).

"I" is a grade from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a “C” grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

An incomplete contract must be completed by the student and instructor. The student and instructor must sign the agreement and submit to the Dean of Academics for final

approval. Any "I" submitted for a student without this contract and without the Dean of Academic's approval will be automatically converted to a grade of "F".

Instructor Withdrawals

Students who have missed four consecutive classes (or the equivalent), not submitted any assignments, nor taken any quizzes by the 45th day census report are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion.

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by the withdrawal deadline date that can be found in the Academic Calendar on the TOCC website if you do not expect to complete the class. Otherwise, you may receive an "F" grade.

Special Withdrawals (Y) Grade

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

Equal Access Statement/Disability Accommodations

Tohono O'odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-479-2300 for additional information and assistance.

Title IX

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with: Student Services Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Ms. Espinoza's contact information is the following: phone: 520-479-2300 and email: aespinoza@tocc.edu.

Conduct: Bias, Bullying, Discrimination and Harassment

Tohono O'odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

Make-up policy:

Late assignments that can be made up will be accepted but will be penalized 25%. Laboratories (if relevant) cannot be made up except in the case of college closure. At the instructor's discretion, extra credit opportunities and optional activities may be provided.

Academic Integrity:

Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course. If you are uncertain about proper citations, ask your instructor or the librarian.

Course Feedback:

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.