

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ENGL 299

Course Title: Composition II-H

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): 3

Effective Date: Summer 2013

Assessment Goal Per Outcome: 80%

COURSE DESCRIPTION

English Composition II-H is a continuation of English Composition ENGL 101 and substitutes for English Composition ENGL 289. It emphasizes individual study in which the honor student writes three documented papers in three different fields. An instructor in the respective field evaluates the content of each paper. The student also reads significant literary works and prepares writings on each. The student also learns to write a persuasive letter.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

The student must complete English Composition ENGL 101 and be a member of the Honor Program or have approval from an English instructor.

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES

Core Outcomes (Outcomes one through three were developed as part of the Kansas Core Outcomes Project and are included as adopted. *Outcomes four through seven were added by NCCC faculty.):

At the end of this course, a student should be able to do the following:

1. Maintain and continue to improve learning outcomes from Composition I.
 - A. Produce writing for specific purposes and audiences as required by various writing situations.
 - B. Integrate their own ideas with those of others.
 - C. Practice ethical means of creating their work.
 - D. Employ conventions of format, structure, voice, tone, and level of formality appropriate to the writing situation.
 - E. Demonstrate flexible strategies for prewriting, developing, drafting, revising, editing, and proofreading.
 - F. Critique own and others' work.
 - G. Control syntax, grammar, punctuation, and spelling.
2. Develop and employ a research writing process, which calls for a series of tasks including finding, evaluating, analyzing, synthesizing and citing appropriate primary and secondary sources
 - A. Demonstrate collegiate-level methods of research.
 - B. Analyze and evaluate sources for reliability and bias.

- C. Identify differences between primary and secondary sources.
 - D. Synthesize information from primary and secondary sources into a cohesive research paper.
 - E. *Demonstrate accurate and acceptable paraphrasing, summarizing, and quoting techniques.
 - F. *Demonstrate the ability to utilize accurate MLA and APA style internal citations.
 - G. *Produce an accurately formatted MLA and APA style works cited page.
 - H. * Explain plagiarism and its consequences.
 - I. * Assess sources for accuracy, recency, and validity.
 - J. *Identify supporting sources and counterargument.
 - K. *Utilize research tools such as the Internet and library
3. Demonstrate that different rhetorical situations require different structural, stylistic, and mechanical conventions.
 4. *The student will utilize library research in varied academic areas.
 - A. Demonstrate the ability the write in at least three fields of research.
 - B. Demonstrate the ability to take advice from experts and incorporate the ideas into a paper as necessary.
 - C. Critique literature according to the basic elements (character, plot, theme, setting, symbol, tone, and point of view).
 - D. Use sources to support an assessment of literature.
 5. *The student will produce organized, informative, convincing research papers, using both MLA and APA.
 - A. Demonstrate outlining techniques.
 - B. Utilize various organizational patterns.
 - C. Select and narrow topics according to audience and assignment length.
 - D. Utilize effective transitions.
 - E. Develop a clear thesis statement.
 - F. Develop clear topic sentences.
 - G. Create effective introductions.
 - H. Create effective conclusions.
 - i. Integrate quotes, paraphrases, and summaries into writing.
 6. *The student will learn to analyze critically, to analyze logically, and to express his/her judgments
 - A. Identify weaknesses and strengths in writing.
 - B. Identify punctuation, grammar, and citation errors.
 - C. Identify citation errors.
 7. *The student will produce an organized, convincing persuasive letter and resume.
 - A. State a personal opinion and clearly identify the issue.
 - B. Make three or four points with clear evidence.
 - C. Summaries personal opinion in a strong concluding statement.
 - D. Sentences and paragraphs are complete, well written, and varied.
 - E. The choice of words is clear, descriptive, and accurate.
 - F. There is a consistent persuasive tone in the letter.
 - G. Contains few, if any, punctuation, spelling, or grammatical errors.

MINIMUM COURSE CONTENT

1. The student will write three research papers on topics selected from the following fields: social sciences, behavioral sciences, humanities, liberal arts, natural sciences, business, and technology.
2. The student will prepare at least two critical, interpretative reports on works of literature.
3. The student will write a persuasive letter and resume.

Persuasive Letter/Resume

Research Paper Writing

Finding and Narrowing a Topic

Conducting Research

Finding Sources

Using Sources

Evaluating Sources

Creating a Bibliography

Taking Notes

Avoiding Plagiarism

MLA and APA Citation

Creating a Thesis

Outlining

Integrating Information

Writing an Introduction

Writing a Conclusion

Evaluating a Draft

Revising a Draft

Assembling the Final Paper

Critical, Interpretative Reports

Writing about Literature

Active Reading

Annotating

Interpretation

Elements of Literature

Literary Analysis

Avoiding Plot Summaries

Supporting Points

Evaluating Critical Writings

Integrating Support from the Text

Formatting Quotes

Avoiding Plagiarism

Creating a Paper

Creating a Thesis

Writing an Outline

Writing the Paper

Paper Evaluation

Spotting Grammar, Punctuation, and Citation Errors

Evaluating for Clarity
Evaluating Coherence
Evaluating Development

Research Paper 1
Research Paper 2
Research Paper 3

Critical Paper 1

Critical Paper 2

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The content of research papers will be read and evaluated by an instructor in the academic field in which the particular paper is written. An English composition instructor will evaluate the organization, form, grammar, usage, and mechanics of the papers.

The English composition instructor will also evaluate the critical, interpretative reviews and the resume and persuasive letter

Persuasive Letter/Resume 10%

Paper 1---10%

Paper 2---20%

Paper 3-- 30%

Critical Review 1 10%

Critical Review 2 10%

Homework, Quizzes, and Participation 5%

Grade Scale

90-100 A

80-89 B

70-79 C

60-69 D

0-59 F

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course

will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

ATTENDANCE POLICY

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES