### ENGL 1020: English Composition II-Online

**Course Description:** This course is a continuation of ENGL 1010, with a focus on writing and reading for meaning and ways of expressing meaning. The course also includes further study of critical thinking skills and writing about poetry, drama, or the novel. The reading selections vary for each semester. An important component of ENGL 1020 is information literacy and writing from sources, by using MLA documentation. This is a three-credit hour course.  

**Honors Option:** Students enrolled in this course as honor students must contact the instructor during the first week of classes. You will receive the guidelines for receiving honor credit for this course.  

**Important Online Course Note:** In this online course students must log in and participate in course assignments and discussions at least two days each week.

**Learning Outcomes:** The basic purpose of Composition II is to further develop the critical reading, writing, and thinking skills taught in English 1010. Students will also study various genres of writing and learn college-level research techniques. Writing assignments move from expressive, personal writing forms that you learned in ENGL 1010 to analytic, expository forms of public, academic writing. At the successful completion of ENGL 1020, students will:  
- Write essays and essay answers that demonstrate mastery of the conventions of English and basic organizational strategies.  
- Demonstrate critical thinking and applied language skills through interpretive reading, analytical writing, and discussions.  
- Acquire new vocabulary through assigned course readings.  
- Read and edit their own writing both critically and analytically and make appropriate revisions.  
- Read a variety of texts critically and analytically.  
- Gain an understanding of self and others through assigned reading, class discussion, and composition.  
- Master basic research skills that include computer literacy and technology skills.  
- Demonstrate an application of MLA documentation in a research paper.  
- Analyze literature in written and oral form.

**Prerequisites:** Successful completion of ENGL 1010 is a prerequisite for this course.

**Course Topics:**  
- Writing Analytical Essays (Cause and Effect & Argumentation)  
- College Research and MLA  
- Writing Summaries  
- Writing Essay Answers  
- Using Sources in Writing (MLA Documentation)  
- The Novel/Writing Reading Responses

**Specific Course Requirements:** This section of ENGL 1020 is online. Students must come to campus once to take an exam, but the remainder of the coursework is completed online.  
- Students are required to participate in weekly discussion topics and to log in to the class two days each week to check email and messages. The grade for online discussions is calculated on the quality of a student’s discussion postings. (Detailed guidelines are provided.)  
- Students who do not participate in class discussions or submit work for one week will be reported the following week to the Admissions Office as “stopped attending.”  
- Students are expected to respond within four days to instructor email, and to complete quizzes, assignments, and exams by posted deadlines.  
- It is the student’s responsibility to notify the instructor or the DSCC helpdesk of technical problems with this course.  
- It is the instructor’s responsibility to notify students of any changes in the course.
material, to grade assignments and post grades in a timely manner, and to be available to answer questions.

- There are no makeup dates for quizzes and exams unless previous arrangements have been made with the instructor. Late work is not accepted for grading.
- All assignments must be sent as Word documents through the Dropbox or online writing program; assignments sent in email or other formats will not be graded.
- Students are required to submit assignments for the research project and to submit a final research paper following the format designated for the assignment. Because the research paper is an key learning objective for this course, any student who fails to submit a research paper cannot pass this course.
- Log-in dates, times, and pages visited are available to the instructor, so there is no question about dates of attendance. Last day of attendance will be the last day a student completes work for the class, not the last day of a log in.

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<tr>
<th>Textbooks, Supplementary Materials, Hardware and Software Requirements</th>
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<tr>
<td><strong>Supplementary Materials:</strong> It is recommended that students taking online classes have a computer at home and a reliable Internet connection. It is possible to do your work through a computer lab at one of the DSCC locations, but students who have tried that option in the past find it difficult.</td>
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<tr>
<td><strong>Software Requirements:</strong> Students must have Microsoft Word. Students will also download for free the Respondus Lockdown Browser for taking quizzes and exams. Directions are posted in class content.</td>
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<th>Instructor Information</th>
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<tr>
<td><strong>Instructor Name:</strong> Linda S. Weeks</td>
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<td><strong>Instructor Contact Information:</strong> Dyersburg State Community College Room 250 Glover Building 1510 Lake Road Dyersburg, TN 38024 E-mail: <a href="mailto:weeks@dssc.edu">weeks@dssc.edu</a> Office Phone: (731)286-3394</td>
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<td><strong>Virtual Office Hours:</strong> Instructor Office Hours are posted in the class. Additional hours may be scheduled for student appointments and student conferences.</td>
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<td><strong>Instructor Response Time:</strong> Every attempt to respond to online course e-mail within 24-36 hours during the workweek will be made, though it may not be possible in all cases. Students should use this course email for the class.</td>
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<th>Assessment and Grading</th>
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| **Testing Procedures:** - Quizzes and exams for this class will be given online. All online quizzes are open-book and may be taken from home by the posted deadline.  
- There is an exam on the novel and a comprehensive final exam. The final exam is proctored and students must come to one of the campus locations or an approved test site to take this exam. The final exam is not an open-book exam.  
- All exams and quizzes must be taken using the Respondus Lockdown Browser (free download).  
- There are no exam or assignment extensions unless arrangements have been previously arranged with the instructor. |
| **Grading Procedures:** | **Grading Procedures: Quizzes:** Quizzes include: an introductory quiz, a post quiz, and quizzes that test your understanding of the reading assignments. (10%) Discussion topics 5%  
**Writing and Research Assignments:** Cause and Effect Essay 15% Argumentation Essay 15% |
Research-based assignments 5%
Research paper, with multiple drafts. 25%
**Exams:** Novel exam (10%) and Final exam (15%)
*A detailed list of assignments for the current semester is posted in the class content.*

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<th>Grading Scale:</th>
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<td>91-100=A</td>
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<td>81-90=B</td>
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<td>72-80=C</td>
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<td>62-71=D</td>
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<td>61 or below=F</td>
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**Assignments and Participation**

**Assignments and Projects:** Weekly assignments will also include quizzes over the readings and discussion topics that explore the weekly reading and writing major focus topics. A detailed listing of assignments and a guideline sheet for all writing assignments are posted in the course. Reading assignments will be included for each of these major topics.

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<tr>
<th>Week</th>
<th>Assignment</th>
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<tr>
<td>1</td>
<td>Introduction to the course and online learning</td>
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<td>2</td>
<td>Review of essay structure for grammar-mechanics basics</td>
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<td>3</td>
<td>Academic Honesty and Writing with Sources</td>
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<td>4</td>
<td>Writing Cause and Effect/ Topic Selection for Research</td>
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<td>5</td>
<td>Cause and Effect Essay</td>
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<td>6</td>
<td>Novel</td>
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<td>7</td>
<td>Novel/ Paraphrasing</td>
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<td>8</td>
<td>Novel/ Using Quotations</td>
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<td>9</td>
<td>Novel Exam/Research Proposal</td>
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<tr>
<td>10</td>
<td>Evaluating Resources, Applying Paraphrasing and Quoting to Research</td>
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<tr>
<td>11</td>
<td>MLA and Works Cited-First Research Draft</td>
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<tr>
<td>12</td>
<td>Final Version of Research Paper</td>
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<tr>
<td>13</td>
<td>Argumentation</td>
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<tr>
<td>14</td>
<td>Argumentation Essay Due</td>
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<tr>
<td>15</td>
<td>Writing Revisions</td>
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<tr>
<td>16</td>
<td>Review and Final Exam</td>
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</table>

**Punctuality:** All writing assignments must be submitted by the date posted; late papers and assignments will not be accepted unless previous arrangements have been made with the instructor. Assignments will not be accepted as email attachments. Quizzes will be given online and have specific due dates. Discussions are open for a set period.

**Class Participation:** Students must log into the course a minimum of two separate days each week and make discussion postings or reply to instructor questions. Students who have not logged into class for one week without contacting the instructor will be reported as “stopped attending.”

**Academic Honesty:** Plagiarism and cheating are serious offenses which will result in failure in the course. It is your responsibility to complete your own assignments for this class. Students must be prepared to defend any work that is suspected of plagiarism. Student papers will be submitted through Turnitin for a plagiarism report before they are graded. For more information refer to the "Academic Dishonesty" policy in the Dyersburg State Community College Catalog.

**DSCC Attendance Policy:** Regular class attendance is essential to student success in college. Absence from the classroom negatively affects student success and learning outcomes. Dyersburg State Community College has established the following Class Attendance Policy which is applicable to all students attending classes both in person and online.

- Attendance at all class sessions and regular participation in any online course for which a student is registered are expected.
- Absences will be counted from the first meeting of the class.
- It is the student’s responsibility to contact the instructor prior to an absence from
class or shortly after the absence. The instructor will determine whether an absence is excused or unexcused.

- The student is responsible for all work and/or lecture material covered in any missed class session. The instructor will determine whether to accept makeup work for the class.
- Students who have three (3) consecutive unexcused absences from a class that meets three (3) hours per week, or two (2) consecutive unexcused absences from a class that meets twice weekly or once weekly in a three (3) hour block, will be reported as “stopped attending.” Students who do not participate in an online course for one week will be reported as “stopped attending.”
- Students who exhibit a pattern of absences, even if not consecutive, may also be reported as “stopped attending.”
- A “stopped attending” designation may negatively impact receipt of current and future financial aid.
- It is the student’s responsibility to officially withdraw from a course if a “stopped attending” designation is reported or if continued, regular attendance proves impossible. In these circumstances, failure to withdraw from a course by the deadline listed in the Academic Calendar will result in a grade of “F,” and may negatively impact eligibility for future financial aid and/or continued enrollment.
- Nothing in this policy shall be construed as preventing an instructor from having a more restrictive attendance policy regarding absences for an individual class.

**General Course Guidelines:**

For this online course, you are expected to set aside some attendance time as you would for a traditional class. You should plan on logging into the class and checking email and making discussion postings a minimum of two days each week. Discussion postings and email are to be written using standard English and writing guidelines. Do not send email or make discussion postings using text-messaging shortcuts. Always include a subject line in your email. Read information in the Getting Started section to understand course requirements. The full content will open for you only after you have completed the Getting Started section.

**Other Important Information**

**Library**

For the DSCC library or help desk go to [www.dscc.edu](http://www.dscc.edu) and click on Learning Resource Center link. For information about books, interlibrary loans or other LRC information, call the LRC at 731-286-3361. These LRC links will be vital resources during the research portion of the course. For the Tennessee Virtual Library go to [www.tn.regentsdegrees.org](http://www.tn.regentsdegrees.org) and click on TBR Virtual Library.

**Technical Assistance**

For technical assistance with hybrid and online classes, contact the LRC Help Desk. The Help Desk telephone number for the Dyersburg area is **731-288-7780**. The Help Desk telephone number for the Covington area is **901-475-3177**. You may also contact the Help Desk by email. The address is [helpdesk@dscc.edu](mailto:helpdesk@dscc.edu).

**Students With Disabilities**

Dyersburg State Community College is committed to providing a discrimination free environment for all students. Students with disabilities are encouraged to inform the College of any assistance they may need. Please notify your instructor or Dr. Karen Rutledge, ADA Coordinator at (731) 286-3242.

**Server Outages**

The server on which DSCC’s online courses are hosted will be occasionally unavailable due to upgrades and or maintenance. Regularly scheduled outages will occur during the early morning hours of the second Sunday and third Tuesday of each month. There may also be unplanned downtime due to failures of one kind or another. Because the server is not located at DSCC, the college cannot directly correct these situations. You will need to contact your instructor(s) directly to make accommodations should an unplanned outage prevent you from taking a quiz or submitting an assignment.
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<tr>
<th>Syllabus Changes</th>
<th>From time to time during the semester it may be necessary to make changes to the material or due dates in the course syllabus. Any necessary changes to the course syllabus will be sent to you by e-mail and posted within the online course material.</th>
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| Reporting Fraud, Waste, or Abuse | State law requires all public institutions of higher education to provide a means by which students, employees, or others may report suspected or known improper or dishonest acts. In addition, DSCC is committed to the responsible stewardship of our resources. Whether you are part of departmental management, a faculty or staff member, a student, or an interested citizen, we encourage you to report known or suspected dishonest acts by employees, outside contractors, or vendors. **What Should I Report?** Dishonest acts, either known or suspected, should be reported, such as:  
  - Theft or misappropriation of funds, supplies, property, or other university/college resources  
  - Forgery or alteration of documents  
  - Unauthorized alteration or manipulation of computer files  
  - Improper and wasteful activity  
  - Falsification of reports to management or external agencies  
  - Pursuit of a benefit or advantage in violation of the college’s conflict of interests policy  
  - Authorization or receipt of compensation for hours not worked  
**Think Before You Speak!** Before making allegations of dishonesty, be reasonably certain of any claims. Such allegations can seriously and negatively impact the accused individual’s life and adversely affect the working environment of the department. **Reporting Options** Several options are available to all college employees, students and others for reporting known or suspected dishonest acts. You may report your concerns:  
  - To your supervisor or department head  
  - To an official at your campus or institute  
  - To DSCC Internal Audit (731-286-3237)  
  - To the Tennessee Board of Regents by email at ReportFraud@tbr.state.tn.us  
  - To the Tennessee Comptroller’s Hotline for Fraud, Waste and Abuse at 1-800-232-5454  
If you are a supervisor, department head, or campus official and you receive a report of a dishonest act, contact Internal Audit at **731-286-3237** for further assistance. **Investigations** When Internal Audit receives allegations of dishonesty or other irregularity by an employee, outside contractor, or vendor, they are required to conduct an investigation. Departmental management should not attempt to conduct investigations nor alert suspected employees of an impending investigation. In an investigation, objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility, and recommending corrective actions to help ensure that similar actions do not occur in the future. **Protection under State Law** As Internal Audit investigates allegations of dishonesty, the reporting individual’s confidentiality is protected under *Tennessee Code Annotated* Title 10, Chapter 7 (subject to court action requiring disclosure). Also, state law prohibits discrimination or retaliation of any kind against employees who report allegations of dishonest acts. **Reporting Responsibility** Internal Audit has reporting responsibility to the Audit Committee of the Tennessee Board of
Regents through the Director of System-wide Internal Auditing. This reporting relationship enables them to independently and objectively review matters involving any level of administration at the college.

**Preventing Fraud, Waste and Abuse**

College management is responsible for establishing and implementing systems and procedures to prevent and detect fraud, waste and abuse.

The basic elements of a proper control system include:

- Creating a culture of honesty and high ethics
- Evaluating risks and implementing processes, procedures and controls to prevent, deter and detect fraud, waste and abuse
- Developing an appropriate oversight process

Management at all levels of the college should review the information that is available from the American Institute of Certified Public Accountants in the document, *Management Antifraud Programs and Controls: Guidance to Help Prevent and Deter Fraud*, at their website:


Please contact Internal Audit at **731-286-3237** if you need assistance in reviewing risks, processes, procedures or controls, or in providing internal control.