

**English 200: Introduction to Literature, Sections 703/704 (web)**

**Spring 2016**

**Instructor:** Marya Davis Turley

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Email is the best way to reach me. Allow 24 hours for a response. If you haven't received a response from me within 24 hours, check the email address and try again. I generally do not check e-mail on weekends or after 4:30 pm on weekdays.

If you email me, typing "E200 and your last name" in the subject line will give your email top priority because I will notice it first among the other emails. I will not respond to any email account other than your WKU email account, so please do not email me from any other email account you may have.

When you e-mail me, appropriate punctuation, grammar, and etiquette for professional emails is expected. Don't take offense if you receive a response to a poorly-written email with a request for you to revise it and send it again.

The Purdue OWL (Online Writing Lab) provides a useful set of guidelines for composing professional e-mails at <http://owl.english.purdue.edu/owl/resource/636/01/>.

**Important dates:**

January 25-- English 200 online begins and Blackboard course site appears

February 1--last day to drop or add a full semester course without a fee

March 7-11--WKU closed for Spring Break

March 18--Last day to withdraw from a full-semester course with a W

April 4--60% point of the semester (FN date). Students who stop attending class before this date may be held responsible for student loans accrued.

May 9-13--Final Exams

**Prerequisite: English 100**

**Colonnade Program Description**

English 200 provides an introduction to a variety of literature at the college level. Assignments encourage critique and analysis and give students introductory knowledge of key literary terms, concepts, and reading strategies. Students apply this knowledge in discussing and writing about literary texts and consider how literature inscribes the human experience. Because these classes emphasize the reading of primary texts, instructors will focus on literacy skills to supplement content course work.

**Pre-2014 General Education Goals Met by this Course**

English 200 fulfills the B.1 (Humanities/Literature) general education requirement. This course will help students attain these general education objectives: (1) proficiency in reading, writing, and speaking; and (2) an informed acquaintance with major achievements in the arts and humanities.

**Colonnade (Fall 2014 and later) Learning Outcomes Met by this Course**

English 200 fulfills the following General Education Learning Outcomes for Arts and Humanities

1. Utilize basic formal elements, techniques, concepts and vocabulary of Literary Studies.
2. Distinguish among various kinds of evidence by identifying reliable sources and valid arguments.
3. Demonstrate how social, cultural, and historical contexts influence creative expression in Literary Studies.
4. Evaluate the significance of human expression and experience in shaping larger social, cultural, and historical contexts.
5. Evaluate enduring and contemporary issues of human experience.
6. Students will read, comprehend, and analyze primary texts independently and proficiently.

**Required Textbooks:**

1) The 12th edition of X.J. Kennedy and Dana Gioia's *Literature: An Introduction to Fiction, Poetry, Drama, and Writing* contains the course readings. No other edition of this text will match the assignments for this course.

The textbook is available in used condition at most of the WKU area bookstores and online, but make sure if you order online that you'll have your book in time for the first week of classes.

2) *Quick Access*, 7th edition, edited by Troyka and Hesse. ISBN: 9780205903610. This is the only edition that will match the assignments for this course.

**Required Materials:** a flash drive for storing assignments and their drafts, daily access to high-speed internet and Blackboard, a word processing program that supports .rtf or .docx format, and the required textbooks.

**Optional Materials:** MyLitLab (sometimes packaged with the Interactive Edition of the Kennedy textbook); movie version of *A Midsummer Night's Dream* (1999).

**Required skill:** Students who are taking this online course must have a good working knowledge of Blackboard. If you have not used Blackboard a lot, or if this is your first online course, I recommend signing up for and completing the free Blackboard Student User training at WKU: <https://www.wku.edu/online/orientation/using-bb.php>. If you have questions at any time about the Blackboard course site, please email me and I will try to help you.

**Civility:** It is generally expected that students who are enrolled in college are there to open themselves to diverse ideas and knowledge and will appreciate the opportunity to interact with others as responsible, respectful adults in a safe learning environment where both people and ideas are respected at all times. I fully expect my students to demonstrate respect toward every

participant in this class, and I reserve the right to remove disrespectful students from the class for the day, or indefinitely.

**Warning about Online Courses:** Online courses offer special challenges along with the extra flexibility they afford students. This course will require you to be self-disciplined, self-motivated, well-organized, and attentive to detail. There will be a weekly “To Do” checklist, but you will be the one responsible for reading, writing, and meeting the firm deadlines. If you have never taken an online course before or if you have not been successful in other online courses, check out WKU’s orientation materials for online learners to see if you are ready for the challenges of online learning: <https://www.wku.edu/online/orientation/for-me.php>.

**Blackboard warning:** While Blackboard is a very useful tool, it does have an aspect that sometimes confuses students who are unaware of its GradeCenter properties. Blackboard will show you only what points you have accumulated out of the assignments you have attempted, NOT the total assignments/points possible in the course. This sometimes misleads students to think they are performing better in the course than they really are. Always be aware of what has been assigned and the point total associated with it, then divide your points into that number. If you have questions about your points, please feel free to email me and I’ll go over it with you and will try to clear up confusion. ☺

#### **Graded Work:**

Paper 1 (1300 words)	100 points
Paper 2 (1000 words)	100 points
Paper 3 (1300 words)	100 points
Fiction Unit exam	100 points
Poetry Unit exam	100 points
Drama Unit exam	100 points
Discussion forum (20 pts. ea.)	to be determined
Peer reviews (10 pts. ea.)	to be determined
Quizzes (10 pts. ea.)	to be determined
<u>Journal/writing assignment (20 pts. ea.)</u>	<u>to be determined</u>
Tentative points possible = 600 +-	

I reserve the right to add, alter, or delete assignments as I deem beneficial to the class. This may cause the total number of possible points to change. However, what will not change is how the points translate into letter grades at the end of the course: 90-100% of the total possible points=A, 80-89=B, etc.

**Quizzes & Exams:** There may be one or more online quizzes in this course, and a proctor is not required. Quizzes will be announced in advance in the weekly tabs. All quizzes in the course are timed and automatically submit when the time is up. The quizzes may contain multiple choice, multiple answer, and true-false questions and will help familiarize students with the exam format.

There are three exams, one over each unit in the course. There will be a week-long testing window for each exam that runs Monday through Friday of the exam week. Exams are not offered on the weekends or on holidays. The exams must be taken during the designated testing window; no exceptions.

There is only one attempt per exam, and once the exam has been started, it must be completed. There is no backtracking in the exams, and at the end of the exam you will know your score.

These exams must be taken under the supervision of an approved proctor as determined by the DL (Distance Learning) Testing Center. There is no fee to take the exam via a proctor at the DL Testing Center on WKU's Bowling Green campus.

If you can't come to WKU to take the exam, the DL Testing Center will help you find an approved proctoring location near you in the United States or abroad.

However, the DL Testing Center advises that approved locations other than WKU *may* include fees for which the student is responsible:

"The WKU DL Testing Centers do not charge a fee; however, the WKU Remote Proctoring Network includes both proctor locations who charge for proctoring services as well as those who do not charge. Students are responsible for payment of any proctoring fees if they choose to use a proctor who charges a fee for this service. Students are also responsible for any additional fees that might be associated with the use of a particular proctoring site, such as parking fees. (DL Testing Center website)

Shortly after the course begins, you will receive an email from the DL Testing Center concerning registration for the exams. Read the instructions carefully and register for your exams during the first couple of weeks of class so you will have a better chance of getting the date/time that best suits your schedule.

**Discussion forum:** Each week's discussion forum will appear at 12:02 AM Central Time on Monday and will expire and disappear at 11:55 PM on Friday.

The discussion forum is an opportunity for you to provide your insight into the readings and to respond to the prompt with writing that advances a point about the readings while paying attention to good grammar and punctuation. Though the writing required for the discussion forum is brief (100 words, minimum, with word count typed at the end of the post), this once-a-week exercise should reflect not only your opinion about the readings, but your attention to detail and the conventions of Standard Written English in your writing.

Make sure you read other people's posts before adding your own. You may respond to their posts or create your own thread. Summaries of the readings or duplicate posts in which students have simply repeated what another student said will not receive credit.

You can post more than one time per week and I will grade the post that I think will earn you the higher grade.

A grading table for the discussion posts will be posted on our course site.

**Turnaround time:** I will grade your work in as timely a manner as possible. The turnaround time is usually a little over a week, but that may vary according to my schedule. At times, it may take up to two full weekends after submission before work is graded and/or returned.

**Grading criteria and Feedback:** A holistic grading chart will be posted on our Blackboard course site.

I will respond to one or more of your written essays using the “Comment” tool in Microsoft Word. Constructive feedback will be provided on the first two essays; do not expect feedback on the third and last essay unless there is a problem with it that I need to address.

Papers that are off-topic or extremely inadequate in response to the assignment will earn no points.

Please note that only your peer reviewer will be reading your paper in entirety prior to its submission to me. If you have a specific section of your paper you are struggling with, I am happy to discuss it with you, but I cannot read your entire paper before you turn it in.

Peer reviews are required for this course. Students must upload the draft via the link in Blackboard before the link disappears and must have a full, legitimate polished draft with the required word count in order to earn the peer review points. Peer review points are all-or-nothing; no partial credit will be given simply for participating (for example, you might upload a draft but your paper does not have the required minimum word count; in this case, your draft does not qualify for points).

**25% Rule Concerning Basic Requirements in an Assignment:** The grade on any assignment that does not meet the basic requirements as listed in the assignment prompt will be reduced by 25% automatically, which means that-- assuming everything else is perfect-- the highest grade possible is 75%, a C. Examples of “basic requirements” are length (word count), required number of sources, required MLA formatting, following directions in the assignment prompt, the presence of a valid thesis statement, and so on.

**Late work policy:** I do not accept late work for any reason. This course has designated deadlines, and once the link has expired, it’s too late to submit your work. Pay attention to deadlines as they are outlined in the weekly tabs and in the course syllabus so you don’t get caught off guard!

I do not accept assignments via email. All assignments must be submitted via Blackboard.

**Failure of technology policy:** I do not accept late work for any reason, including failure of technology or human error in submitting through Blackboard, so:

Save all of your work on a flash drive, email your work to yourself, and print out a hard copy to keep. I will not accept late papers if your computer crashes. Have a backup plan that allows you to retrieve your paper if something happens to your computer, and avoid trying to upload your paper at the last minute. The links expire promptly at the designated time listed in the assignment prompt. Allow 15 minutes to upload your work into Blackboard. Don’t wait until five minutes

before the link is due to expire. Work that is late or missing because it was uploading when the link expired will not receive credit.

In the event that you are receiving error messages from Blackboard, you should contact the IT HelpDesk at 270-745-7000.

You must submit all of your written work as a file saved in .rtf or .docx format. Papers submitted in any format that I can't open will not receive credit. Do not cut and paste your file into Blackboard; you must upload the file via the assignment link.

You will upload your file into Blackboard via a link in the assignment, and then you will click SUBMIT. Clicking the SAVE button on the submission screen only saves it for you to see and does not upload it to Blackboard. Assignments that are late because you clicked SAVE instead of SUBMIT will not receive credit.

You will have only one attempt to upload your paper, so make sure you are submitting the correct one. After you've uploaded your file, go back into Blackboard to make sure you can see your paper.

#### **Academic integrity:**

Papers written for this course may be checked for plagiarism through the use of plagiarism-detection software. I reserve the right to "query any practices and work submitted by my students" (Alvarez, Eng. 100 syllabus).

Plagiarism and cheating on any assignment for this course (large or small) may result in a failing grade-- an F-- for the particular assignment involved or for the entire course, to be determined at my discretion, and an incident report for plagiarism will be sent to the English Department's Composition Director and the Office of Judicial Affairs at WKU. Students caught plagiarizing may be required to meet face-to-face with me to discuss the issue.

Examples of plagiarism include, but are not limited to, the following:

- \*knowingly or unknowingly submitting another person's published or unpublished (print or web) writing as your own

- \*having another person dictate to you what should be written in your assignment

- \*having another person write the assignment and then submitting that work as your own

- \*using another person's ideas, words, sentences, etc. without properly crediting the source within the paper and on the Works Cited page

- \*scanning the Internet for ideas and then using those ideas in your paper as your own

**Resolving complaints about grades:** Final grades are non-negotiable. However, if you think I've made an error in calculation, please email me and let me know.

The first step in resolving a complaint about grades is for the student to attempt to resolve the problem directly with the course instructor. Though this is an online course, a face-to-face meeting may be required. See the Student Handbook, available at <http://www.wku.edu/handbook/> for additional guidance.

**Attendance:** If you know you are going to have surgery, or be deployed, or you are having a baby during the semester, you need to let me know this as soon as possible to avoid “late status” on class work. You cannot just disappear from the course and then contact me about why you were gone. I will need proof of your deployment/medical necessity, etc. and will discuss with you a course of action to be taken concerning the course. Discussion forum work cannot be made up in the event of an extenuating circumstance.

Attendance means you are participating in the course in a real and meaningful way, submitting assignments regularly and interacting on the discussion forum, etc. Just being signed up for the course doesn’t constitute attendance and the FN grade may apply.

**Incompletes:** Typically, incompletes will not be granted for E200. If you have extenuating circumstances—for example, if you are in the military and are deployed toward the end of the semester, or if you have a personal or medical crisis that comes up toward the end of the semester—discuss your situation with your instructor if possible and s/he will consider an incomplete. S/he will only consider an incomplete for students who are in good standing in the course.--from the Departmental Handbook

**Resources:** The **WKU Writing Center** offers individual conferences about writing with its staff of English graduate students. The Center’s services are available to all WKU students and can conference via the web. Visit <http://www.wku.edu/pcal/writing-center> for more information about their [free](#) services.

**Note:** Writing Center or Learning Assistance Center consultations or any other tutoring services do not guarantee accurate information or a better grade on your work. If you have questions about a particular reading or writing issue that you are having, it’s fine to consult with the tutors at the Writing Center or Learning Assistance Center or with other tutoring facilities, but you should also consult with me concerning your problem or question. I am happy to help you. Keep in mind that tutoring services and teachers cannot read your entire paper prior to submission, but can address the specific issues identified in your writing.

**IT HelpDesk:** There’s a tab on our course site that will take you to WKU’s [free](#) IT HelpDesk if you have technological issues. The technicians at the IT HelpDesk are experts and can solve most technology issues within a short time. Their phone number is 270-745-7000. You can also reach the IT HelpDesk through the Tools tab on our Blackboard course site.

**Program Assessment Notice:** As part of a university-wide accreditation requirement, a sample of random student papers may be collected at the end of the semester and will be assessed by a departmental committee. Student names will remain anonymous and the assessment will in no way affect the student’s grades.

**ADA notice:** Students with disabilities who require accommodations (academic and/or auxiliary aids or services) for this course must contact the Student Accessibility Resource Center, Room 1074, Downing Student Union. The SARC telephone number is (270) 745-5004 (TDD: 270-745-3030).

Please do not request accommodations directly from the instructor without a letter of accommodation from the Student Accessibility Resource Center. Please submit these to me within the first two weeks of class so I can get your accommodations started as soon as possible in the semester.

**Syllabus Confirmation Form:** While your continued enrollment in this course implies your acceptance of this syllabus as a learning contract, the Syllabus Confirmation Form that you will read, sign, and return to me documents your understanding of course policies and your intention to comply with the policies outlined in the syllabus. In order for you to access the complete course and for me to grade your work, I must have your completed Syllabus Confirmation Form by the due date listed in the Announcements section of the course site. The Syllabus Confirmation Form is located under the Syllabus tab on our Blackboard course site. Follow the submission instructions listed in the Syllabus Confirmation Form section under the Syllabus tab on our course site.

**End of semester info:** The course Blackboard site will expire and disappear on May 19, 2016. More end-of-semester info will be posted on the course site as we approach Finals Week.

**Tentative Schedule:**

The reading/activities schedule is tentative and may change as deemed necessary by the instructor. Students will be notified of changes through class announcement, email, or Blackboard, or all of the above.

A more detailed version of the Tentative Schedule will be posted on our course site. Look for it under the weekly tabs.

Week 1: January 25-29

Return signed Syllabus Confirmation Form

Introduce yourself on the discussion forum

See weekly tab on course site

Week 2: February 1-5

Flannery O'Connor

Selected readings to be announced

See weekly tab on course site

Week 3: February 8-12

Raymond Carver

Selected readings to be announced

See weekly tab on course site



Week 4: February 15-19  
Wm. Faulkner  
Selected readings to be announced  
See weekly tab on course site

Week 5: February 22-26  
Peer review of Paper 1  
Selected author/readings TBA  
See weekly tab on course site

Week 6: February 29-March 4  
Paper 1 due  
EXAM WEEK  
See weekly tab on course site

Week 7: March 7-11  
SPRING BREAK

Week 8: March 14-18  
Poetry Unit begins  
See weekly tab on course site

Week 9: March 21-25  
Poetry Unit, continued  
See weekly tab on course site  
Peer review week for Paper 2

Week 10: March 28-April 1  
Paper 2 due  
EXAM WEEK  
See weekly tab on course site

Week 11: April 4-8  
Drama Unit begins  
*A Midsummer Night's Dream* (Acts I and II)  
See weekly tab on course site

Week 12: April 11-15  
*A Midsummer Night's Dream* (Acts III, IV, V)  
See weekly tab on course site

Week 13: April 18-22  
Susan Glaspell  
Peer review week for Paper 3  
See weekly tab on course site

Week 14: April 25-29  
David Ives  
See weekly tab on course site

Week 15: May 2-6  
Paper 3 due  
EXAM WEEK  
See weekly tab on course site

Week 16: May 9-13  
Finals Week  
See weekly tab on course site

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