

English 200: Introduction to Literature, Section 701 (web)

Fall 2019

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Communication:

Email is the best way to reach me. If you haven't received a response from me within 8 hours and it's a weekday, check the email address and try again. The response time may be longer on weekends and after 4:30 p.m. Central Time, but I will respond as soon as possible.

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. Upon the advice of WKU's IT Department, I will not open or 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:

August 26—First day of classes for Fall 2019 semester

September 2—university closed for Labor Day ; no classes

September 3—last day to drop or add a full semester course without a fee

October 10-11—Fall break; no classes

October 27—60% point of the semester (FN date). Students who stop attending class before this date may be held responsible for student loans accrued

November 4—Last day to withdraw from a full-semester course with a W

November 27-29—university closed for Thanksgiving holiday; no classes

December 9-13—Final Exams

December 17—Final grades due in Topnet by noon

Prerequisite: English 100

English 200 Learning Outcomes

Colonnade Learning Outcomes Met by This Course

English 200 helps to fulfill the Arts and Humanities (AH) Colonnade requirement. Upon completion of this English 200, students will demonstrate the ability to:

1. Utilize basic formal elements, techniques, concepts and vocabulary of specific disciplines

within the Arts and Humanities.

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 the Arts and Humanities.
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. Read, comprehend, and analyze primary texts independently and proficiently.

Required Textbooks:

1) The 13th 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 13th edition comes in the portable edition, which has four small paperback books in the set, or as a large hardcover that may or may not say "Interactive edition" on the cover. The WKU Store has the portable edition.

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*, 8th edition, edited by Troyka and Hesse. This is the only edition that will match the assignments for this course.

The ISBN for the two texts bundled together is 9780134646459. I do not have the ISBNs for them separately, but you shouldn't have any trouble getting the correct books separately if you double-check the titles. The textbooks may be available for rental through the WKU store.

Required Materials: a flash drive for storing assignments and their drafts, daily access to high-speed internet, Blackboard, and WKU Topper email; a word processing program that supports .rtf or .docx format, pen/pencils, paper, and the required textbooks.

Optional Materials: MyLitLab (sometimes packaged for free 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.

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 keeping up with the reading and writing 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>.

Though this is an online course, there are face-to-face aspects accompanying it. The three exams must be taken at a proctored location and arranged through DL Testing. It also may be necessary for you to meet with me face to face for a conference during the semester if you are struggling with some aspect of this course, especially academic writing. Also, if you are caught plagiarizing, you will have to meet with me face to face.

Blackboard info and 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	100 points
Paper 2	100 points
Fiction Unit exam	100 points
Poetry Unit exam	100 points
Drama Unit exam	100 points
Poetry poster	100 points
Weekly Posts (15 @ 20 pts. ea.)	300 points
Reading quizzes (6 @10 pts. ea.)	60 points
Peer reviews (2 @ 10 pts. ea.)	20 points
<u>Plagiarism quiz</u>	<u>20 points</u>

Tentative points possible = 1000

I reserve the right to add, alter, or delete assignments as I deem beneficial to the class; any change will be announced on Blackboard. 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. A "D" or above is a passing grade in this course.

If you have a question about your grades, please make an appointment to meet with me. It is my policy not to discuss grades, grading, or student performance via email.

Written work: If you have taken this course before, you cannot reuse the responses to assignments you turned in for the previous course. All work must be produced within the current semester.

Though this is an introduction to literature, the course focuses on general writing and writing about literature. Plan to spend some time focusing on your reading and writing skills in this course.

Quizzes & Exams: There may be one or more online quizzes in this course for which 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.

The IT Department at WKU recommends that students use a wired connection and Google Chrome for added connection stability.

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 generally not offered on the weekends or on holidays, but you can ask the DL Testing Center to confirm this. Some locations may offer Saturday hours. The exams must be taken during the designated testing window; there can be no exceptions and there will be no opportunities to make up a missed exam unless there has been a catastrophic event for which I can determine proof.

These exams must be taken under the supervision of an approved proctor as determined by the DELO Testing Center. There is no fee to take the exam via a proctor at the DELO 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 DELO Testing Center advises that approved locations other than WKU *may* include fees for which the student is responsible:

“The WKU DELO 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. (DELO Testing Center website)

Shortly after the course begins, you will receive an email from the DELO 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.

Weekly Post responses: Each Weekly Post forum will appear at 12:02 AM Central Time on Monday and will expire at 11:59 PM Central Time on Sunday night. In order to be eligible for credit for that week's post, the post must be timestamped by Blackboard within the week the post is due.

Your task is to respond to the prompt in detail using Standard Written English rules (proper grammar, spelling, punctuation). When you respond to the prompt, you will necessarily be including the week's reading selection and you must accurately and adequately use in-text citations after you use the source material in your post. Not doing so will result in an F for the post.

The goal of the Weekly Post response is to practice using your writing skills and to show me you have read the material and understand how the material connects to something else in the "real world" and to show that you have learned how to cite source material. Ultimately all posts should accurately and thoroughly answer the given prompt.

You will find that the habit of posting may further your writing skills and will allow you to observe the writing skills of others.

At all times in the course, kindness, sensitivity, and civility are expected. Bullying behavior, insensitive remarks, or any other form of incivility will not be tolerated in the Weekly Post forum or in any aspect of the course.

The Weekly Post 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 Weekly Post 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 (especially citing the source) and the conventions of academic language and Standard Written English in your writing.

You can post more than one time per week and I will grade the post that I think will earn you the higher grade. If you review your work and discover you've made a mistake, you may post a revision if it is still within the week's deadline. If you submit a blank post, you are not eligible to submit a "revision" unless that revision is posted within the first five minutes after the blank one. Blank posts do not earn credit.

You need to pay attention to the feedback I offer you in the Comments section of the Grade-Center so you can improve your writing.

A grading table for the Weekly Post will be posted on our course site. Posts are graded for content, grammar, punctuation, and Standard Written English, including MLA documentation and rules.

Turnaround time: I will grade your work in as timely a manner as possible. The turnaround time for essays 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.

Because I feel strongly about helping students improve their writing for future use in school and later career(s), I will point out what you need to work on. Please understand that I am not being nitpicky or mean; I am sincerely interested in helping you improve your skills and to help you, I must tell you what you need to improve. Once you know what you need to work on, it is your responsibility to explore solutions to your writing errors. The *Quick Access* handbook is for this purpose. ☺

Please note that only your peer reviewer will be reading your essays 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. You are expected to be responsible for your own writing skills: be aware of what you need to improve on and look for ways to improve those weaknesses. Don't just hand something in and expect your professor or a peer to "clean it up." The author—which is you—should polish the work before handing it in.

If you know your academic writing skills are poor, you might consider taking this course in face-to-face format because you may need extra help. If you decide to stay in the web course, I may require you to meet with me face-to-face for writing help if you are struggling with the writing assignments in this course.

Papers that are off-topic or extremely inadequate in response to the assignment will not earn points.

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.

The word count pertains to the interior of the paper, which includes the introduction, body, and conclusion of the paper, not the Works Cited entries or the headers, or any other words except for the interior of the paper.

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). See the rules for peer review points which is posted on the course site.

All writing assignments uploaded through Blackboard must go through SafeAssign. If the SafeAssign feature is deactivated by the student, the paper will not be graded and there will be no second chance to upload.

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: 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 at least 10- 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.

Since you have been asked to submit your work through Blackboard, you will submit all of your written work as a file saved in .rtf or .docx format. If I cannot open your paper because you did not save it correctly, the paper will not receive credit and there will not be a second chance to upload.

There are known issues between Blackboard and Microsoft Edge, so do NOT use Edge as your browser (don't even have it open when uploading) because it will cause your paper to be blank, and blank papers do not earn credit or a second opportunity for submission. If you are unsure about what browser you are using, you can call the IT Helpdesk at 270-745-7000 and ask them to help you identify it. Edge looks a lot like the "e" for Explorer, so don't be fooled!

The most common error students make in Blackboard is to click SAVE instead of SUBMIT. 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.

The IT Department at WKU recommends Google Chrome and a wired connection when taking quizzes in online courses.

It's also advisable to upload assignments and/or take quizzes during the IT Service Desk's business hours, which will be posted on the IT Service Desk tab on our course site. Take note of their contact info, which is 270-745-7000.

As a courtesy to students who seem to like the late night due date/time, the links expire at 11:59 p.m. Central Time, which is after Service Desk hours of operation and after my working hours. Follow the instructions below very carefully if you encounter technological difficulties in Blackboard.

If you encounter a “glitch” in Blackboard, you will need to take a screen shot of the error message and email both it AND your assignment to me before the link expires AND you will need to contact the IT Service Desk as soon as they are open on the next business day. Once you have contacted the Service Desk, you will receive an email which shows the name of the person from the Service Desk that you spoke to, AND you must forward that email that to me. If you encounter an error message while uploading an essay, email the essay to me prior to the time the link would expire. Expect to hear from me when I return to work the next business day. I will not make concessions for these situations unless all of these conditions are met.

You will have only one attempt to upload your paper, so make sure you are submitting the correct one. Once you have clicked SUBMIT, exit out of Blackboard and then go back in to make sure you can view your submission.

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 and will not have the option to drop this course.

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. See the Student Handbook, available at <http://www.wku.edu/handbook/> for additional guidance.

Attendance: If you know you are going to be absent because you are to have surgery, are going to be deployed, or 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. Weekly Posts cannot be made up in the event of an extenuating circumstance, including deployment, absence due to childbirth, illness, etc.

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 or checking in to the course site doesn’t constitute attendance and the FN grade may apply.

Incompletes: Typically, incompletes will not be granted for any English Foundations course. When extenuating circumstances arise—for example, if a student in the military and is deployed, or if a student has a personal or medical crisis that comes up toward the end of the semester—the student must discuss the situation with the instructor if possible and the instructor will consider an incomplete. The instructor will only consider an incomplete for students who are in good standing (C or higher) in the course.

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 Service Desk: There’s a tab on our course site that will take you to WKU’s free IT Service Desk if you have technological issues. The technicians at the IT Service Desk 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 Service Desk 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 from this course 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 Accommodation Statement: In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) 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.

Title IX: Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

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 the student to have full access to the course, I must have the 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.

End of semester info: The course Blackboard site will expire and disappear on December 18, 2019. 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.

Our course Blackboard site will open on Monday, August 26.

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

Week 1: August 26-30

Return signed Syllabus Confirmation Form

Explore course site and follow directions listed in the weekly tab

Read and study Tim Gillespie's article (see Blackboard course site for access)

Flannery O'Connor

See weekly tab on course site

Week 2: September 2-6

Raymond Carver

Selected readings to be announced

See weekly tab on course site

Week 3: September 9-13

Wm. Faulkner

Selected readings to be announced

See weekly tab on course site

Week 4: September 16-20

Alice Munro

Selected readings to be announced

See weekly tab on course site

Week 5: September 23-27

Gabriel Garcia Marquez

Selected readings to be announced

See weekly tab on course site

Week 6: September 30-October 4

EXAM WEEK

Peer review week for Paper #1

See weekly tab on course site

Week 7: October 7-9 (Fall Break is Oct. 10-11)

See weekly tab on course site

FALL BREAK

Week 8: October 14-18
Drama Unit begins
A Midsummer Night's Dream (Acts I and II)
Paper 1 due
See weekly tab on course site

Week 9: October 21-25
Drama Unit, continued
A Midsummer Night's Dream (Acts III, IV, V)
See weekly tab on course site

Week 10: October 28-November 1
Susan Glaspell
See weekly tab on course site

Week 11: November 4-8
David Ives
See weekly tab on course site

Week 12: November 11-15
EXAM WEEK—Drama
Peer review week for Paper 2
See weekly tab on course site

Week 13: November 18-22
Poetry Unit begins
See weekly tab on course site

Week 14: November 25-26 (Thanksgiving holiday 27-29)
Poetry Unit, continued
Paper 2 due
See weekly tab on course site

Week 15: December 2-6
Poetry Unit, continued
See weekly tab on course site

Week 16: December 9-13
Finals Week/EXAM WEEK--Poetry
See weekly tab on course site

“That is part of the beauty of all literature. You discover that your longings are universal longings, that you're not lonely and isolated from anyone. You belong.”

— F. Scott Fitzgerald