

English 102  
Syllabus  
Contact Information

Instructor: David Toth  
Office Hours: Online By Appointment  
E-mail: tothdj@roadrunner.com

Table of Contents

- Overview
- Course Description
- Texts
- Navigating through the Course
- Philosophy
- Grading
- Class Blog
- On-line Discussions
- Due Dates for Assignments
- Late Work
- Submitting Your Work
- Evaluation
- Writing Requirements
- Documentation
- Revisions
- Plagiarism
- Withdrawal from Class
- Learning Differences

Overview

Welcome to English 102 - Literature and Composition. The course introduces you to short fiction, the novel, poetry, film, and drama. It is designed to help you learn to think critically and write about literature. The course is divided into the following sections: Introduction, Plot, Character, Setting, Point of View, and Theme.

Reading and writing assignments for each section are located on the Fall Semester Assignments or Spring Semester Assignments page. Read each assignment and accompanying material carefully and follow the instructions for submission. In some cases you will be asked to re-read works and look at them from different perspectives. Assignments are due on the date indicated on the assignment page.

I may comment on your answers, add instructional materials, or make suggestions for revision. Normally, I will return your work via e-mail within 5 working days. You will receive a grade for your work on each section as well as a cumulative grade for the course.

Course Description

Students learn how to read serious literature, how to develop an interpretation, and how to explain and support their ideas in writing. Through the study of selected works of fiction, poetry, and drama, students learn the elements of textual analysis and become familiar with the ways in which critical approaches affect interpretation. In addition to continued instruction in composition, students are required to read and write frequently.

Texts

- \* The Bedford Introduction to Literature, 8th Edition by Michael Meyer
- \* In the Lake of the Woods by Tim O'Brien
- \* In the Bedroom directed by Todd Field (Not available at the bookstore. Purchase on-line, rent, or check your local library's film collection)

## Navigating through the Course

The course is structured in the following way:

- \* Home Page - provides links to the Syllabus and Assignment Pages. It also provides links to general references.
- \* Syllabus - provides administrative information about the course and links to style guides and administrative policies.
- \* Assignment Page - provides due dates for all assignments and links to individual assignment pages.
- \* Individual Assignments - describe reading and writing assignments, and include lecture material and links to references and supplementary materials.

Use the Assignment Page as a guide for scheduling and submitting your work. Follow the assignments in the order they are listed. The links on the assignment pages are designed to appear in separate windows so that you can close them when you are done to return to the assignment page without clicking on the back button on your browser. These links provide reference and supplementary materials to provide additional help for those who need or want more information of particular topics.

### Philosophy

The goal of learning is to develop an understanding of ourselves, others, and the world in which we live. Literature provides us with a unique opportunity for learning because it presents human experience in social context and allows us to examine that experience from multiple perspectives. Reading and writing about literature also help us to understand how language conveys meaning. Reading and writing are dynamic, interrelated processes that are used to explore possibilities of meaning rather discrete tasks we perform for specific assignments. Ultimately, we are responsible for our own education, but as a class we construct a knowledge base from our reading, writing, and research that we share with each other and the larger academic community.

### Grading

Your grade will be based on the writing assignments in each section according to the following percentages.

- \* Introduction - 5%
- \* Plot - 20%
- \* Character - 20%
- \* Setting - 15%
- \* Point of View - 15%
- \* Theme - 25%

If you were to receive a B for the writing assignments in the Introduction, you would receive 4.25 points out of 5 possible points ( $85 \times .05$ ) toward your final grade. Each

paper will include the grade on the specific section and the cumulative grade for the course. The formula for calculating your grade is:

$$\text{grade} = (\text{introduction} * .05) + (\text{plot} * .2) + (\text{character} * .2) + (\text{setting} * .15) + (\text{point of view} * .15) + (\text{theme} * .25)$$

Please note that you must complete all assignments to receive a passing grade in the course.

The following table lists the grades used and their corresponding numerical values. An A is 95 or above, an A- is 92.5 to 94.9, a B+ is 87.5 to 92.4, etc.

Grade	Points	Definition
A	95	Excellent
A-	92.5	Excellent
B+	87.5	Excellent
B	85	Good
B-	82.5	Good
C+	77.5	Good
C	75	Satisfactory
C-	72.5	Satisfactory
D+	67.5	Satisfactory
D	65	Unsatisfactory
D-	62.5	Unsatisfactory
F	60	Poor

#### Class Blog

The Class Blog contains discussions about the readings, literary theory, and references for further reading. Articles in the blog may be used for classroom discussions, and my comments on your papers may include links to blog articles. You may submit articles to me or respond to the blog articles, but it is not required. In addition, you can set up an RSS feed to have new articles sent to your e-mail address when they are published.

#### On-line Discussions

You will post some of your assignments on Blackboard Vista or PB Wiki. The purpose of these assignments is to share information and ideas with other members of the class.

PB Wiki works something like Wikipedia. In this case, you can earn extra credit by adding information to the wiki or editing existing information. You can also use the wiki as a resource. It contains information on a number of the readings in the course and links to useful references and articles. To access the wiki, click on the link on this page or the link on the assignment page. Then click on the Request access button. I will receive a request and grant author access, which will allow you to add information and edit existing text.

#### Due Dates for Assignments

Due dates for assignments are listed on the Fall Semester Assignments or Spring Semester Assignments page or in the assignment itself.

### Late Work

You will be allowed to submit one assignment late without penalty. The grade on all other late assignments will be reduced one half grade level for each day the assignment is late. I do not provide comments on late papers or allow revisions. In order to receive a grade for this semester all work must be completed by the last day of classes (see the Academic Calendar for the exact date).

### Submitting Your Work

Submit your work according to the instructions on the Fall Semester Assignments or Spring Assignments page. All work must be done in Microsoft Word.

The format for submitting work is as follows:

- \* Save your document as Your Last Name + the Assignment: (EXAMPLE: Toth Introduction)

- \* Header Information: Page number

- \* Upper left hand corner: Name, Class, and CRN

- \* Title (e.g., Plot Assignments, or Plot Assignments Revision 1)

- \* 1.25" margins ( top, bottom, left, right)

- \* Line spacing – double

- \* Font – Times New Roman or Arial

- \* Indentation of paragraphs – 5 spaces

- \* Documentation – See the Modern Language Association (MLA) Guidelines

- \* Format – See the MLA Guidelines

### Evaluation

I evaluate your writing based on the following criteria: General Evaluation Criteria. I may use additional criteria for specific assignments.

I will review and evaluate your work using the "Reviewing" tools in Microsoft Word. These tools allow me make corrections to the text and to insert comments that appear in the right hand margin. (See a sample paper.)The comments may contain a link to additional information.

Note: if the comments do not appear on your document, go to the View menu in Word and select Print Layout. You may also need to select Markup from the View menu and check the Reviewing box in the Toolbars section of the View menu.

I keep electronic copies of all the work you submit along comments, corrections, and grades. I normally return assignments within 5 working days during the regular semester and 3 days during the summer semester, but the length of time required

depends upon the length of the assignment and my workload. It can take 30 minutes to an hour to read, evaluate, make comments, and grade an assignment.

Save copies of all of your work, and backup your work often. You might experience problems using e-mail, and computer crashes can occur without warning.

#### Writing Requirements

English 102 focuses on advanced critical thinking and writing skills such as analysis, interpretation, and synthesis of complex ideas. I expect you to be able to write college level essays and research papers, conduct research in the library and on the Internet, produce writing that is free of grammatical, spelling, and mechanical errors, incorporate source material correctly, and use proper documentation. Assignments that do not meet these basic requirements will be returned ungraded for revision.

#### Documentation

All assignments must be properly documented according to Modern Language Association (MLA) guidelines. Assignments that are not properly documented will not be graded. Undocumented papers will be returned for correction and will be considered late if they are not submitted within the specified time period.

#### Revisions

You will be allowed to revise one assignment per section for a better grade. All revisions must be completed within 5 days after receipt of comments. You may raise your grade up to one grade level; however, the revision must show significant improvement. Revision is not correction. Revision involves rethinking a subject to consider other perspectives, conducting further research, and reorganizing and rewriting large sections of an assignment. Correction involves incorporating the teacher's comments, and correcting grammatical, mechanical, and spelling errors. Correction implies that there is something "wrong" with a paper that needs to be fixed. The goal of revision, on the other hand, is to increase your understanding of the topic and communicate your ideas more effectively.

My comments are designed to help you revise your work and improve your grades. Normally, I give you the option of revising one assignment in a section. However, you are free to decide what to revise or whether to revise based on your educational goals and schedule. If you revise your work, please make your revisions in blue to the corrected paper and resubmit via e-mail.

#### Plagiarism

See the College Policy on Academic Integrity.

#### Withdrawal

See the College Catalog and Academic Calendar for withdrawal policy, procedure, and dates.

#### Learning Differences

Each of us learns in a different way. Some of us may learn best by doing, others by watching, and still others by thinking. We may accomplish a task by working through it step by step, or we may need time to understand the whole process before we can do a single step. Some of us prefer to study alone, some in groups, some in a library, and some sitting in a park.

Since all of us have learning differences, it helps to understand how you learn so that you can adapt to a particular learning situation. However, if you know or think that you have a learning difference that requires special consideration, please contact the Learning Specialist.