

ENG 102 IWF:: ENGLISH COMPOSITION II—SPRING 2023

DR. HAROLD WILLIAM HALBERT

TTh 10:10 AM to 11:35 AM South Hall 208



Montgomery County
Community College

Office Phone: 215.641.6371 (email preferred) Website: http://www.halhalbert.com	Email: hhalbert@mc3.edu or hhalbert@gmail.com
Office Hours: Blue Bell: Parkhouse 441 MW 12:30 PM to 1:15 PM F 12:30 PM to 1:00 PM Pottstown: South Hall 228, Cubicle G TTh: 11:45 AM to 12:15 PM Additional appointments can be schedule individually via email request. I can do online office hours as well.	Writing Center Hours: Blue Bell Campus: MW 1:30 PM to 2:30 PM

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:

10. 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 on 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 Pocket Style Manual* (8th Edition)—Hacker and Sommers
- *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

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
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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; 5 th 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.

GRADED DESIGNATIONS			INSTITUTIONAL GRADING SCALE	
GRADES	QUALITY POINTS	DEFINITION	GRADES	NUMERICAL EQUIVALENCIES
A	4.00	SURPASSES EXPECTATIONS	A	93-100
A-	3.67		A-	90-92
B+	3.33	ABOVE EXPECTATIONS	B+	87-89
B	3.00		B	83-86
B-	2.67		B-	80-82
C+	2.33	MEETS EXPECTATIONS	C+	77-79
C	2.00		C	70-76
D	1.00	BELOW EXPECTATIONS	D	60-69

F	0.00	ACADEMIC FAILURE	F	0-59
XF	0.00	ACADEMIC MISCONDUCT	XF	0.00

Be advised that *you must complete all major papers and in-class essays 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 graded major paper 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.

TURNING IN ROUGH DRAFTS

For each major paper, we will write a complete rough draft and then a final draft. Each draft needs to be uploaded to the Discussion Board in Blackboard with the paper both copied and pasted AND attached as a file. One purpose of this upload is to create a backup file of your paper should your computer/storage device crash. The other is so that you can read the works of others to see other approaches to the same writing task you are facing. In-person classes also requires a printed copy for others to read. While stealing the words or ideas of others in the class will result in a plagiarism charge, stealing someone's style or rhetorical moves isn't: most strong writers at some point have looked at the works of others as guides on how to write.

TURNING IN MAJOR PAPERS

When the final draft of a major paper is due, you will need to do the following:

- Submit the paper to the appropriate dropbox on Blackboard as either an MS Word, Pages, or Rich Text Format file. When required, a works cited page should be included in the same file. ***This file is what will actually be graded, so make sure it matches the same final version that you submitted in hardcopy.*** You must allow SafeAssign to work on your paper. You may receive a zero on your paper if you do not enable that option.
- Post a copy to the discussion board in the "Final Draft" forum.

I will mark the first draft extensively for two reasons: to give you clear guidance should you choose to submit the [optional major paper rewrite](#) and for you to use as a guide on what to improve in subsequent drafts. Other major papers will receive fewer comments since they generally repeat issues from the first paper. The final paper will not receive any written comments unless you explicitly request it since they will be submitted at the end of the semester.

EMAIL and 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.

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.

COLLEGE POLICIES

All [College Policies](#) must be followed and are a binding part of this syllabus. Of particular note are the [Student Code of Conduct](#) (which deals largely with behavior) and the [Student Academic Code of Ethics](#) (which deals academic honesty issues). You are also responsible for the [Acceptable Use of Technology policy](#).

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 policy](#).

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 <http://www.mc3.edu/about-us/policies/8581>

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. Please see the [Student Code of Conduct policies and procedures for more information](#).

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 at <https://www.mc3.edu/about-mccc/policies-and-procedures/students-with-disabilities>.

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 **Tuesday, March 28, 2023**, deadline) or an automatic F in the course (after the **Tuesday, March 28, 2023**, 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 on the [Registration Calendar](#).

Should you wish to withdraw from the course, the deadline to withdraw without my signature is Tuesday, March 28, 2023. If you do not formally withdraw, you will receive an F for the course even if you stop attending. ***After Tuesday, March 28, 2023, 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 13, 2023. After that, all requests to withdrawal must be made directly to the Dean of Arts and Humanities.

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.

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: [Tutorial Services hours and services](#). Please note that Tutorial Services houses the Writing Center where faculty-tutors are more than happy to assist with revising papers.

UPDATES TO SYLLABUS:

As the semester unfolds, Dr. Halbert may have to adjust the syllabus due to unforeseen circumstances. Such changes will be announced in class and via Blackboard: once they are announced on Blackboard, students must update their personal copies of the syllabus/daily assignments and are to be held to the new syllabus due dates. Dr. Halbert will make every effort to not change major assignments (papers, tests, in-class essays, etc.) even when changes are needed out of respect for those folks who plan ahead, but he reserves the right to do so if no other options are available.

BASIC NEEDS SUPPORT:

Any student who has difficulty accessing resources to meet their basic needs i.e. safety, food and/or stable housing and believes this may affect their performance in the course, is urged to contact Wellness@mc3.edu

KEY ONLINE RESOURCES AT THE COLLEGE

You may find the following resources helpful here at Montgomery County Community College:

- [MCCC's Library Resources](#)
- [Registration Calendar](#)
- [Academic Calendar](#)
- [Spring 2023 Final Exam Schedule](#)
- [Acceptable Use of Technology policy](#)
- [Student Success Resources](#)
- [Wellness Resources](#) (physical and mental health resources)

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 Composition 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

Note: the bulleted items immediately below a date are due on that date.

Thursday, January 19, 2023

- First day of class.
- Tuesday, January 24, 2023 Read the instructions and complete the Contact Information handout (See Handouts page).
- Read the instructions and complete the Student Contract handout (See Handouts page).
- Read and mark "How to Really Read This Book" (in Course Materials)
- 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)
- Read the instructions and complete the "Introduce Yourself" assignment (See Assignments page).
- Last day to add without faculty signature.

Thursday, January 26, 2023

- 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, January 31, 2023

- Scholarly Article Analysis Project Due. See Assignments for details. A copy of the required article, "Twins, Twinship, and Robert Louis Stevenson's *Strange Case of Dr. Jekyll and Mr. Hyde*," can be found in the "Course Documents" section of the class Blackboard Site.
- Read, and mark the online handout "Integrating Quotes into a Paper (MLA Style)" on the class web page (either print a copy or save a copy from the web and mark in MS Word). This may help with the Scholarly Article Analysis Project.

Thursday, February 2, 2023

- Read and mark pages 108-131 in A Pocket Style Manual ("Supporting a Thesis," "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: "Citing quotations and borrowed idea," "Be a responsible research writer," "Using the ellipsis mark," "Using brackets," "setting off long quotations," and "Using signal phrases." 5 points.
- Skim the entire MLA documentation style section (132-186). Put a bracket by "Author named in a signal phrase" in-text citations, the basic works cited entry for a "single author" book, an online source, a source from an anthology, a source from a database, and MLA paper format.
- Sign up for a conference with me via Starfish. See Handouts section for instructions on how to do this. You can only sign up for one conference.
- Bring *The Strange Case of Dr. Jekyll and Mr. Hyde* to class.

Tuesday, February 7, 2023

- Draft 1 of Paper #1 is due (5 points if complete; -5 if not done). Make sure it is posted to the discussion board in the "Jekyll and Hyde Paper: Draft 1" forum: others will need to read your paper in class today.
- Last day to drop a course (15-week Classes)

Wednesday, February 8, 2023

- NO CLASS: We do not meet on Wednesdays

- Withdrawal without signature period starts.

Thursday, February 9, 2023

- No Class. Required conferences. Post a copy of the revised draft in the "Paper 1: Conference Draft (draft 2)" discussion board forum prior to your conference so I can read it. (1 point if you come, -10 if you miss conference)
- The paper should be complete and revised based on your peer review and your own editing efforts.

Tuesday, February 14, 2023

- No Class. Required conferences. Post a copy of the revised draft in the "Paper 1: Conference Draft (draft 2)" discussion board forum prior to your conference so I can read it. (1 point if you come, -10 if you miss conference)
- The paper should be complete and revised based on your peer review and your own editing efforts.

Thursday, February 16, 2023

- Draft 3 of Paper #1 is due (5 points if complete; -5 if not done). Make sure it is posted to the discussion board in the "Jekyll and Hyde Paper: Draft 3" forum: others will need to read your paper in class today.

Tuesday, February 21, 2023

- Paper #1 Due. Post to the discussion board AND to the dropbox. See checklist in Assignments for more details.
- We will complete the "Note to Dr. Halbert on Paper #1" in class.

Thursday, February 23, 2023

- Read and mark Chapters 1-17 of *I Am Legend* (pages 1-147). 10 points.

Tuesday, February 28, 2023

- 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.

Thursday, March 2, 2023

- Watch and take notes on *28 Days Later* ([Click here for streaming options](#)).

Tuesday, March 7, 2023

- Read 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 due to difficulty.

Thursday, March 9, 2023

- Read and mark a copy of *The Horror Film* (Chapter 9: "Slashers and Postslashers") from the course documents section of the class web page.
- Read 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.
- Sign up for a conference with me via Starfish. See Handouts section for instructions on how to do this. You can only sign up for one conference.

Tuesday, March 14, 2023

- NO CLASS: Spring Break

Thursday, March 16, 2023

- NO CLASS: Spring Break

Tuesday, March 21, 2023

- First Draft of Paper #2 Due. Post a copy in the "Paper #2 Draft 1" forum before class starts so that others can read your paper. (5 points if 3+ pages, -5 if no paper)

Thursday, March 23, 2023

- No Class. Required conferences. Post a copy of the revised draft in the "Paper 2: Conference Draft (Draft 2)" discussion board forum prior to your conference so I can read it. (1 point if you come, -10 if you miss conference)
- The paper should be complete and revised based on your peer review and your own editing efforts.

Tuesday, March 28, 2023

- No Class. Required conferences. Post a copy of the revised draft in the "Paper 2: Conference Draft (Draft 2)" discussion board forum prior to your conference so I can read it. (1 point if you come, -10 if you miss conference)
- The paper should be complete and revised based on your peer review and your own editing efforts.
- Withdrawal without signature period ends.

Wednesday, March 29, 2023

- NO CLASS: We don't meet on Wednesdays.
- Withdrawal with signature period starts.

Thursday, March 30, 2023

- Third Draft of Paper #2 Due. Post a copy in the "Paper #2 Draft 3" forum before class starts so that others can read your paper. (5 points if 3+ pages, -5 if no paper)

Tuesday, April 4, 2023

- Paper #2 Due. Post to the discussion board AND to the dropbox. See checklist in Assignments for more details.

Thursday, April 6, 2023

- Library Orientation. 5 points instead of 1 for attendance.
- Complete prewriting assignment and post to "Research Paper: Prewriting" discussion board forum. Make sure your subject line clearly identifies the topic.

Tuesday, April 11, 2023

- Library Research Day.

Thursday, April 13, 2023

- Annotated Bibliography assignment due. See description in Assignments section 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. Everyone who goes today gets an extra point. Everyone is required to be prepared to give the presentation.
- Withdrawal with faculty signature ends.

Friday, April 14, 2023

- NO CLASS: We do not meet on Fridays.
- Withdrawals now require approval from Academic Affairs.

Tuesday, April 18, 2023

- First Draft of Research paper due. Post at least 3 pages in the "Research Paper: Draft #1" Discussion Board forum prior to class so that. (5 points if 3+ pages, -5 if not posted by class time).
- Two-minute Presentations overflow.
- Sign up for a conference with me via Starfish. See Handouts section for instructions on how to do this. You can only sign up for one conference.

Thursday, April 20, 2023

- No Class. Required conferences. Post a revised copy in the "Research Paper: Conference Draft (Draft 2)" Discussion Board forum. (1 point if you come, -10 if you miss conference)
- The complete draft of your paper should include an MLA works cited page and use and previous class activities as a guide to revision.

Tuesday, April 25, 2023

- No Class. Required conferences. Post a revised copy in the "Research Paper: Conference Draft (Draft 2)" Discussion Board forum. (1 point if you come, -10 if you miss conference)
- The complete draft of your paper should include an MLA works cited page and use and previous class activities as a guide to revision.

Thursday, April 27, 2023

- Third Draft of Research paper due. Post a full draft with a full works cited in the "Research Paper: Draft #3" Discussion Board forum prior to class so that. (5 points if complete w/ works cited pages, -5 if not posted by class time).

Tuesday, May 2, 2023

- Last class day for this section of the course.
- Research Paper Due (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).
- We will do several activities designed to add points to your course total.
- Last day to resolve missing readings and assignments.

Monday, May 8, 2023

- Optional Major Paper Rewrite of Paper #1 due. Submit to Dropbox and email to Dr. Halbert with a subject line "Major Paper Rewrite for ENG 102."

End of Semester Reminders:

- There is no final exam in this course.
- Always attend the last day of class for each of your courses.
- Check your MC3 email every day of exams until the professor lets you know the grades have been submitted. If there is an issue, your professor will email you to try to resolve the issue, but if you don't check your email, you may not have your issue addressed, resulting in a lower grade or even a failure for the course.

- Professors must submit grades no later than 11:59 PM on Thursday, May 11, 2023.
- Don't email your professor to see if the grades are done: he will email the class when they are finalized.