

Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix and Number: ENC 1102

Course Title: Composition Literature

CRN: 10175

Credit Hours: 3

Semester: Fall 2021

Class Days, Location, Time: Online, no physical or zoom-type class meetings

Course Description: A composition course that focuses on writing based upon a study and analysis of the major literary genres. Emphasis on writing major research papers.

Instructor Information:

Name: Jennifer Fox-Jarmond

E-Mail: Foxje@lssc.edu

Office Location: n/a

Phone: 352-243-5722

Office Hours: By appointment, via Canvas Chat function

Vital Communication Information:

For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. See the college webpage for [instructions on activating Lakehawk Mail](#).

Sending a private message using the INBOX in Canvas is always the most secure method of contacting your instructor.

Please remember that any contact with your instructor should be of a professional nature. If you leave a voice mail message, be clear, concise, and include your contact and class information. Follow up verbal conversations with a written account via INBOX in Canvas or e-mail.

Prerequisites/Co-requisites:

Prerequisites: C or higher in ENC 1101

Co-requisites: None

Textbook & Other Course Materials:

This class is open sourced. All reading materials are available online via the internet or through LSSC online library. Links to reading will be provided in the weekly overview in each Canvas module. You will also need access to a computer (you will not be able to complete this class with only a mobile device), Google Chrome browser (available as a free download), computer webcam and microphone (both are

standard in most laptops), a reliable internet connection, and MS Word (available free to all LSSC students, see next section).

Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Student Orientation course located in Canvas within the first week of classes.

See the [LSSC Student Technology Help Desk web page](#) for more information on how to obtain Microsoft Office 365 as an LSSC student.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student's responsibility to adhere to all formatting and submission requirements. Please ask for help if you are unsure how to save a file in a Word-compatible format.

Students need to have access to a computer capable of running Honorlock, including the Honorlock extension and Chrome browser, a working webcam, a microphone, and a stable Internet connection.

Course Student Learning Outcomes:

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course. After successful completion of this course, the student will...

Identify and discuss, major periods, authors, themes and works in literature.

Demonstrate analytical thinking skills with the ability to conduct close readings and to interpret and analyze passages of literature.

Recognize the importance of planning and creating projects in a timely manner to meet both a list of criteria and a deadline.

Demonstrate the ability to select appropriate academic sources of literary criticism and to incorporate literary theory into critical analysis essays based on literature employing an accepted academic documentation system.

Write an essay that uses critical analysis and interpretation which illustrates college-level language and communication skills.

Course Objectives:

Objectives are defined as what the course will do and/or what the students will do as part of the course.

A composition course that focuses on writing based upon a study and analysis of the major literary genres. Emphasis on writing three academically researched literary analysis papers.

Institutional Policies & Procedures:

Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible

conduct in examinations, and the responsible use of the Internet. See the [college catalog](#) for complete statement.

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact the Student Accessibility Services immediately to discuss eligibility. The Student Accessibility Services (SAS) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at [Student Accessibility Services](#).

Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of a student's education records. In order for your information to be released, a form must be signed and, in your records, located in the Admissions/Registrar's Office.

Zero-Tolerance for Violence Statement:

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, call 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352) 516-3795 Leesburg
(352) 536-2143 South Lake
(352) 303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the [Campus Safety](#) web page.

Attendance/Withdrawal Policies

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as "not-attending" and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class. See the [college catalog](#) for more details.

Withdrawal:

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline:

November 1, 2021

Instructor Policies:

First week attendance: All students must complete the first week attendance assignment, the Honorlock practice quiz, in order to remain enrolled in this class. The Honorlock practice quiz must be completed by 11:59 PM on Friday, August 27, 2021 (students entering the class after Thursday, August 26, 2021 will need to complete the Honorlock practice quiz by 11:59 PM on Monday, August 30, 2021) in order to remain enrolled in this class. Although there is no grade for this assignment, it is not optional and must be completed to indicate ability and willingness to use Honorlock, as well as your intention to attend this class. Completion of other week one assignments will not be accepted in lieu of the Honorlock practice quiz as first day attendance. Any student not completing the Honorlock practice quiz during the period listed above will be administratively dropped from this class.

The Honorlock practice quiz can be access via module one. Module one can be accessed via the module tab on the Canvas app, and via the module tab or the class home page on a computer. You will not be able to take Honorlock quizzes or tests from a phone.

The Honorlock practice quiz does not test English skills. It is simply a way of proving that you have the capability and the willingness to complete your tests and quizzes at home (or location of your choice) using Honorlock. You will not need to study for this quiz; there is no grade associated with the practice quiz.

Some students may have documented disabilities that make them eligible to take quizzes and tests at the testing center. Although such students will have the option of completing graded tests and quizzes at the testing center (with proper documentation from LSSC SAS), they will still need to complete the ungraded Honorlock practice quiz during week one to remain enrolled in this class.

Online Format: This class is an online class, but it is not a work-at-your-own pace class. A module per week will open on or before Monday of the week and most work within will be due on the Friday of the week. Once the week has passed, you will be able to see the module to have access to lecture notes, etc., but you will no longer be able to submit graded assignments.

Please note that additional lectures and assignments may be added to weekly modules as instructor better understand the needs of this specific class. If you work ahead, always return to the active week's module to check for any additional lectures (likely) or assignments (less likely, but possible).

Students assume all risks when choosing to wait until close to the deadline to submit work. Extensions will not be granted for power outages, wi-fi problems, computer problems, routine illness, employment responsibilities, etc. In order to foster success, students should plan on submitting assignments well before the due date.

Note that many (but not all) assignments are due on Friday of the week at 9:00 PM. The helpdesk may not be available to assist you with technology problems if you wait until the evening to submit your assignments. You are strongly advised to submit assignments early, when the school is still open and help is available, if needed.

Individual due dates will be posted as part of the assignments on Canvas.

All online assignments must be submitted via Canvas. Neither emailed nor hardcopy assignments will be accepted in lieu of a Canvas submission.

Canvas assignments must be submitted as an MS Word document upload, using the “submit” button. Any assignments submitted as a comment or as an attachment uploaded to the comment box will not be eligible for grading.

Wrong file submissions: If you submit the wrong file – for instance, homework for another class or a cat meme – for an assignment not going to plagiarism detection software, you may resubmit the assignment any time before the assignment closes if it is ungraded or has been graded as a zero. If you make an attempt at the assignment and you receive any grade above a zero (ie, it is not a wrong file, but a less than perfectly executed assignment), that is the final grade for the assignment. Any resubmissions will receive the same grade. Incorrect file submissions do not entitle the student to an extension; any assignment eligible for a resubmission must be received by the original due date.

Rough draft files may be submitted more than once if the student finds s/he has submitted an incorrect file. Note: early submission of drafts will not entitle students to more than one online review by instructor.

Submitting a rough draft of the eligible essays is optional; a rough draft will not be accepted late or via email under any circumstance. Students wanting personalized feedback for their major research essay assignment will need to prioritize submitting that assignment properly and on time.

Discussion Board: This class will utilize the Discussion Board function in Canvas. Discussion board assignments will be submitted using a text box. Read the prompt and hit “reply”. When responding to classmates, choose the “reply” button under their text. Discussion boards are graded; proper English language conventions are required, such as using a capital i when writing the word “I”. The discussion board does not easily allow for reverse indentation, but all other MLA citation conventions, including in-text citations and a works cited, should be followed to avoid plagiarism.

Email and other communications: It is the student’s responsibility to check email (both via Canvas and Lakehawk Mail) and announcements for important communications from the instructor. Canvas is available as an app; the Canvas messaging system has settings to allow emails to be forwarded to an outside email of your choice.

Instructor will check email a minimum of once daily on all working days (M-F, excluding any school holidays.) Depending on personal schedule, Friday emails may be checked in the morning and not again until Monday. Feel free to email the instructor at any time; however, be advised that students may need to wait until the next working day for a response, which may be several days if emailing on a Friday or day before a holiday. Students who have questions regarding a specific assignment should email the instructor 24 or more hours before the assignment is due to get a response prior to the due date/time. Expect to be directed to Canvas or the syllabus as a response to your email if answers can be found in either of those locations.

Student emails must originate from either the Canvas messaging system or your official Lakehawk Mail account. Emails from outside email addresses will not be opened. Emails sent on your behalf will not be answered (ie, from parents or friends.)

Students will need to take online quizzes and tests on scheduled days, during a 12-hour window; specific information is posted in Canvas. Students will need to take quizzes and tests on the same date; students will not be allowed makeup quizzes or tests.

Online tests and quizzes: Students will need to take online quizzes and tests at scheduled times, posted in Canvas; Honorlock proctored quizzes/tests, except for the practice quiz, will not be available for the

entire week. Students will need to take quizzes and tests within the same date/time window; students will not be allowed makeup quizzes or tests.

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You do not need to create an account or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, microphone, Chrome browser, and a stable Internet connection.

To start an exam using HonorLock:

1. You will need Google Chrome
2. Download the Honorlock Chrome Extension at <http://www.honorlock.com/extension/install>
3. When you are ready to test, log into Canvas, go to your course, and click on your exam.
4. Click Launch Proctoring to begin the Honorlock authentication process, where you will take a picture of yourself, show your government issued ID, and complete a scan of your room.
 - a. Honorlock will be recording your exam session by webcam, microphone and your screen.
 - b. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat or email (support@honorlock.com).

Do not contact your instructor with technical issues; instructors do not work for Honorlock and cannot assist you in resolving tech issues. An email saying you are having problems will not result in an extension for any Honorlock proctored assignment. If Honorlock resolves a problem and you come across a second problem, you will need to contact them a second time (this is rare, but it does happen). Usually it's something simple, like checking an ID that is not clear on video or walking you through changing a computer setting. Please give yourself plenty of time to resolve any technical issues every time you begin an Honorlock proctored assignment.

If you get the same problem repeatedly (for instance, kicked out to the ID check more than once), inform the support representative that you are stuck in a "proctoring loop."

Alternatives to using Honorlock will not be provided, except for students who have a documented disability entitling them to in-person testing in the testing center. Should LSSC, government officials, or the CDC require the closure of the school and/or testing center, students with documented disabilities will need to use Honorlock for proctoring of tests. In such a case, time accommodations will be honored.

Quizzes and tests are not open book/open note, and you will not be able to access materials online while taking your quizzes or tests. Please prepare for all quizzes (except for the practice quiz; there is no grade associated with that assignment) prior to beginning your test or quiz. Any cheating flags from Honorlock will result in a zero score.

Grade dispute: If a student believe s/he has received a grade in error, s/he may ask for a review. However, any review may result in a lower score should additional errors be noted upon inspection. To be clear, a review of any assignment may lead to a higher score, a lower score, or no change in score. Grade reviews must be requested in writing within three days of the grade posting on Canvas.

Grade Recovery: Please note, semester-end extra credit or makeup assignments to facilitate a higher or a passing grade (aka “grade recovery”) will not be offered to any student. All students are given the same assignments and the same opportunities to succeed in this class. Extra credit is not offered in this class.

Content warning: You will read many different types of literature in this class; most of these works will be many years, even centuries, old. Language standards change over time. Expect to come across terminology and plotlines that are now considered highly offensive in terms of racism, sexism, xenophobia, homophobia, etc. Although it is understandably uncomfortable to read such terms and scenarios in the 21st century, students will not be eligible for alternative assignments and/or readings. Expect to experience some discomfort as you read and analyze works that were created under a variety of different standards.

Dual enrollment students/students under the age of 18: In many cases, students who are currently enrolled in high school join this class. This class may include subject matter that is inappropriate for the high school classroom but is suitable at the college level. Students who are dual enrolled and/or students who have not reached the age of majority will be treated as traditional college students and will not be eligible for any special consideration with regards to assignments, topics, grades, due dates, etc. Be advised: the instructor will not speak to anyone other than the student or authorized college representatives about student performance, including attendance and grades. The instructor will not meet with, speak on the phone with, or email with any parents or guardians of students enrolled in this class. Being a high school student and/or a minor does not change these rules.

Plagiarism: taking the words exactly or paraphrasing or summarizing another without acknowledgment (notation) – results in failure of the assignment and the class.

- Using or submitting another student’s/person’s words or written composition is plagiarism.
- Submitting a former teacher or another current teacher’s assignment is plagiarism.
- Reusing assignments submitted during a prior attempt at ENC 1101 is plagiarism.
- Failing to cite sources when summarizing or paraphrasing is plagiarism.
- Using direct quotes without quotation marks, an in-text (parenthetical) citation and/or a Works Cited entry is plagiarism.
- If you didn’t write it on your own, it is plagiarism.
- Taking sections of text and only changing a few words, without quotation marks, with or without citation, is plagiarism.

If in doubt, **ask**; you will not be given leniency because “I didn’t understand”

Cheating, including plagiarism on any assignment, is grounds for an F in this class.

Late Work/Extensions:

Please submit your assignments through Canvas with plenty of time to experience issues such as slow internet connections, power outages, etc.

The only assignments eligible for extensions are the major writing assignments (three major essays). Other work, including tests, cannot be made up, regardless of reason for missing the assignment.

Major writing assignments will only be accepted late in the case of a documented extenuating circumstance (example: death in the immediate family, hospital stay, called to active military duty, etc.) Extensions for extenuating circumstances may be offered, after review, upon discretion of the instructor. Unexpected work demands are not considered an extenuating circumstance, so please work ahead if you have a variable work schedule. Vacation plans are not an extenuating circumstance. Deaths of uncles, cousins, and other distant relatives are not extenuating circumstances (unless you are attending an out-of-town funeral; proof of travel is required). Hospital stays are only extenuating circumstances when you or your child is admitted to (ie, staying in) the hospital (emergency room visits are **not** hospital admissions). Please do not take advantage of this policy to gain more time; review of documentation may lead to an answer of 'no.' This semester, a positive COVID-19 test will be considered for extenuating circumstance review; routine illness will not be considered, even with a doctor's note. Students should work ahead to foster academic success.

Rough drafts of the major essay two and three are optional and will not be accepted late or via email under any circumstance. Students wanting personalized feedback for their major research essay assignment will need to prioritize submitting that assignment properly and on time.

Classroom Etiquette:

Always respect each other, remembering that tone is often lost in written communications. Be polite and professional in all written correspondence, including discussion boards.

Grading Information:

Grading Scale:

A 90-100%
 B 80-89%
 C 70-79%
 D 60-69%
 F 59% and below

Methods of Evaluation:

Each major project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.

Assignment Overview & Grade Breakdown:

Category	Description	Points or %
Discussion Boards	This class will complete discussion board prompts. Each discussion has as a word count minimum and a peer response portion. These entries do not have to be formal, but they do need to be cleanly and clearly written, with proper grammar and punctuation, without use of abbreviations or text speak. Proper citation must be used when citing outside sources, including the primary text (short story, poem, or play you were assigned to read).	10%

Category	Description	Points or %
Quizzes and Exams	You will be responsible for completing quizzes covering reading and lecture material. You will also have a final exam in this class. Any material assigned to the student, including literature, lecture notes, group emails, announcements, and the syllabus, may be tested via quizzes and exams. Quizzes and the final exam will be a combination of multiple choice, short answer, and short essay questions.	30%
Response Essays	You will be responsible for completing several short, guided essays in response to assigned readings. These essays must be in MLA format.	10%
Project Essays	Over the course of this semester, you will complete major researched essays analyzing literature. All papers must be double-spaced, typed, and in MLA format. Papers will be submitted electronically. All papers will be graded via a rubric, which you will be shown in advance.	45%
Annotated Bibliography	You will complete one graded annotated bibliography this semester.	5%
Total points or %		100%

Course Calendar:

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
1	08/23/21	08/27/21	Short Story: Introduction, Point of view Read: "A Rose for Emily"; "The Tell Tale Heart" Read any lecture posted in this week's Canvas module Watch any video posted in this week's Canvas module	All practice assignments
2	08/30/21	09/03/21	Short Story: Symbol Read: "The Yellow Wallpaper"; "The Lottery" MLA Review Read any lectures posted in this week's Canvas module Watch any video posted in this week's Canvas module	Discussion Board
3	09/07/21	09/10/21	Short Story: Irony Read: "The Gift of the Magi"; "The Necklace"	Major Essay One

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
			<p>Read any lectures posted in this week's Canvas module</p> <p>Watch any video posted in this week's Canvas module</p>	
4	09/13/21	09/17/21	<p>Short Story: Theme, Tone</p> <p>Read: "Harrison Bergeron"; "A Clean, Well-Lighted Place"</p> <p>Read any lectures posted in this week's Canvas module</p> <p>Watch any video posted in this week's Canvas module</p>	Response Essay
5	09/20/21	09/24/21	<p>Short Story: Author Commentary through literature</p> <p>Read: "Everyday Use"; "Sweat"</p> <p>Read any lectures posted in this week's Canvas module</p> <p>Watch any video posted in this week's Canvas module</p>	<p>Annotated Bibliography</p> <p>Quiz (covers weeks 1-5)</p>
6	09/27/21	10/01/21	<p>Poetry: Voice</p> <p>Read: "To a Locomotive in Winter"; "I like to see it lap the Miles"; "I Wandered Lonely as a Cloud"; "The Red Wheelbarrow"; "Dulce et Decorum Est"</p> <p>Read any lectures posted in this week's Canvas module</p> <p>Watch any video posted in this week's Canvas module</p>	Rough Draft Major Essay Two (optional)
7	10/04/21	10/08/21	<p>Poetry: Words/Meaning</p> <p>"This is just to Say"; Batter my heart, three-personed God, for You"; "Aftermath"; "Grass"; "Jabberwokcy"</p> <p>Read any lectures posted in this week's Canvas module</p> <p>Watch any video posted in this week's Canvas module</p>	Response Essay

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
8	10/11/21	10/15/21	Poetry: Connotation/Imagery/Figures of Speech Read: "The Tree"; "The winter evening settles down"; Shakespeare, "Shall I compare thee to a summer's day?"; Moss, "Shall I compare thee to a summer's day?"; "You fit into me" Read any lectures posted in this week's Canvas module Watch any video posted in this week's Canvas module	Major Essay Two
9	10/18/21	10/22/21	Poetry: Sound/Rhythm and Personal Identification Read: "When maidens are young"; "All day I hear"; "So, We'll Go No More a-Roving"; When I was one-and-twenty"; "I, Too"; "Lady Lazaraus" Read any lectures posted in this week's Canvas module Watch any video posted in this week's Canvas module	Response Essay Discussion Board
10	10/25/21	10/29/21	Poetry: Music as Poetry Read: "Funeral Blues"; "The Times They Are a Changin'" Read any lectures posted in this week's Canvas module Watch any video posted in this week's Canvas module	Quiz (covers weeks 1-10) Rough Draft Major Essay Three (optional)
11	11/01/21	11/05/21	Drama: Introduction Read any lectures posted in this week's Canvas module Watch any video posted in this week's Canvas module	Discussion Board Response Essay
12	11/08/21	11/12/21	Drama: history Read: Hamlet Acts 1 and 2 Read any lecture posted in this week's Canvas module	Major Essay Three

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
			Watch any video posted in this week's Canvas module	
13	11/15/21	11/19/21	Drama: literary criticism Read: Hamlet Acts 3, 4, 5 Read any lectures posted in this week's Canvas module Watch any video posted in this week's Canvas module	Response Essay
14	11/22/21	11/23/21	None, Happy Thanksgiving (if you celebrate)	None, give thanks
15	11/29/21	12/03/21	Memory Play Read: The Glass Menagerie Read any lectures posted in this week's Canvas module Watch any video posted in this week's Canvas module	Response Essay
Final	12/06/21	12/06/21	Read and review, as needed, for the Final Exam	Final Exam (MONDAY exam)

Basic Needs Statement:

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to students. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques with notification to students.