

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: ENGL 289

Course Title: Composition II

KRSN: ENG 1020
(Kansas Regents Shared Number)

Please visit the Kansas Board of Regents website for more information.

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 2016

Assessment Goal per Outcome: 70%

COURSE DESCRIPTION

Constructive writing is continued from Composition I with a focus on the incorporation of research into one's prose by utilizing discipline appropriate citation guidelines. Readings from various disciplines are used to acquaint students with diverse opinions and to encourage them to organize their own ideas on a variety of topics. Practice in effective writing and development of an adequate vocabulary are emphasized.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

English Composition I

TEXTS

The official list of textbooks and materials for this course is found on [myNeosho](http://www.neosho.edu/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

1. Compose persuasive or informative texts acknowledging the expectations of specific audiences.
 - Compose source-supported essays that illustrate critical analyses of various texts.
2. Apply research strategies including finding, evaluating, analyzing and synthesizing sources.
 - Demonstrate collegiate-level methods of research.
 - Analyze and evaluate sources for reliability and bias.
 - Identify differences between primary and secondary sources.
 - Synthesize information from primary and secondary sources into a cohesive research paper.
3. Employ an appropriate style for citing and listing sources.
 - Demonstrate accurate and acceptable paraphrasing and summarizing techniques.
 - Demonstrate the ability to utilize accurate internal citations according to the guidelines set forth by the Modern Language Association (MLA), the American Psychological Association (APA), and *The Chicago Manual of Style* (CM).
 - Produce accurately formatted works cited pages following the guidelines set forth by MLA, APA, and CM.
4. Demonstrate the ability to read and think critically about texts.
 - Compose source-supported essays that illustrate critical analysis of various texts.

MINIMUM COURSE CONTENT

The following topics must be included. However, the course is not limited to these topics. The order of topics is up to the discretion of the instructor.

I. Writing for the Professional World

- A. Cover letter
- B. Resume

II. The Interaction of Reading and Writing Processes

- A. Reading selections from various disciplines
- B. Writing compositions developed from the readings

III. Documentation Methods

- A. Modern Language Association
- B. American Psychological Association
- C. *The Chicago Manual of Style*

IV. Research Papers

- A. Prewriting Stage
 - 1. Choosing a topic
 - 2. Researching
 - 3. Reading sources
 - 4. Developing a working bibliography
 - 5. Forming a preliminary plan with tentative thesis statement
- B. Writing Stage
 - 1. Taking notes
 - 2. Drafting
 - 3. Outlining
- C. Revising Stage
 - 1. Revising outline and thesis
 - 2. Revising text
 - 3. Editing of revised text
 - 4. Composing final drafts with outlines and works cited sections formatted according to guidelines set forth by MLA, APA, and CM
 - 5. Assembling final paper

V. Vocabulary Building

- A. Building vocabulary from roots and prefixes
- B. Acquiring new vocabulary words

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

The student's performance in the course is evaluated on writing activities, with major consideration given to compositions and vocabulary tests. A minimum of three papers incorporating research with a cumulative total of at least 4,000 words, not counting works cited pages or outlines, is required. For each research paper, students will submit written representation of each of the steps of the research, writing, and documentation process. Besides the composition of the final draft of the paper, these steps include at a minimum the following: choosing a topic, developing a working bibliography,

composing an outline, and composing a works cited page. Failure to complete any step may result in the reduction of the final grade of a composition. All work completed for this class must be original to the course and not something turned into past courses or completed in conjunction with any other course without the written approval of the instructor.

Grades will be based on the following percentages for face-to-face sections:

Research Papers: 50%
Cover Letter and Resume: 20%
Vocabulary Tests: 15%
Quizzes and Homework: 5%
Final Exam: 10%

Grades will be based on the following percentages for online sections:

Research Paper: 50%
Cover Letter and Resume: 15%
Discussion Forum: 10%
Vocabulary Tests: 10%
Quizzes and Homework: 5%
Final Exam: 10%

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