

MONTGOMERY COUNTY COMMUNITY COLLEGE

COMPOSITION II: SUMMER 2015

Eng 102 CC

DR. HAROLD WILLIAM HALBERT

TTh 10:10 AM to 12:10 PM| Parkhouse Hall 313



Montgomery County
Community College

Office Phone: 215.641.6371 Website: www.halhalbert.com	Email: hhalbert@mc3.edu hhalbert@gmail.com
Office: Parkhouse Hall 441	Office Hours: MTWTh 9:30 AM to 10:00AM, and by appointment. Please email to arrange.

COURSE DESCRIPTION: ENG 102 focuses on writing the college-level research paper and develops each student's mastery of communication, information literacy, and analytic skills with emphasis placed on research and documentation methods. Students use writing, reading, listening, and observations skills to understand, organize, receive, and convey information. Using research gleaned from diverse sources, students employ logic, reasoning, and analysis to craft effective essays.

PREREQUISITE: Students must have successfully completed or tested out of REA 017 or REA 018, ESL 011 or ENG 011.

LEARNING OUTCOMES: Upon successful completion of this course, the student will be able to:

1. Address a question using an appropriate research strategy
2. Compose a coherent thesis that addresses an audience and purpose appropriate to the writing task
3. Locate and critically evaluate information from written, oral, graphic, mass media, and scholarly sources
4. Access and use information ethically and legally, employing the appropriate format and documentation
5. Integrate research into an argument
6. Draw reasonable conclusions based on research
7. Write well-edited essays that show substantial attention to organization and grammar

To address these skills goals, I have designed the course around a specific theme: horror and the monstrous in art.

COURSE CONTENT My courses are designed to deal with adult issues often centering around controversial cultural and historical conflicts. At times, the class readings, lectures, and discussions may question ideas or beliefs that individual students hold dear. In addition, the language used in the course may range from highly technical jargon to the vernacular, including profanity. Students who wish to avoid such a classroom environment should seek another section of the course.

TEXTBOOK AND REQUIRED MATERIALS:

- *A Writer's Reference*--Hacker
- *I Am Legend*--Richard Matheson (ISBN-10: 031286504X)
- *Dr. Jekyll and Mr. Hyde*--Robert Louis Stevenson (Signet Classics ISBN-13: 978-0451528957)
- Downloaded Course Readings (provided by instructor via Blackboard)
- Book-Tab Post-Its.
- Pen and paper for each class

COURSE REQUIREMENTS: English 102 will be one of the most challenging courses of your academic career because it moves quickly, requires a wide range of academic skills, and demands more time than the average course. We will complete four major essay cycles consisting of content readings, skills readings, prewriting, drafting, peer revisions, and final drafts. A breakdown of the assignments and relative point values is as follows:

Major Research Paper	300 Points
Final drafts of major papers	200 points
MS Word Formatting Assignment	21
Annotated bibliographies	50 points
Handbook Skills Quizzes	30 points/quiz, 5 points/card
Individual drafts of papers	5 points if completed -5 if not

In-class essay	50 points/essay, 5 points/card
Required emails and posts	1 point if completed -5 if not
Submitting Final Drafts to Turnitin.com	Zero on final draft if not done
Reading checks	5 points
Formal responses and formal peer reviews	20 points
Formal grammar revisions	50 points
Late to class	-2 points for each occurrence
Attendance	1 point for each class attended -5 points for each absence or as otherwise noted on daily assignments; 5th absence means F in course
Missed conference	-10 points
Two-minute presentation	10 points

Your grade is calculated by adding the total points earned and then dividing them by the total points possible. That average will then be plugged into the college's grading scale.

Transcript/Entry

Numerical Grade Corresponding letter grade Percent Equivalent

4.0	A	93.6-100%
3.7	A-	89.5-93.5%
3.3	B+	87.5-89.4%
3.0	B	83.5-87.5%
2.7	B-	79.5-83.4%
2.3	C+	77.5-79.4
2.0	C	69.5-77.4%
1.3	D	63.5-69.4%
0.0	F	0-63.4%

Be advised that ***you must complete all major papers in order to pass the course.*** Even if your paper is too late to be accepted under the late work policies, it must be completed by the end of the semester. If it is not, then you will automatically fail for the course, regardless of what your point total is.

MAJOR PAPER REWRITE OPTION In order to allow students to benefit from the three-step writing process and to turn in the best possible work for evaluation, students will be permitted to revise one of the first two papers in the course for an entirely new grade provided the assignment/essay was handed in on time and without plagiarism. Late or plagiarized papers are ineligible for revision. Note: Just turning in a revision does not guarantee you will receive a higher grade. In the event that the revised draft grade is actually lower than the original assignment, you will receive the higher of the two grades; however, a higher revision grade always replaces the original grade, so if you are prepared to work hard, your grade will most likely benefit. See the class web page for more information on the major paper rewrite. Please see the class web page's assignments section for more explicit details.

COLLEGE POLICIES: All College policies must be followed and are a binding part of this syllabus. Details on the Student Code of Conduct can be found at <http://www.mc3.edu/policy/sa/conduct.htm>.

PLAGIARISM AND ACADEMIC DISHONESTY: Plagiarism constitutes a serious breach of academic honesty and will not be tolerated. Unless I deem an act of plagiarism or cheating an honest mistake, I routinely assign students an "F" in the course for any act of academic dishonesty without the option of withdrawing from the course. Especially egregious acts will receive an "FX" with an additional notation of academic misconduct on the student's transcript. Please note that submitting work from another class as original work for this course constitutes academic dishonesty. For a full discussion of the Academic Honesty policies, please see <http://www.mc3.edu/policy/aa/ethics.htm>. All students in my English courses will submit their papers to Turnitin.com, a tool that checks your papers against other sources. You will have a chance to see your report and revise it before the final draft is due, should you choose.

SERVICES FOR STUDENTS WITH DISABILITIES: Montgomery County Community College (MCCC) welcomes qualified students with disabilities and endorses the principles of nondiscrimination and reasonable accommodation as described in Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). To see if you are eligible for services and

reasonable accommodations in this course please review the policy on the Disabilities web site at <http://www.mc3.edu/policy/sa/disable.htm>.

ATTENDANCE POLICY: Regular attendance and punctuality are expected. Students may miss four class meetings and remain in the course. The fifth absence will result in an automatic F in the course. At the start of the semester, each student will receive 12 points of extra credit for attendance. Points lost for tardiness or absences will initially be taken from this pool of points, giving students the flexibility to miss two classes without injury to their grades. Each absence will subtract five points from a student's total points scored for the semester. Each late arrival will subtract two points from the total points scored. A point will be awarded for each class attended. If a student knows he or she will miss a class, that student should alert Dr. Halbert beforehand. Under special circumstances (usually involving a documented medical emergency or a death in the family), you may request permission to remain enrolled in the course if your absences have exceeded four, but such circumstances are rare. Attendance will be taken by sign-in sheet at the start of class or as part of a homework check: students arriving after the sign-in sheet or homework check will be marked tardy. If you arrive late, please wait until the end of class to sign the sheet. Failure to sign the sheet at all constitutes an absence. Students who leave class early must ask for permission prior to the start of class; if you leave without permission before I dismisses the class, you will be marked absent for the whole period. Good manners suggest that if you know you will miss a class meeting, you will contact me and let me know.

CLASS CANCELLATION: In the event of inclement weather or other emergency, the MCCC School Closing Code is 320 for day classes and 2320 for evening classes. Announcements will be made on KYW (1060 AM) and other local stations. In the event that I have to cancel a class, I will email the class and post a message on Blackboard (assuming I have power at home to access the Internet).

WITHDRAWAL POLICY, INCOMPLETES, AND AUDITS: Should you wish to withdraw from the course, If you do not formally withdraw, you will receive an F for the course even if you stop attending. Applications for an "Incomplete" will only be entertained in cases of documented medical emergencies or military call-ups. Audits will not be permitted unless you start the course as an audit student and can convince me that you are willing to do all that work for no grade. Students may withdraw without my signature between May 27th and June 10th by going in person to Enrollment Services or emailing them at rr@mc3.edu with a request to withdraw. Students can withdraw with my signature between June 11th and June 18th, but **my general practice is to not sign any withdrawal requests unless you have a documented emergency**. Students seeking my signature will need to complete the [Withdrawal Permission Form](#). After the 18th, you will need to appeal to the Office of Academic Affairs and plead extraordinary circumstances.

TURNING IN MAJOR PAPERS When the final draft of a major paper is due, you will need to do the following:

- Submit a copy to the dropbox on Blackboard for the paper. ***This file is what will actually be graded, so make sure it is the final version and not a prior draft.***
- Post a copy to the discussion board in the "Final Draft" forum.
- Submit the paper to Turnitin.com and get a receipt. Papers not submitted to Turnitin.com receive zeros. See handout for log-in information.

LATE WORK All work is due at the beginning of class on the day listed for the syllabus unless otherwise noted. I hate late work from students: it complicates my ability to grade or simply keep track of your work. More importantly, it devalues the efforts of your classmates who work very hard to meet their deadlines. To discourage late work, I have the following policy:

- Final drafts of papers lose 25 points (out of the possible 200 points) for each 24-hour period they are late. This penalty includes Saturdays and Sundays.
- Other late assignments have a 24-hour period to be submitted. They will be graded, and that grade will be divided by 2 and entered into the grade spreadsheet.

Late work will kill your grade, so don't do it. If you know ahead of time that you will not be able to complete a task, contact me for an extension. I reserve the right to make an exception to the late policy in the case of an extreme (and documentable) emergency, but that almost never happens.

TUTORIAL SERVICES: Tutorial Services, located on the lower floor of College Hall in Room 180, has computers that students may use. In addition, help from professional tutors on papers for English and other courses is available on a walk-in basis. Use of the Tutorial Services is strongly encouraged: I've run centers like this, used centers like this, and I believe they are a valuable resource for both struggling and gifted writers because they provide a pair of professional eyes to review a paper and give writers the kind of feedback we all want. Contact them at 215-641-6452 or log into the portal and find us online at <https://mymccc.mc3.edu/allcampusresources/academicaffairs/lal/Pages/default.aspx>.

CLASSROOM POLICIES: As adults, students and the instructor should know to do the following in class:

- Be prepared for class with work completed and required materials available.
- Refrain from non-class related conversations once class has started.
- Keep cell phones and pagers in "silent" mode and refrain from answering them or using them to send text messages. Should a student expect an important call (because of family emergencies or issues of similar magnitude), please make the instructor aware of that possibility before class.
- Inform the professor if you will be recording the class.

- Treat each other with mutual respect: while we can challenge each other's ideas in class, personalized attacks or use of inappropriate language directed at another member of the class community is unacceptable.
- Ask for help if you need it.
- Make the most of this course. It will help in the future.

FINAL WORD:

I enjoy teaching composition courses: I believe they can be the most empowering classes a person can take in college because the skills you learn can help you in virtually every part of your life. I took this job to help people discover their potential: as long as you are willing to do the work, I will do everything in my power to help you not only pass the course, but to be the best writer you can be.

DAILY ASSIGNMENTS:

Please note that readings in the writing textbook may have different page numbers than those listed here because of the various editions floating around. Please make sure you are reading the sections I assigned by title, even if the page numbers don't match your book.

Monday, May 18, 2015

- First Class

Tuesday, May 19, 2015

- Email Contact information to Dr. Halbert at hhalbert@gmail.com. See handout for specific information. (1 point for doing, -5 for not doing)
- Read and mark "How to Really Read This Book" (photocopy). (1 point)
- Read, initial, and sign your contract for the course. (1 point for doing, -5 for not doing)
- Read and mark *The Strange Case of Dr. Jekyll and Mr. Hyde*, pages 37-75 (actual start of novel up to "The Incident at the Window." (5 points)

Wednesday, May 20, 2015

- Finish reading and marking *The Strange Case of Dr. Jekyll and Mr. Hyde* (pages 76-124). Note this includes "Chapter 10: Henry Jekyll's Full Statement of the Case" 5 points.
- Read and mark pages 400-421 in A Writer's Reference. Place a tab on the following items: "unacceptable borrowing," "ellipsis mark," "brackets," "long quotations," "signal phrases," and "indirect source." 5 points.
- See my office door to sign up early for a conference next week.
- Set up your Turnitin.com account and register for my course. See handout for instructions.

Thursday, May 21, 2015

- Draft 1 of Paper #1 is due. Bring two copies to class. (5 points if 2+ pages, -5 if no paper)
- Post a copy in the "Jekyll/Hyde Draft 1" forum. See handout for instructions. (1 point if posted, -5 if not)
- Bring calendar to sign up during class for a conference on Monday.

Monday, May 25, 2015

- No Class. Memorial Day.

Tuesday, May 26, 2015

- Last day to drop.
- No Class. Required conferences. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Post the revised copy in the "Jekyll/Hyde Conference Draft" forum. See handout for instructions. (1 point if posted, -5 if not)

Wednesday, May 27, 2015

- Start of no-signature withdrawal period.
- No Class. Required conferences. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Post the revised copy in the "Jekyll/Hyde Conference Draft" forum. See handout for instructions. (1 point if posted, -5 if not)

Thursday, May 28, 2015

- Read and mark Chapters 1-11 of *I Am Legend*. 5 points.

Monday, June 1, 2015

- Final Draft of Paper #1 Due. See Checklist for Paper #1 in the handouts section for envelope contents. 200 points.
- Submit the final draft to Turnitin.com. (1 point for doing, zero on paper if not completed)
- Post a copy of the paper in the "Jekyll/Hyde Final Draft" forum. (1 point if posted, -5 if not)
- Submit a copy to the Paper #2 Dropbox. This copy is what will be graded. (1 point if completed, -5 if not)
- Please rename the file according to this convention: **Lastname_Firstname_102_p1.doc or .rtf**. (-2.5 if not renamed)
- We will preview the next unit and begin watching *28 Days Later* in class.

Tuesday, June 2, 2015

- Finish reading and marking *I Am Legend* (chapters 12-21). 5 points.
- We will continue to watch *28 Days Later* in class.

Wednesday, June 3, 2015

- Read and mark your photocopy of "Monster Theory (Seven Theses)." WARNING: this essay is very, very difficult. 5 points.
- Bring *I Am Legend* to class.

Thursday, June 4, 2015

- Read and mark your photocopy of *The Horror Film* (Chapter 9: "Slashers and Postslashers"). 5 points.

- Bring *I Am Legend* to class.

Monday, June 8, 2015

- Read and mark your photocopy of "It's Alive, I'm Afraid" from *The Monster Show*.
- Bring *The Strange Case of Dr. Jekyll and Mr. Hyde*, *I Am Legend*, *A Writer's Reference*, and the reading packet to class.

Tuesday, June 9, 2015

- First Draft of Paper #2 Due. Bring a clean copy to class. (5 points if 3+ pages, -5 if no paper)
- Post a copy in the "Paper #2 Draft 1" forum. See handout for instructions. (1 point if posted, -5 if not)

Wednesday, June 10, 2015

- Last day to withdraw without signature.
- Second Draft of Paper #2 Due. Bring a clean copy to class. (5 points if complete, -5 if no paper)
- Post a copy in the "Paper #2 Draft 2" forum. See handout for instructions. (1 point if posted, -5 if not)

Thursday, June 11, 2015

- Start of signature-required withdrawal period.
- Read and mark the following Poe selections from your packet:
 - "The Raven" (754-756)
 - "Annabel Lee" (738)
 - "The City in the Sea" (744-745)
 - "The Sleeper" (745-746)
 - "Ulalume" (757-759)
 - "Alone" (812)
 - "The Conqueror Worm" (814-815).
 - "Edgar Allan Poe—A Biographical Note" (816-819)

Monday, June 15, 2015

- Final Draft of Paper #2 Due. See Checklist for Paper #1 in the handouts section for envelope contents. 200 points.
- Submit the final draft to Turnitin.com. (1 point for doing, zero on paper if not completed)
- Post a copy of the paper in the "Monster Theory Final Draft" forum. (1 point if posted, -5 if not)
- Submit a copy to the Paper #2 Dropbox. This copy is what will be graded. (1 point if completed, -5 if not)
- Please rename the file according to this convention: **Lastname_Firstname_102_p2.doc or .rtf**. (-2.5 if not renamed)
- Library Orientation. Place to be determined. Check the class announcements.

Tuesday, June 16, 2015

- In-Class Poe Exam. See Assignment section for question options and instructions for making 5" x 8" exam card.

Wednesday, June 17, 2015

- Meet in the Library (Main floor of College Hall: meet at big table past the reference desk). Sign in with Dr. Halbert.
- Research Paper Prewriting Due. Bring a copy and post a copy to the discussion board in the "Prewriting Activity" section.

Thursday, June 18, 2015

- Last day to withdraw with signature. Students cannot withdraw after this date without speaking to the Vice President of Academic Affairs and invoking extreme circumstances.
- Meet in the Library (Main floor of College Hall: meet at big table past the reference desk). Sign in with Dr. Halbert.
- Grammar Revision of Paper #1 Due. (50 points) See **instructions** in the Assignments section of the class web page. Email a copy to Dr. Halbert. WARNING. Failure to follow instructions will result in a zero/50.
- Name the file **Lastname_Firstname_102_grammar.doc or .rtf**. (-2.5 if not renamed).

Monday, June 22, 2015

- TWO-MINUTE PRESENTATIONS ON RESEARCH PAPER TOPIC ARE TODAY.
- Annotated bibliography due. (50 points)
- Post a copy to the "Research Bank" forum using both copy and paste and a file attachment.
- Post a copy to the dropbox.

Tuesday, June 23, 2015

- Draft 1 of Research Paper Due. Bring a clean copy to class. (5 points if 6+ pages with Works Cited Page, -5 if no paper)
- Post a copy in the "Research Paper Draft 1" forum. See handout for instructions. (1 point if posted, -5 if not)

Wednesday, June 24, 2015

- No Class. Required conferences. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Bring a clean copy of the draft of your paper (5 points)
- Post the draft in the "Research Paper Conference Draft" forum. See handout for instructions. (1 point if posted, -5 if not)

Thursday, June 25, 2015

- No Class. Required conferences. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Bring a clean copy of the draft of your paper (5 points)
- Post the draft in the "Research Paper Conference Draft" forum. See handout for instructions. (1 point if posted, -5 if not)

Monday, June 29, 2015

- Last Day of Class
- There is no exam in this course.
- Final Draft of the Research Paper is due. See Checklist for Research Paper in the handouts section for envelope contents. 300 points.
- Submit the final draft to Turnitin.com. (1 point for doing, zero on paper if not completed)
- Post a copy of the paper in the "Research Paper Final Draft" forum. (1 point if posted, -5 if not)
- Post a copy of the paper in the "Research Paper Dropbox." This copy is what will be graded. (1 point if completed, -5 if not)
- Please rename the file according to this convention: **Lastname_Firstname_102_p3.doc or .rtf**. (-2.5 if not renamed)
- Optional Major Paper Rewrite due by 5:15 PM in my email account. Please rename the file **Lastname_Firstname_102_p#REV.doc or .rtf**. See Major Paper Rewrite Guidelines in the assignment section of the class web page for instructions.