



Office Phone: 215.641.6371 (email preferred) Website: http://www.halhalbert.com	Email: hhalbert@mc3.edu or hhalbert@gmail.com
Office Hours: M-Th 9:15 to 10:00 AM. Other times available, but email to schedule.	

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 on 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 Pocket Style Manual* (8th Edition)—Hacker and Sommers
- *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

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
Individual drafts of papers (points given for in-class participation in peer review, not simply completing drafts)	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
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-	79.5-83.5%
2.3	C+	77.5-79.5%
2.0	C	69.5-77.4%
1.3	D	63.5-69.5%
0.0	F	0-63.5%

Be advised that *you must complete all major papers and in-class essays 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 the first graded major paper 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.

EMAIL and COMMUNICATION WITH DR. HALBERT

While I have an office phone, the best way to communicate with me is via email. I am generally quick to respond, but please be advised that I may take up to 48-hours to respond during the semester (and longer during breaks). I generally do not answer emails after 5PM because of family obligations, so 1 AM messages the night before a paper is due will normally not get a response before class. My expectation is that you will check your email each day, particularly between the final class meeting and the posting of grades. I will not spam the class with non-class related materials, so if you get a message from me, please consider it important and respond if needed.

Each student is responsible for checking his or her email accounts at least every other day during the semester. During the last week of class, reading day, and the entire final exam period (until Dr. Halbert announces that final grades have been posted), students should check their email every day in order to make sure there are no issues or concerns about your grade that need to

addressed. Failure to check your email may negatively affect your grade because messages about the class generally are generally important information about assignments.

COLLEGE POLICIES

All [College Policies](#) must be followed and are a binding part of this syllabus. Of particular note are the [Student Code of Conduct](#) (which deals largely with behavior) and the [Student Academic Code of Ethics](#) (which deals academic honesty issues). You are also responsible for the [Acceptable Use of Technology policy](#).

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 the [Student Academic Code of Ethics policy](#).

GRADE APPEAL

In the interest of due process, the College provides an appeal process for a student who believes that a recorded final grade does not accurately reflect his/her academic performance in a course due to issuance of an arbitrary grade, inconsistent grading practice, or mechanical error. The policy and procedure is found at <http://www.mc3.edu/about-us/policies/8581>

STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the college community. The policy addresses classroom disruptions and removal from the classroom for behavioral issues. It also provides the standards for ensuring the College provides due process to students through the judicial process. Please see the [Student Code of Conduct policies and procedures for more information](#).

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 <https://www.mc3.edu/about-mccc/policies-and-procedures/students-with-disabilities>.

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 either a required withdrawal from the course (before the **June 9, 2022**, deadline) or an automatic F in the course (after the **June 9, 2022**, deadline for withdrawal without a signature). 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: students arriving after the sign-in sheet 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, MCCC will send a text to students who have registered for [Montco's text messaging alert](#). 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). I strongly urge each of you to set up [Montco's text messaging alert](#) on your mobile phones as well: the College will send an alert of campus-wide closings.

WITHDRAWAL POLICY, INCOMPLETES, AND AUDITS:

Students are encouraged to consult with their instructor and/or an academic advisor when initiating a Course Withdrawal. The instructor's permission must be requested and received if requesting a withdrawal after 60% and before 75% of the course is completed. After 75% of the course is completed, students may apply for an Excused Withdrawal due to medical, catastrophic, or other circumstances beyond the student's control. Specific dates of deadlines for this semester can be found at <http://www.mc3.edu/adm-fin-aid/deadlines>

Should you wish to withdraw from the course, the deadline to withdraw without my signature is June 9, 2022. If you do not formally withdraw, you will receive an F for the course even if you stop attending. **After June 9, 2022, I will not sign any withdrawal requests unless you have a documented emergency. If I have not returned the first paper by this date, I will extend the deadline until one week after that paper is returned.**

The absolute last day to get my signature is June 16, 2022. After that, all requests to withdrawal must be made directly to the Dean of Arts and Humanities.

The [Student Withdraw for Military Deployment or Reassignment policy and procedure](#) is available on the College website.

Applications for an "Incomplete" will only be entertained in cases of documented medical emergencies, incarceration, 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.

TURNING IN DRAFTS

For each major paper, we will write at least two drafts. Each draft needs to be uploaded to the Discussion Board in Blackboard with the paper both copied and pasted AND attached as a file. One purpose of this upload is to create a backup file of your paper should your computer/storage device crash. You will always need to bring a printout of the current draft to class. The other is so that you can read the works of others to see other approaches to the same writing task you are facing. While stealing the words or ideas of others in the class will result in a plagiarism charge, stealing someone's style or rhetorical moves isn't: most strong writers at some point have looked at the works of others as guides on how to write.

CONFERENCES

For each paper, you will have a one-on-one conference with Dr. Halbert. The instructions for signing up for a conference are in the Assignments section of the class web page. For each conference, you should post a revised draft of a complete draft of your paper to the discussion board in the "Paper #X Conference Draft" forum prior to the start of the conference. Conferences will be held online in the Virtual Classroom: after you sign up, look for an individual "room" in the Virtual Classroom with your name on it. Please be on time for your conference. Also, be prepared to wait: although I make the best effort possible to stay on schedule, sometimes conferences prior to yours can run long, and I may be as 15 minutes late if several conferences run long before yours. Your patience is appreciated. Under limited circumstances, I can schedule a face-to-face conference, but I will require you to wear a mask in my office because of my family's health needs.

TURNING IN MAJOR PAPER FINAL DRAFTS

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

- Submit the paper to the appropriate dropbox on Blackboard as an MS Word Format file. When required, a works cited page should be included in the same file. **This file is what will actually be graded.**
- Post a copy to the discussion board in the "Final Draft" forum.

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: Free subject-area tutoring, academic workshops, and study skills specialists are available at Blue Bell Campus's Tutorial Services in College Hall 180, across from the Cafeteria. Tutorial Services helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners. Contact them at 215-641-6452 or log into the portal and find us online: [Tutorial Services hours and services](#). Please note that Tutorial Services houses the Writing Center where faculty-tutors are more than happy to assist with revising papers.

UPDATES TO SYLLABUS:

As the semester unfolds, Dr. Halbert may have to adjust the syllabus due to unforeseen circumstances. Such changes will be announced in class and via Blackboard: once they are announced on Blackboard, students must update their personal copies of the syllabus/daily assignments and are to be held to the new syllabus due dates. Dr. Halbert will make every effort to not change major assignments (papers, tests, in-class essays, etc.) even when changes are needed out of respect for those folks who plan ahead, but he reserves the right to do so if no other options are available.

BASIC NEEDS SUPPORT:

Any student who has difficulty accessing resources to meet their basic needs i.e. safety, food and/or stable housing and believes this may affect their performance in the course, is urged to contact Wellness@mc3.edu

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.

COVID 19 PANDEMIC ISSUES:

We have all had to deal with Covid19 issues since the pandemic started in 2022. If you have a Covid exposure or test positive for Covid, you need to do the following:

- Email Dr. Halbert (hhalbert@mc3.edu) and COVID19Questions@mc3.edu to inform us that you have either been exposed, tested positive, or both.
- The Covid Officer will contact you for more information and then give you a date when you can return to class. Please forward that message to Dr. Halbert. Absences will not count during the officially approved Covid period.
- Keep up with the course work online. If your symptoms are bad enough to prevent doing the work, please contact Dr. Halbert to let him know specifically what you are experiencing.
- The challenge in a six-week course is that there is not a lot of time to make up work.
- Please do not demean the suffering and deaths of people who actually had Covid by faking a Covid exposure.

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

Note: the bulleted items immediately below a date are due on that date.

Monday, May 16, 2022

- First day of class.
- I will be taking pictures of students to help me learn names.

Tuesday, May 17, 2022

- No Class: I will be running a polling station for the Pennsylvania State Primary. If you are eligible to vote, please vote.
- Read and mark "How to Really Read This Book" (Course Materials)
- Start reading and marking *The Strange Case of Dr. Jekyll and Mr. Hyde* (A digital copy of the first book edition is in the course materials if your physical copy is unavailable). My suggestion is to read until you reach the chapter titled "The Incident at the Window." You do not need to read the introduction if your edition has one).
- Complete Personal Introduction.
- Submit completed contract to the "Contract" Dropbox.
- Submit completed contact information spreadsheet to "Contact Info" Dropbox.

Wednesday, May 18, 2022

- Finish reading and marking *The Strange Case of Dr. Jekyll and Mr. Hyde*. Note this includes "Chapter 10: Henry Jekyll's Full Statement of the Case." You do not need to read any commentaries that may be in your edition.
- Read "Paper #1: *The Strange Case of Dr. Jekyll and Mr. Hyde*" topic in the Assignments section.
- Post a potential paper topic and any questions about the paper topic in the "Paper #1: Questions about Topic" forum.
- Last day to add without faculty signature.

Thursday, May 19, 2022

- Scholarly Article Analysis Project Due. See Assignments for details. A copy of the required article, "Twins, Twinship, and Robert Louis Stevenson's *Strange Case of Dr. Jekyll and Mr. Hyde*" can be found in the "Course Materials" section of the class Blackboard Site. Put a copy in the dropbox for "Scholarly Analysis."
- Read and mark pages 109-124 in *A Pocket Style Manual* ("Using Sources to Inform...", all of "Avoiding Plagiarism," all of "Integrating sources," and all of "Integrating literary quotations." Place a tab on the following items: "unacceptable borrowing," "ellipsis mark," "brackets," "long quotations," and "signal phrases."
- Read the online handout "Integrating Quotes into a Paper (MLA Style)" on the class web page. This may help with the Scholarly Article Analysis Project.

Monday, May 23, 2022

- Draft 1 of Paper #1 is due by 10 AM. Post a copy in the "Jekyll/Hyde Draft 1" forum by the start of class. See Assignments section for paper topic and handouts for instructions on how to post. Make sure you copy and paste AND attach the file.
- Print a copy of your draft prior to class and bring it with you.
- Sign up for required one-on-one conferences. See handout for scheduling instructions.
- Last day to drop the course before withdrawal period starts.

Tuesday, May 24, 2022

- No Class: Required conferences are available for today. See handouts for scheduling instructions.
- **Read and mark Chapters 1-12 of *I Am Legend*.**
- Draft 2 of Paper #1 is due before the start of your conference. Post a copy in the "Jekyll/Hyde Draft 2 (Conferences)" forum. Make sure you copy and paste AND attach the file.
- [Withdrawal](#) without faculty signature period starts.

Wednesday, May 25, 2022

- No Class: Required conferences are available for today. See handouts for scheduling instructions.
- **Read and mark Chapters 1-12 of *I Am Legend*.**
- Draft 2 of Paper #1 is due before the start of your conference. Post a copy in the "Jekyll/Hyde Draft 2 (Conferences)" forum. Make sure you copy and paste AND attach the file.

Thursday, May 26, 2022

- Final Draft of Paper #1 Due by 10AM. See Checklist for Paper #1. Post a copy of the paper in the "Jekyll/Hyde Final Draft" forum. Make sure you copy and paste AND attach the file.
- Post an additional copy of the paper to the Dropbox for Paper #1.

Monday, May 30, 2022

- No Class: Memorial Day Holiday. Please remember those who served.
- You may want to watch *28 Days Later* over the holiday weekend. [You can stream it from one of the linked options.](#)

Tuesday, May 31, 2022

- Finish reading and marking *I Am Legend* (chapters 12-21). Note: most copies of the novel end around page 179. The rest of the book is made up of short stories. You do NOT need to read them.
- Watch and take notes on the film *28 Days Later*. [You can stream it from one of the linked options.](#) I will check to see that you took notes on the film.

Wednesday, June 1, 2022

- Read and mark "It's Alive, I'm Afraid" from *The Monster Show*, available in Course Materials.

Thursday, June 2, 2022

- Read and mark *The Horror Film* (Chapter 9: "Slashers and Postslashers"), available in Course Materials

Monday, June 6, 2022

- Read and mark "Monster Culture (Seven Theses)" available in Course Materials. **WARNING:** this essay is very, very difficult.

Tuesday, June 7, 2022

- Post 1st Draft of Paper #2 in the "Paper #2 Draft 1" forum before class starts. Bring a printed copy to class. Please arrange to print prior to class starting.
- In-class Peer Reviews.
- Sign up for a required conference if you have not already done so.

Wednesday, June 8, 2022

- **No Class:** today is a conference day. Conferences will be conducted online in a special room inside the Virtual Classroom with your name on it. Please arrange to have online access for your conference.
- Post 2nd Draft of Paper #2 Paper prior to the start of your conference in the "Paper #2 Draft 2 (Conferences)" forum. This draft should be a complete draft of your paper with a works cited.

Thursday, June 9, 2022

- **No Class:** today is a conference day. Conferences will be conducted online in a special room inside the Virtual Classroom with your name on it. Please arrange to have online access for your conference.
- Post 2nd Draft of Paper #2 Paper prior to the start of your conference in the "Paper #2 Draft 2 (Conferences)" forum. This draft should be a complete draft of your paper with a works cited.
- [Withdrawal](#) without faculty signature period ends.

Friday, June 10, 2022

- No Class: we do not meet on Fridays.
- [Withdrawal](#) with faculty signature period starts. Please see course policies for the circumstances under which Dr. Halbert will sign a withdrawal form.

Monday, June 13, 2022

- Paper #2 Final Draft Due. Post to the discussion board and to the dropbox. See checklist for details.
- Read "Library Research Overview" in the Handouts section of the class web site.
- Library Orientation
- Start library research for your topic.

Tuesday, June 14, 2022

- Continue library research into your topic. You should be logged into the Virtual Classroom while you do your research.

Wednesday, June 15, 2022

- Continue library research into your topic. You should be logged into the Virtual Classroom while you do your research.

Thursday, June 16, 2022

- Annotated Bibliography due. Please see instructions and sample annotated bibliography in the Assignments section.
- 2-minute presentations are today. Absences today will result in a 10-point zero on your presentation.
- [Withdrawal](#) with faculty signature period ends.

Friday, June 17, 2022

- Any [Withdrawal](#) after this point will need to a WEX (Excused Withdrawal) that requires approval from Academic Affairs. Dr. Halbert cannot issue a withdrawal at this point.

Monday, June 20, 2022

- No Class: [Juneteenth](#) Holiday Observation.

Tuesday, June 21, 2022

- Post 1st Draft of Research Paper by 10 AM in the "Research Paper Draft 1" forum. Bring a printout to class. Please arrange to print BEFORE class starts.
- We will do peer reviews today.
- Sign up for a required conference if you have not already done so.

Wednesday, June 21, 2022

- **No Class:** today is a conference day. Conferences will be conducted online in a special room inside the Virtual Classroom with your name on it. Please arrange to have online access for your conference.
- Post 2nd Draft of Research Paper prior to the start of your conference in the "Research Paper Draft 2 (Conferences)" forum. This draft should be a complete draft of your paper with a works cited.

Thursday, June 22, 2022

- **No Class:** today is a conference day. Conferences will be conducted online in a special room inside the Virtual Classroom with your name on it. Please arrange to have online access for your conference.
- Post 2nd Draft of Research Paper prior to the start of your conference in the "Research Paper Draft 2 (Conferences)" forum. This draft should be a complete draft of your paper with a works cited.

Monday, June 27, 2022

- Post 3rd Draft of Research Paper by the start of class. This copy should be a complete paper, including a full works cited. Bring a printed copy as well.
- We will have peer review today.
- If you have a laptop, you may want to bring it.
- Bring your copy of *A Pocket Style Manual*.

Tuesday, June 28, 2022

- Last Class.
- Final Draft of Research Paper Due by 10AM. Submit to the dropbox and discussion board. See checklist for details.
- Optional Major Paper Rewrite of Paper #1 is due by 11:49 PM. Submit to the "Major Paper Rewrite" dropbox.
- Please note that there will be no extensions on projects past class time given the short period to finalize grades.
- Please check your email this afternoon, evening, and periodically through Wednesday as that is how Dr. Halbert will contact you if there are issues with your grade.

Wednesday, June 29, 2022

- No Class: the course is over.
- Grades are due to the Registrar from faculty by 11:59PM tonight.

Note: there is no final exam in this course.