Course Syllabus

University of South Florida Sarasota-Manatee COMPOSITION II

Term: Fall 2015
Instructor: Clayton Benjamin
Day and Time: Mondays/Wednesdays, 9:30am-10:45pm
Room: SMC B336
Credits: 3
Office Hours: Rm. 342 W/Th 1pm to 4pm and by appointment
Telephone: 941.359.4630
Email: cjbenjamin@sar.usf.edu

REQUIRED TEXTS

- Purdue University’s Online Writing Lab (OWL): https://owl.english.purdue.edu/owl/
- Assigned selections from Writing Spaces: An Open Textbook Project: http://writingspaces.org/
- Other reading selections, posted electronically on Canvas – These must be printed

Additional Materials

- A three ring binder with dividers and tabs to keep all print copies of articles and writing
- Writing materials (paper / utensil) and your notebook computer (you must bring these to class every day)
- Google Drive connected to your campus email
- Your USF Sarasota-Manatee email account

RECOMMENDED TEXTS

- Gary A. Olson's website, Punctuation Made Simple: (https://illt.iistu.edu/golson/punctuation/intro.html)

COURSE DESCRIPTION

(A.A.) three hours per week. Pre-requisite: ENC 1101 or appropriate score on English placement test. College-level reading and writing. ENC 1101 helps prepare students for academic work by emphasizing expository writing, the basics of library research, and the conventions of academic discourse. The course emphasizes argument, research, and style. Through its emphasis on thinking rhetorically, providing evidence for assertions, creative thinking, and writing as a process, 1102 will prepare students for argument and research-based writing in academic settings. Both ENC 1101 and ENC 1102 explore the foundations of knowledge and learning as outlined by USF’s General Education Plan. Both courses teach students to think rhetorically, to understand and employ a variety of writing strategies, to conduct research, and to interpret, critique, summarize, and paraphrase texts. This course meets the 6,000 word Gordon Rule requirement.

GORDON RULE

This course meets the Florida State Board of Education Rule Number 6A-10.30. In accordance with this rule, students will complete six semester hours of English and six semester hours of additional coursework in which the student must demonstrate college-level writing skills. A grade of C or better is required for credit in Gordon Rule classes.

COURSE GOALS

Communication

Prepare students for real-world situations that require powerful and effective oral and written communication in traditional and emergent media.

Critical Thinking

Develop critical, constructive, and reflective thinkers who analyze, interpret, evaluate, and decide what to believe and do.
COURSE OUTCOMES

• Students will demonstrate composing processes through prewriting, drafting, revising, and editing individually and with peers in a range of media.
• Students will demonstrate rhetorical knowledge by focusing on audience, purpose, context, genre, medium, and message.
• Students will demonstrate critical thinking, reading, and writing skills to include locating, evaluating, analyzing, and synthesizing sources, as well as integrating them with their own ideas.
• Students will demonstrate knowledge of conventions, such as appropriate tone, mechanics, and documentation in a variety of formats.
• Students will demonstrate the ability to work in electronic environments throughout the composing process: researching, drafting, reviewing, revising, editing, and sharing texts.

CANVAS USE

The class syllabus is posted in Canvas, an online course management system. In this class, Canvas will be used for online discussions, additional readings, assignment submissions, and general course announcements.

Canvas Support is available through USFSM E-Learning staff from 9am to 5pm Monday through Friday. The USF Tampa IT Helpdesk provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours. Additionally, CANVAS tutorials can be found in the Student Quickstart Guide at [http://guides.instructure.com/mv8470](http://guides.instructure.com/mv8470).

Information on how to use Canvas is available at:
[http://www.usfsm.edu/infocommons/students.php](http://www.usfsm.edu/infocommons/students.php)

Toll-free helpline: 866-974-1222


TURNITIN

The University of South Florida has an account with an automated plagiarism detection service which allows student assignments be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitn through Canvas. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), prior to submitting work to Turnitin, students are requested to delete any personal information (e.g., name, address, telephone) from the work being submitted. This protects students from having personal information disclosed to vendors or other outside agencies.

COURSEWORK & WEIGHTS

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<tr>
<th>Course Component</th>
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<tr>
<td>Course Binder &amp; Discussion Responses</td>
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<tr>
<td>Critical Literacy Narrative</td>
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<tr>
<td>Prezi Map, Reading Rhetorical Worksheets, &amp; Annotated Bibliography</td>
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<tr>
<td>Problem &amp; Lit Review Outline/Lit Review</td>
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<td>Final Portfolio</td>
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All drafts must be typed and prepared in Google Docs. (When applicable, use APA conventions.)

Final drafts will be graded according to the following categories:

• Focus
• Development
• Organization
• Style
• Conventions Creativity/Originality

The specific criteria for the categories will be explained for each stage of the research project, distributed via Canvas as instructional handouts and discussed in class. Also, rubrics for each stage of the assignment (i.e. proposal, annotated bibliography, rough drafts, final draft), as well as the Discussion Questions, are available on Canvas.
Revision: Current writing theory and practice advocates a process approach to writing in which revision of writing over multiple drafts is a major component. In each of the major paper assignments, you will complete subsequent drafts. After the completion of an individual draft, you will receive revision assignments that you must follow and complete on time in order to earn full credit for your work. Know that failure to significantly revise between drafts and/or complete all the drafts for an assignment is grounds for failure for the paper.

ASSIGNMENT DESCRIPTIONS

Reading response discussion questions (DQs):
You will post electronically via Canvas a series of responses (20 original and classmate responses total) to the assigned readings for the class. Generally, original responses will be due by 11:59 p.m. EST on the Sunday following the week for which the readings are assigned. Reading responses should be prepared using a word-processing program and then copied and pasted onto the discussion board provided online via Canvas. Each original entry should contain approximately 250 words, and you will need to post at least one response to a classmate's post that is at least 100 words long. The classmate responses are due by 11:59pm EST on the Monday following the week for which the readings are assigned. Please note that the readings and your responses to them are a MAJOR component of the course.

What you should discuss in your entries: Anything you found interesting, puzzling, intriguing, annoying, confusing, exciting, troubling, thought-provoking, etc., about the content of the selections you have just read, as well as thoughts about the writing style and/or contexts of the selections you have read. Comments making connections between reading selections on the reading list for this course and/or linking these readings to reading you have done elsewhere are also welcome.

What you should NOT discuss in your entries: Whether you liked the selection or not, whether you were bored or not, and other irrelevant and/or unsupportable claims based purely on individual preferences. The DQs will be important to me because it will indicate the care with which you have done the reading, which is an essential part of this course. The writing style for the entries can be relatively informal (first person and contractions are acceptable), but I still expect clarity, coherent organization, and correct grammar, spelling, punctuation, and mechanics.

Research Project (with Oral Presentation): This is a multi-part project consisting of a project proposal (about 200 words—informal, part of your planning), a ten-item annotated bibliography (minimum 2,000 words including bibliographic citations), scholarly article summary, rough drafts, and a final draft proposal/research essay (minimum 3,000 words) plus references page. You will choose a topic that is important or interesting to you and propose a solution to it. Then, you will research/explore and develop an organized, coherent argument that is defended with evidence from at least ten external sources, including books, articles, essays, videos, surveys or polls, interviews, credible websites. The USF library should serve as your primary resource. Wikipedia, fun though it may be, is not a credible source and should be used for exploration purposes only, not as a documented source. You’ll be using APA format and documentation. Throughout this project, you’ll develop a thesis and offer a solution to your topic, supporting your claims with published, authoritative information.

* The poster presentation of this assignment will be an open invitation to other faculty and students for you to report on your research findings and will be held the final hours of the course.

Weighted-percentage Grade

100-97 = A+
96-93 = A
92-90 = A-
89-87 = B+
85-83 = B
82-80 = B-
79-77 = C+
76-73 = C
72-70 = C-
69-67 = D+
66-63 = D
62-60 = D-
59-0 = F

USFSM AND USF SYSTEM POLICIES

1. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog (http://usfsm.edu/catalog), the USF System Academic Integrity of Students, and the USF System Student Code of Conduct. (http://general/counsel/usf.edu/regulations/pdfs/regulation-usf6.0021.pdf). Academic Disruption: The University does not tolerate behavior that
disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

3. Contingency Plans: In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, online conferencing/collaboration tools, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Canvas for each of their classes for course specific information, as well as the USFSM website, their student email account, and MoBull for messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.

4. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sarasou.edu (mailto:disabilityservices@sarasou.edu), http://usfsm.edu/disability-services/ (http://usfsm.edu/disability-services/).

5. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

6. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

7. Protection of Students Against Discrimination and Harassment:
   1. Sexual Misconduct/Sexual Harassment Reporting: USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence. (USF System Policy 0-004).
   2. Other Types of Discrimination and Harassment: USFSM also is committed to providing an environment free from discrimination and harassment based on race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression, or veteran status.

3. The Counseling and Wellness Center is a confidential resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

4. Please be aware that in compliance with Title IX and under the USF System Policy, educators must report incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. If a student discloses any of these situations in class, in papers, or to a faculty member personally, he or she is required to report it to OSSSR or DIEO for investigation. Students who are victims or who have knowledge of such discrimination or harassment are encouraged to report it to either OSSSR or DIEO.

5. The Deputy Coordinator for USFSM is Allison Dinmore, Coordinator of Disability Services & Student Advocacy, #941-359-4714 or adinmore1@sarasou.edu.

6. Campus Resources:
   Counseling Center and Wellness Center 941-487-4254
   Victim Advocate (24/7) 941-504-8599

   List of off-campus resources:
   HOPE Family Services: 941-755-6805
   Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
   First Call for Help- Manatee: 941-708-6488
   Sarasota & North Port 941-366-5025
   Manatee Glens: 941-782-4800; 24-hr Hotline 941-708-6059

8. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. The web portal is accessed at http://my.usf.edu.

PROFESSIONALISM POLICY

Per university policy and classroom etiquette, mobile phones, iPods, etc. must be silenced during all classroom and lab lectures. Those not heeding this rule will be
asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, etc., and have been warned may suffer a reduction in their final class grade.

END OF SEMESTER STUDENT EVALUATIONS

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued. The results of student feedback are sent to departments and faculty members only after semester grades are already submitted, and student responses are reported only anonymously and in the aggregate to faculty.

UNIVERSITY WRITING CENTER

The University Writing Center is a free resource for USF undergraduates and graduates. At the UWC, a trained writing consultant will work individually with you on anything you’re writing (in or out of class), at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit the UWC website at http://www.lib.usf.edu/writing. stop by LIB-125, or call 813.974.8293

CAMPUS EMERGENCIES

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to Canvas and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor the Canvas site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

ATTENDANCE & PARTICIPATION

Attendance and participation is hard to gauge in an online course. However, you can show good participation by:

• Submitting assignments ahead of time
• Keeping in frequent contact with your group members and the instructor through email
• Checking the open discussion board frequently and asking questions frequently
• Joining the instructor and other students during "open hangouts" which will be scheduled periodically throughout the semester
• Checking your course email and course at least once a day for alerts and changes
• Actively participating in extra-credit online discussions
• Taking check-in surveys

MISSED GOOGLE HANGOUTS

If you miss a Google Hangout with your group members, you will be penalized. For each Google Hangout you miss with your group, you will be penalized one full letter grade for the Collaborative Group Project. For example, if you miss one hangout your final project grade will be dropped one full letter grade, if you miss two, it will drop two full letter grades. I highly recommend that you choose group members who have schedules that match yours. You will find out which group members have similar schedules during the second week of class.

LATE WORK

Late work will not be accepted. Complete work AHEAD of time. If you have an emergency, be sure you have shared whatever assignment we are working on in Google Docs and be sure to email the instructor through Canvas. If you miss any Google Hangouts, it is your responsibility to contact your group members and find out what you missed and see what you can do to help them.

INCOMPLETE POLICY

Incompletes are granted only by the direction of the instructor.

WITHDRAWAL POLICY

In accordance with the University of South Florida policy, as stated in the college catalog, students may withdraw from any course, or all courses, without academic
penalty, by the withdrawal deadline listed in the University of South Florida academic calendar. This semester, the withdrawal date is Nov. 1. Students should take responsibility to initiate the withdrawal procedure but are strongly encouraged to talk with their instructors before taking any withdrawal action. In addition, students should note that faculty may also withdraw students for violating policies, procedures or conditions of the class, as outlined in individual class syllabi, and such action could affect financial aid eligibility.

FORM OF ESSAYS

All papers to be turned in for a grade must be typed and organized according to APA guidelines (please see your textbook for clarification). Choose a 12pt. font in Times New Roman or Arial. Substantial points will be deducted from papers that do not strictly adhere to formatting guidelines.

GRAMMAR MECHANICS

I expect that you will take it upon yourself to use the list of resources listed under Recommended Texts and Resources if you are having difficulty with some aspect of grammar. If you find that you need help beyond what those resources offer, please see me so that we can make arrangements for you to get additional help. Do not depend on your peers to edit your work. At this point in your writing careers, there should be no excuses for making the same grammatical errors over and over again in your writing. Of course, the Writing Center offers help with grammar, mechanics, and other writing issues. Please don’t hesitate to schedule an appointment with a writing tutor.

ACADEMIC INTEGRITY POLICY

Plagiarism is stealing. Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

STANDARDS OF CONDUCT

Students are expected to abide by all USF Student Handbook guidelines.

THE PUBLIC NATURE OF CLASS WRITING AND DISCUSSIONS

Please consider every piece of writing you do for this class to be public property. Part of becoming a good writer is learning to appreciate the ideas and criticisms of others, and in this course our purpose is to come together as a writing community. Remember that you will often be expected to share your writing with others, so avoid writing about things that you may not be prepared to subject to public scrutiny, or things you feel so strongly about that you are unwilling to listen to perspectives other than your own. This does not mean that you are not entitled to an opinion but that you adopt positions responsibly, contemplating the possible effect on others.

All writing for this class must be written for this class: To pass this class all major writing assignments must be completed, and all writing for this class must be written for this class. Reusing a paper you wrote for another class, or back in high school, constitutes academic dishonesty and may result in a “zero” for the assignment.
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<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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[https://usflear.instructure.com/courses/1057901/assignments/syllabus](https://usflear.instructure.com/courses/1057901/assignments/syllabus)