This course is a 3 credit hour course that will not require students to come on site. Exams will be given online in Blackboard, and they will be timed. The specific dates are listed on the course calendar page. There may be a fairly narrow window in which to take a couple of the exams, so check those dates right away to make sure you will not have a schedule conflict.

ENGL 2342
Introduction to Literature I: Short Stories & Novels
Dr. Peggy Brown

Course Description: A study of short stories and novels with an emphasis on written analysis. Analysis and evaluation of major writers' works in these genres, their techniques of writing, and their contributions to our literary heritage.

Course Credit Hours: 3
Placement Assessments: Placement in ENGL 1302

Student Learning Outcomes: Upon successful completion of the course, students should be able to do the following:
1. Demonstrate a familiarity with a scope and variety of works.
2. Demonstrate knowledge of literature as expressions of individual and cultural values within social, political, historical, and religious contexts (Social responsibility).
3. Demonstrate critical thinking skills in oral and written discussion and argumentative analysis (Critical Thinking and Communication Skill).
4. Demonstrate correct MLA documentation conventions (Personal Responsibility).
5. Relate literature to personal experiences.

**Course Requirements:**
1. Read assigned works and participate in class discussions.
2. Write at least 3 essays over the readings.
3. Take quizzes over reading assignments.
4. Write journal entries or response papers on readings giving textual support.
5. Capstone Final Project.

**Course Delivery:**
Web. Blackboard

**E-mail Specifics:**
We will use the Mail Tool in Blackboard for all correspondence (the only exception will be announcements--they go to your Cougarmail account), so you should check it daily for mail from me. I will do the same to make sure I get back to you within 24 hours of your attempt to contact me. All work will be submitted in Blackboard where I will set up a submission folder that goes directly to Turnitin.com. You will not be able to enter Turnitin from outside Blackboard for this class (I am aware that other professors establish external Turnitin accounts; I do not). You will also use the Discussion Tool for postings. Otherwise, you will look in the Assignments and Submissions folder for further instructions.

**IMPORTANT:** Always begin the subject of your e-mail with the course number (i.e., 2342WS1). I teach more than one online course, so I need to know at a glance in which course you are enrolled. Like you, I do not always work from my home or office, and I rarely have the class rolls in front of me. So **know your section number.** This may seem like a silly requirement, but if you have had any experience with Blackboard, you know that it can be slow and clunky at times. Knowing which section to open in Blackboard in order to access your information saves me valuable time. I will not open e-mails that do not include the course number.

It always helps to include some hint as to the nature of an e-mail. For example, if you have a question, indicate that in the subject line of the e-mail [Engl 2342 Question]. I will try to respond more quickly. You should receive a reply to your e-mail within 24 hours after sending it unless you sent your question late on Friday or on the weekend (I do reserve the right to an "e-mail-free" weekend occasionally). If you have not received a reply within 24 hours, contact me again. It's possible I simply overlooked your message.
By the way, here is a good place to admit to one of my pet peeves: students who keep sending e-mails using an old e-mail from me in which the subject line no longer has any relevance to the new question. All I see is a repeated subject line that does not in any way relate to the content of the e-mail. It’s confusing to me and makes it difficult for me to keep track of whether I answered you or not. So type in my e-mail address on a "fresh" e-mail with a new subject line. I will appreciate it.

Always include your full name in the text of each e-mail submission, either at the beginning or end. The name in your Cougarmail account or in Blackboard does not always resemble the name you use, so knowing exactly who wrote the e-mail helps.

Students who need technical assistance should call the Collin Help Desk at 972-377-1777

For Blackboard or CougarWeb technical assistance, click here.

| Required Textbooks: | None. You will find links to online stories except for the following books to be purchased at the beginning of the semester from a source of your choosing:
*The Color Purple*, Alice Walker (purchased separately from a source of your choice)
*The Bottoms*, Joe Lansdale (purchased separately from a source of your choice) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies:</td>
<td>Since this is an online course, you will need regular access to a good computer with reliable Internet service. Use Safari or Chrome to access Blackboard (Internet Explorer does not work well with Blackboard).</td>
</tr>
<tr>
<td>Course requirements:</td>
<td>The work you will do in this course consists of reading the assigned literature; completing assignments in the form of response papers, quizzes, or discussion forums; taking exams, and completing a research paper (from 6-8 pages).</td>
</tr>
</tbody>
</table>

**Assignments: Response Papers and Discussion Board Postings**

The completion of response papers and discussion postings will earn a maximum of 300 (each assignment can earn up to 50 points). If you miss an assignment (only one) I will offer a make-up assignment, available when you write and request a make-up opportunity. I do not accept response papers after the due date of the assigned reading, no matter what the reason. NO EXCEPTIONS. If you have a family emergency that makes you miss a response paper or discussion submission, you will be able to make up the assignment - one
assignment only. I am a very nice person (really!), but the response papers and discussions apply to specific works and are to represent your own thinking. And, frankly, missing one of these assignments usually doesn't devastate your grade (each assignment counts up to 50 points). Naturally, you should realize that it is never a good idea to miss any assignment in a college class; it is most difficult to make 100% on every paper, so a zero compromises your grade.

The deadline for submissions is always 11:30 p.m. on Sunday night, no exceptions. That way, if you have Blackboard problems, you still have thirty minutes before the end of the day to make adjustments that will allow you to complete the submission. If Blackboard goes down, you may send an email with your paper attached and then submit in Blackboard the following morning. You will not be penalized in that case.

**Response Papers:** You will submit each response paper (400 - 450 words) on the assigned topic in the Submission folder. The deadline for a response paper is always 11:30 p.m. on Sunday night. When you submit your paper to Turnitin, save the Paper ID they give you just in case you need to verify that you did, indeed, submit the paper on time. See "Assignments for the Course" under "Course Content" for the Response Criteria page that provides the criteria I use to grade a response (grading rubric) and that shows you a sample response paper. While Turnitin offers a plethora of other tools, you will use Turnitin only to submit papers and to see my comments on your graded papers. You will usually be able to view your graded paper in Turnitin within a week of the due date. All course grades will be posted in Blackboard.

Each response paper must be submitted separately under the specific assignment set up in the submission folder. I will be working diligently to provide feedback on submitted responses, so I will open folders for submission of projects only two or three days before they are due. I prefer to allow you time to review finished papers to find overlooked editing problems before you submit the next assignment.

**Discussion Board Postings:** In those weeks when there is no response paper due, I will expect you to
participate in a discussion forum over a question or comment that I have posted in the Discussion Tool in Blackboard. The purpose is to provide the class the opportunity for an ongoing conversation about a work or works. Thus, you may post as often as you wish up to the deadline for that discussion. You will notice on the calendar page that I have indicated when the discussion forum ends, not when it begins. Don't forget to check in from time to time to see what other students have to say and to post more replies of your own. Remember, it's a conversation. To see what I expect in a discussion forum post, look in the "Assignments for the Course" under "Course Content."

Discussion forum postings will have the same deadline times as responses and quizzes, 11:30 p.m. on Sunday night. Last minute, obviously hurried, postings will be recognized as such, so try joining the conversation early and don’t wait until the last minute. Any postings after the deadline will not receive credit. For a few "netiquette" rules as they apply to discussion forums, click here.

Quizzes:

Occasional quizzes are taken in Blackboard and cover specific readings. Quizzes vary according to the work assigned. If it is a multiple choice quiz, the questions are fairly short and straightforward; they are intended to gauge how well you read and understood the assigned readings. The quizzes are timed in such a way that you will not have time to look up the answers in your text. That would be cheating. (See policy on Cheating, Collusion, and Plagiarism.) If you read the work and understood what you read, you should be able to read and answer 10 questions in the 5-minute time limit. So, pace yourself and move steadily through the questions. **You will not be allowed to go back and change an answer once you have moved to the next question**. Your quiz score will appear immediately after you click "Finish"; however, I do not allow students to view the graded quiz (to avoid students working together on the quiz). If you have any questions about what you missed, don't hesitate to contact me.

Exams:

You will take three exams online in Blackboard. The exams are usually a combination of objective and essay questions; however, the last exam is usually all essay. I reserve the right to make decisions on the exam content during the semester. I will give you specific instructions...
for taking each exam prior to its delivery in Blackboard. Exam deadlines are posted on the Calendar page. Students who do not take the exam during that specified time period must arrange to take a make-up exam that will require going to a campus Testing Center to take the exam. Please be aware that the make-up exam is never the same exam given to the rest of the class.

Exam review pages will be posted in Blackboard a few days before the exam opens. I also encourage students to use the Discussion Board in Blackboard to ask questions, especially as they study for an exam. That venue serves as an excellent way for all of us to review together.

The exams in Blackboard are designed for you to take them without the use of the texts. They are timed, and you will not have time to look up answers in the stories or novels. It is important that you study as if you were taking the test in the Testing Center or in a classroom setting where you would not be allowed to use notes or the book. If you know the material, you will have time to finish the exam and do well. If you don’t, you won’t. On exams, I consider the use of your text, notes, or any other material outside of your brain as cheating. Click here to learn more of my policy about online exams and to get more important information. Students who are suspected of using any prohibited materials or any other form of scholastic dishonesty will be referred to the Dean of Students' office for adjudication. If they are found responsible for the violation, and if I continue to accept other work from them, they will be required to take all future quizzes and exams in the Testing Center.

**Turn-around time for exam grades:** The exams in this class are usually a combination of objective and essay questions, so you will not see your score immediately upon finishing an exam in Blackboard. It will probably take me a few days (up to one week) to get all grades recorded, depending upon how many essay questions are on a particular exam. If you have any questions about what you missed, I will be happy to meet with you to go over your exam, and I will try to set that up at a campus convenient for both of us. I do not make the graded exam available for viewing online.

**Capstone Project.** In a detailed assignment, I will give you choices for the topic of your final research paper (Capstone Project). You will have the entire semester to work on the project (it will focus on The Color Purple book, not the movie, so you may want to get started reading that novel first) but there will be due dates for the various components: a proposal that clearly explains the topic you wish to
explore and the process you will follow (I will provide an example of a valid proposal); annotations of your research material; a draft of your final paper; and the final paper in MLA form with a Works Cited page. Don't worry, I will show you how to do all of these assignments. Creating an annotation is invaluable as a tool for streamlining research to reduce stress when you write the paper itself. I love research and will help you find the joy in learning about a topic that interests you. The annotation will be in your own words and will help you recall what each of the sources taught you about your subject--not difficult, just handy.

Grades:

<table>
<thead>
<tr>
<th>Assignment Total (Six response papers and/or Discussion postings)</th>
<th>.300 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes and Exams</td>
<td>.350 points</td>
</tr>
<tr>
<td>Capstone Project (proposal, annotations, drafts, final paper)</td>
<td>.350 points</td>
</tr>
</tbody>
</table>

900-1000 = A, 800-899 = B, 700-799 = C, 600-699 = D, below 600 = F

Policies

Attendance: Because this is an online course, there is no attendance policy. However, I expect students to participate in the course from the first day. This is not a self-paced course. I expect you to keep up with your assignments and to participate regularly. My point is that you cannot start the class when it suits you. Should you need to drop the course, please be aware that withdrawing from a course is a formal procedure initiated by you -- I cannot do it for you. You must complete and submit the appropriate forms in the Admissions or Advising offices by the deadline set in the college calendar. The deadline for this term is **October 16.**

Scholastic Dishonesty: (Excerpted from the Collin Student Handbook, Section 7.2.3) Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

- **Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. In the preparation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary materials, but also information...
and opinions gained directly from other people.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; unauthorized copying of computer or Internet files; using someone else’s work for assignments as if it were one’s own; submitting or resubmitting an assignment (in whole or in part) for more than one class or institution without permission from the professor(s); or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, faculty are requested to delay posting a grade, for the academic work in question, until the Dean of Students renders an administrative decision on the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate academic penalty. (From *Collin Student Handbook*, Section 7.2.3)

In this course, I will report any cases of suspected scholastic dishonesty to the Dean of Students Office. You are expected to do your own work and to follow the policies as stated in the Collin Student Handbook. As stated previously, all cases of suspected scholastic dishonesty on quizzes, exams, discussion forums, or papers will be reported to the Dean of Students Office. A student found "responsible" for violating the code of conduct will receive a "0" on the specific assignment and, depending on the infraction, will be required to take all future quizzes and exams in the Testing Center. A student found "responsible" for violating the code of conduct in discussion forums will not be allowed to participate in any further forums. Incidents of plagiarism will also be reported to the Dean of Students for disciplinary action. Other than sources documented and cited according to MLA standards, all work submitted for a grade must be your own original work done specifically for this course. Submitting another’s words and/or ideas as your own is plagiarism and that applies to responses, discussion posts, and exams. Quote carefully and document fully in order to avoid even unintentional plagiarism. A student found guilty of
plagiarism automatically receives a "0" on the assignment.

I screen papers, exam answers, and discussion posts using turnitin.com. (each submission in Blackboard is an automatic turnitin.com document—you do not have to sign in to turnitin.com)

Because I have built in opportunities for students to skip one assignment or make up a low response/discussion grade (I have assigned seven, not six, assignments in the Assignment Total category), I hope to make your learning experience a joyful, rewarding one. For your part, you need to keep up with the assignments and contact me about any problem before it becomes a crisis. The old adage "Lack of planning on your part does not constitute an emergency on my part" has never been more apt.

**ADA compliance:** It is the policy of Collin College to provide reasonable accommodations for individuals with documented disabilities. This College will adhere to all applicable federal state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS Office SCC (G-200) or (972) 881-5898, (V/TTY-972/881-5950) in a timely manner to arrange for accommodations.