

MONTGOMERY COUNTY COMMUNITY COLLEGE

ENG 102 IW: ENGLISH COMPOSITION II—SPRING 2020
DR. HAROLD WILLIAM HALBERT



Tuesdays and Thursdays 8 AM to 9:25 AM in North Hall 217

Office Phone: 215.641.6371 (email preferred) Website: http://www.halhalbert.com	Email: hhalbert@mc3.edu or hhalbert@gmail.com
Office Hours: CENTRAL CAMPUS: Parkhouse Hall 441 Central Office Hours: MWF 8:30 AM to 9:00 AM WEST CAMPUS: South Hall 228, Cubicle G West Office Hours: TTh 10:15 AM to 11 AM Additional appointments can be schedule individually via email request.	Writing Center Hours: CENTRAL CAMPUS: M 10:30 AM to 12:00 PM W: 10:30 AM to 11:30 AM

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 around 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 Writer's Reference*--Hacker
- *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

COURSE REQUIREMENTS:

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 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 two graded major papers 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.

COLLEGE POLICIES:

All College policies must be followed and are a binding part of this syllabus. Details on the Student Code of Conduct can be found at <http://www.mc3.edu/policy/sa/conduct.htm>.

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](#)

All students in my English courses will submit their papers to a plagiarism checker in Blackboard, a tool that checks your papers against other sources.

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 <https://www.mc3.edu/about-mccc/policies-and-procedures/grade-appeal>.

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. The policy and procedure are found at <http://www.mc3.edu/about-us/policies/125>

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.

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](#).

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 **March 29, 2020**, deadline) or an automatic F in the course (after the **March 29, 2020**, 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 dismiss 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, the College will post closures on the school's web portal and send text messages to anyone who has signed up for them. 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>. Click here for [College policies on grades, incompletes, withdrawals, and audits](#).

Should you wish to withdraw from the course, the deadline to withdraw without my signature is March 29, 2020. If you do not formally withdraw, you will receive an F for the course even if you stop attending. ***After March 29, 2020, 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 April 15, 2020. After that, all requests to withdrawal must be made directly to Academic Affairs.

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.

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.

EMAIL:

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

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 at <https://mymccc.mc3.edu/allcampusresources/academicaffairs/lal/Pages/default.aspx>.

Please note that Tutorial Services houses the Writing Center where faculty-tutors are more than happy to assist with revising papers.

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.

FINAL WORD:

I enjoy teaching writing 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:

Thursday, January 23, 2020

- First Day of Class

Tuesday, January 28, 2020

- Email Contact information to Dr. Halbert at hhalbert@gmail.com. See handout for specific information and spreadsheet download. (1 point for doing, -5 for not doing)
- Read and mark "How to Really Read This Book" (Download from Course Documents and print copy). (1 point)
- Read, initial, and sign your contract for the course. (1 point for doing, -5 for not doing)
- Read and mark *The Strange Case of Dr. Jekyll and Mr. Hyde* from actual start of novel up to "The Incident at the Window." You do not need to read the introductory materials. (5 points)
- We will take individual pictures today so that your instructor can learn your names.
- Last day to Add Course without faculty signature

Thursday, January 30, 2020

- Finish reading and marking *The Strange Case of Dr. Jekyll and Mr. Hyde*. Please note that the final chapter is the "Full Statement of the Case" and is essential to the novella's meaning. 5 points.

Tuesday, February 4, 2020

- Scholarly Article Analysis Project Due. See Assignments for details. A copy of the required article can be found in the "Course Documents" section of the class Blackboard Site.
- Print, read, and mark the online handout "Integrating Quotes into a Paper (MLA Style)" on the class web page. This may help with the Scholarly Article Analysis Project.

Thursday, February 6, 2020

- Read and mark pages 112-130 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." 5 points.
- Skim the entire MLA documentation style section (130-177). Put a bracket by the basic entry for a book, an online source, a source from an anthology, a source from a database, and MLA paper format.
- Bring *The Strange Case of Dr. Jekyll and Mr. Hyde* to class.

Tuesday, February 11, 2020

- Draft 1 of Paper #1 is due. Bring two copies to class. (5 points if 2+ pages, -5 if no paper)

- Post a copy in the "Jekyll/Hyde Draft 1" forum. See handout for instructions. (1 point if posted, -5 if not)
- Sign up for a conference with me via Starfish. See Handouts section for instructions on how to set
- Today is the last day to drop the course before the withdrawal period starts.

Thursday, February 13, 2020

- No Class. Required conferences. Post a copy of the revised draft in the "Paper 1: Conference Draft" discussion board forum. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Bring a clean copy of a revised draft of your paper using the peer review and class activities from Wednesday as a guide. (5 points if revised, -5 if same copy as Monday's draft)
- Post the revised copy in the "Jekyll/Hyde Conference Draft" forum. See handout for instructions. (1 point if posted, -5 if not)

Tuesday, February 18, 2020

- NO CLASS (Dr. Halbert will be at an academic conference)

Thursday, February 20, 2020

- NO CLASS (Dr. Halbert will be at an academic conference)

Tuesday, February 25, 2020

- No Class. Required conferences. Post a copy of the revised draft in the "Paper 1: Conference Draft" discussion board forum. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Bring a clean copy of a revised draft of your paper using the peer review and class activities from Wednesday as a guide. (5 points if revised, -5 if same copy as Monday's draft)
- Post the revised copy in the "Jekyll/Hyde Conference Draft" forum. See handout for instructions. (1 point if posted, -5 if not)

Thursday, February 27, 2020

- Paper #1 Due. Post to the discussion board AND to the dropbox. See checklist in handouts for more details.
- NO CLASS (Dr. Halbert has a minor medical procedure, nothing to worry about)

Tuesday, March 3, 2020

- Read and mark Chapters 1-17 of *I Am Legend* (pages 1-147). 10 points.
- We will begin watching *28 Days Later*.

Thursday, March 5, 2020

- Read and mark Chapters 18-21 of *I Am Legend* (pages 147-170). You will complete the novel. Do not accidentally start reading the short stories that follow. The last words of the novel are "I am legend." 5 points.
- We will finish *28 Days Later*.

Tuesday, March 10, 2020

- Download, print, and mark a copy of "Monster Theory (Seven Theses)." **WARNING:** This essay is very difficult. I strongly urge you to break it up over Monday and Tuesday night. 10 points.
- *Bring I Am Legend* to class.

Thursday, March 12, 2020

- Download, print, and mark a copy of *The Horror Film* (Chapter 9: "Slashers and Postslashers") from the course documents section of the class web page. 5 points.

Tuesday, March 17, 2020

- NO CLASS: Spring Break

Thursday, March 19, 2020

- NO CLASS: Spring Break

Tuesday, March 24, 2020

- Download, print, and mark a copy of "It's Alive, I'm Afraid" from *The Monster Show* in the reading packet. 5 points.
- Bring *A Pocket Style Manual* and all the photocopied essays with you to class.

Thursday, March 26, 2020

- First Draft of Paper #2 Due. Bring a clean copy to class. (5 points if 3+ pages, -5 if no paper)
- Post a copy in the "Paper #2 Draft 1" forum. See handout for instructions. (1 point if posted, -5 if not)

Sunday, March 29, 2020

- NO CLASS: We do not meet on Sundays.
- Last day to withdraw without faculty signature

Tuesday, March 31, 2020

- Final Draft paper #2 Due. See Checklist for Paper #2. 200 points.
- Post a copy of the paper in the "Paper #2 Final Draft" forum. (1 point if posted, -5 if not)
- Post a copy of the paper to the Dropbox for Paper #2 (this copy will be graded).

Thursday, April 2, 2020

- Library Orientation Day. Meet in the library in South Hall. Sign in for credit. Today's class is worth 10 points.
- Complete Research Paper Prewriting. Post a copy to the discussion board and bring a copy to class.

Tuesday, April 7, 2020

- Library research day. Sign in with Dr. Halbert in the library.

Thursday, April 9, 2020

- Library research day. Sign in with Dr. Halbert in the library.

Tuesday, April 14, 2020

- Annotated Bibliography assignment due. See description in Handouts and the sample bibliography. Post a copy to the Research Bank discussion board forum and to the dropbox. WARNING: every semester two or three students flunk the course because they forget to submit this assignment. Don't be that student. (50 points)
- Two-minute presentations.

Wednesday, April 15, 2020

- NO CLASS: We do not meet on Wednesdays.
- Last day to withdraw with faculty signature

Thursday, April 16, 2020

- No Class. Required conferences. Post a revised copy in the "Research Paper: Conference Draft" Discussion Board forum. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Bring a clean copy of a complete draft of your paper, including MLA works cited page) using the peer review and class activities from the previous class as a guide to revision. (5 points)
- First day to withdraw with Vice President of Academic Affairs approval

Tuesday, April 21, 2020

- NO CLASS: Dr. Halbert will be at an academic conference.

Thursday, April 23, 2020

- No Class. Required conferences. Post a revised copy in the "Research Paper: Conference Draft" Discussion Board forum. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Bring a clean copy of a complete draft of your paper, including MLA works cited page) using the peer review and class activities from the previous class as a guide to revision. (5 points)

Tuesday, April 28, 2020

- NO CLASS: Dr. Halbert will be running a polling station

Thursday, April 30, 2020

- No Class. Required conferences. Post a revised copy in the "Research Paper: Conference Draft" Discussion Board forum. Conferences are held in my office, PH 441. (1 point if you come, -10 if you miss conference)
- Bring a clean copy of a complete draft of your paper, including MLA works cited page) using the peer review and class activities from the previous class as a guide to revision. (5 points)

Tuesday, May 5, 2020

- Last Class.
- Final Draft paper #3 Due. See Checklist for Paper #3. 300 points.
- Post a copy of the paper in the "Paper #3 Final Draft" forum. (1 point if posted, -5 if not)
- Post a copy of the paper to the Dropbox for Paper #3 (this copy will be graded).

- Post a copy with all personal identification removed in the “Assessment Copy of Final Research Paper” Dropbox.

Monday, May 11, 2020

- NO CLASS: we don't meet after the 4th
- Last day to submit major paper rewrite. Email the paper to Dr. Halbert with a subject line: “ENG 101 Major Paper Rewrite from [Insert name]”

END OF SEMESTER INFORMATION:

- There is no final exam in this course. Log into the portal and visit the [Spring 2020 Final Exam schedule](#) for your other courses (or [departmental exams](#) in some cases).
- Final Grades are due May 14, 2020 by 11:59PM. If I complete them before the deadline, I will email the class. Please do not email me directly without checking to see if I have announced that Final Grades have been posted.
- Please check your Montco email every day after our last class until I announce that the Final Grades are posted: if there is an issue with your grades, I will email you to try and resolve it, and your prompt response would be helpful to both you and me.
- I strongly urge all students to attend the final class meeting of not just this course but all your courses.