

**EGL 102
Composition II**

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REQUIRED TEXT

Hacker, Diana. *A Writer's Reference*. 8th ed. Boston: Bedford/St. Martin's, 2015.

COURSE DESCRIPTION AND PURPOSE

A continuation of Composition I, this course is designed to develop the critical skills of argumentation in part through the study of selected essays, to develop the skill to write an effective research paper, and to provide a thorough understanding of the short story.

COURSE POLICIES—these policies apply to all students.

SILENCE ALL ELECTRONIC DEVICES BEFORE YOU ENTER THE CLASSROOM.

You will conduct yourselves as adults in this class. To remain in this class, you must behave maturely, courteously, and responsibly. Bring your text to class, be attentive, take detailed notes, and actively participate. It is your responsibility to be aware of the class schedule. If you engage in the following activities, I reserve the right **to drop you from this class**:

- treat other class members rudely
- use your cell phone for any purpose
- disrupt class in any way
- come to class unprepared
- read outside materials
- sprawl on your desk
- hold a private conversation
- pack to leave before I dismiss class
- sleep
- write, pass, or read personal notes
- study for other classes
- groom yourself
- wear earphones, ear buds, or Bluetooth devices (even in one ear or around your neck)
- wear sunglasses
- draw in your notebook
- act in any other childish way

Finally, do not turn to look at the clock. I know how to tell time and will let you know when class is dismissed. If you are bored, drop the class. I reserve the right to extend this list if an unanticipated form of unacceptable behavior arises. I hope we will have some fun in class, but I will not tolerate the above behaviors. **This is the only warning on this matter.** Furthermore, I am not going to put up with immature people who don't want to do assigned work, so if you fall into that group, you will be better off dropping this class today.

Required supplies that must be brought to every class meeting include a folder or three ring binder, paper, pens (dark blue or black ink only), any materials pertinent to the current assignment, and your text. You will also need access to a good dictionary. This list is subject to revision if our needs change.

ATTENDANCE

Attendance requires more than simply being in the classroom. Being in attendance means that you are paying attention, taking notes, participating in discussions, preparing for class as instructed, and completing assignments on time and as assigned. Attendance, which is solely your responsibility, is essential to doing well in this course, **so attend every class if you want to succeed**. Lack of attendance will show in the diminished quality of your work, and your work will be rewarded accordingly; **I will lower your grade at my discretion for poor class attendance and participation**. Participation is measured by successfully completing in-class activities, and **you must be present for the entire class period** and complete the required activity—this includes peer editing. **Students who miss three or more classes before midterm will be dropped at midterm**. However, when absences are unavoidable, you are solely responsible for finding out what you missed and in-class writings and quizzes cannot be made up. Furthermore, I will not repeat instruction given during your absence. **If you must miss more than one class in the same week, contact your professors. If you miss two or more classes in a row, I will not accept your work until we discuss the situation; I don't distinguish between excused and unexcused absences**. Furthermore, you will arrive on time and be ready for class when it begins, and you will stay the entire class period. If you must come late or leave early, discuss it with me beforehand when possible. If you arrive late without prior notice, see me at the end of class or you will be counted absent. Regardless of details, **late arrivals and early departures are rude and disruptive and count as half of an absence and will count toward absences for midterm dismissal from the class. Additionally, frequent late arrivals, early departures, or excessive absences will be grounds for dismissal from the class. Furthermore, each absence after the fifth, at any time in the semester, will cost you one full letter grade on your final grade for the semester**—this class is part of a schedule of your design, so make a commitment to this class or go elsewhere today. Finally, you must be an active member of this class before I will accept your essays, so keep track of your absences.

If you or your family have a vacation planned during this semester that will interfere with attendance, drop this class or don't go on the trip.

COURSE WORK

All assignments must be turned in to pass this course. You will write three major assignments over the course of the semester. When an assignment is made, you will begin writing that assignment by the next class period, and you will bring all drafts and other pertinent materials to each class meeting. **Peer editing drafts will be required for each assignment and should be at least two full pages in length—short drafts will receive lower grades. If two copies of your peer draft are not brought to class on the assigned date, the grade assigned to the submission draft will be lowered by 10%. A separate Essay Submission Procedure/Peer Editing instruction sheet will be given to you, and it will be considered part of this policy statement**. There will also be in-class writings as well as quizzes and tests. Some of these assignments will require you to become more familiar with documentation of outside sources and with the services provided by the campus library. Library staff members are a major resource in a successful college career. Also, take advantage of the Writing Center on the lower level of the campus library. Writing Center staff members are skilled teachers—a resource that shouldn't be overlooked. We will read from our text as well as several outside sources, and **you will prepare for these as detailed in class. If you fail to prepare as instructed, you will be removed from class for the day, and you will be marked absent for the day**. These readings will be designed to give us a look into the experiences of other writers and to help us see our connection to the greater world outside our own experiences. **Save**

all graded materials when returned. Retaining these materials will be important for some students for the final assignment, which will allow you to revise a previous assignment.

Unless otherwise noted, all drafts will be composed on a computer and printed to hand in. Composing on computer requires the use of flash drives or other portable storage devices. I recommend the use of quality flash drives such as SanDisk Cruzer Glide. **Save your files to at least two flash drives or other devices.** Computer, printer, or disk problems, missing computer files or printed documents, and college activities do not constitute valid reasons for missing a deadline; your assignment will simply be late. **Save all graded essays and quizzes** when they are returned to you. **Handwritten copies will not be accepted unless you have a condition that has been documented by LLCC staff and that prevents use of a keyboard. Emailed essays will not be accepted for any reason.** If you fail to turn in an assignment because you haven't been coming to class, your best bet will be to drop the class. Furthermore, if you haven't been attending class regularly, I reserve the right to NOT accept your essay submissions. Late essays will be lowered in grade at my discretion if I choose to accept them. **Have your notebook open and be ready to take notes each day when class begins, and re-read your notes to remember what we did in class.** Record your grades, absences, late arrivals and early departures on the first page of your notebook for this class. You should keep a separate notebook for each class you attend. Notes will be taken in writing with pen and paper—no laptops or other electronic devices.

Unless otherwise instructed, all reading will be engaged in with Active Reading (also called Critical Reading). Active reading is described on pages 71-76 of *A Writer's Reference*. Use these pages as your guide for all reading assignments this semester. **When reading is assigned for a designated class period, you must come with your reading properly annotated, or you will be dismissed from class for the day and will be counted as absent.**

CONFERENCES

Students may schedule a voluntary conference for Assignment 2. If you schedule a conference and later decide that you can't keep the appointment, call, email, or stop by my office to cancel. **However, do not simply fail to show up without contacting me, or your essay's grade will be lowered 10%.** When you come to a conference, come prepared to make your time with me count. If you want me to quickly read your draft, bring two copies to facilitate a discussion concerning your essay. If you want to ask questions, bring a written list of questions, and be prepared to take notes.

PLAGIARISM/ACADEMIC INTEGRITY

Be sure to read Lincoln Land's policy concerning these issues as presented in the current catalog. Cheating, lying, attempted intimidation, and plagiarism have serious consequences in this course, and any one of these actions could result in your dismissal from the course. Simply put, plagiarism consists of presenting someone else's work as your own. Copying and pasting from a source, for example, will automatically earn you an F for the semester. Since you survived EGL 101, you should be capable of the work you will be doing in this class, and the consequences for academic dishonesty in any form will be severe. **If plagiarism or other academic dishonesty is proven, a grade of F will be assigned for the semester, and the college will be notified of the incident, and may take additional steps in the matter.** If you don't know what plagiarism is, see me in my office or find out some other way. Ignorance will not be an acceptable defense. Finally, I will retain the original copy of any paper and/or other documentation for which plagiarism is proven.

WHAT STUDENTS SHOULD LEARN IN EGL 102

- Analyze, summarize and evaluate the main ideas of academic texts
- Select and correctly use the conventions of standard American written English
- Identify, evaluate and use elements of argument
- Choose effective rhetorical structures based on audience and purpose
- Identify, evaluate and use effective stylistic elements
- Assemble, evaluate, synthesize and use sources ethically (summary, paraphrase and quotation)
- Identify and use the conventions of MLA documentation and formatting

GRADING

Grades will be based on the four assignments, class preparation and participation, in-class writings, quizzes and tests, and other activities as described above. **Do not ask for "extra credit" or a grade of incomplete.** Your semester grade will be computed by adding all of your points and dividing by four. A detailed "grading criteria" can be found on my Web site; become familiar with its details. The following points scale will be used:

Assignment 1	100 points	Your Score _____
Assignment 2	100 points	Your Score _____
Assignment 3	200 points	Your Score _____
Assignment 4	100 points	Your Score _____
Total	500 points	Your Total _____

NOTICE

If you have a condition that has been documented at LLCC and that requires special accommodations, please let me know as soon as possible. I will help in any way I can. Also, problems sometimes arise which cannot be handled easily alone. If this happens to you, speak with someone who can help. Don't let things get out of hand before you look for assistance. If you want to speak with someone but don't know who to contact, see me, and I will assist you in making initial contact.

WEB SITE

The Web site noted at the top of the Policy Statement provides the only source for some class-related materials. Visit the site soon and explore all the links. From time to time you will be instructed to print and prepare documents from the site. Note that some materials on the site are presented behind a password. The password in all cases is mego. **No materials for this course appear on Blackboard.**

STAYING IN THE COURSE

By remaining in the course, you acknowledge that you have read and agree to follow all the policies covered in this document. If you cannot live with the class policy, you must drop the class or accept the consequences.

DROPPING THE COURSE

You are responsible for understanding LLCC's procedure for dropping a class. If you stop attending but don't follow the proper procedure for dropping a class, you will receive a failing grade. Also consider your financial aid package and insurance matters before you withdraw from a class.

SAFETY

Besides general security, campus police provide a variety of safety related services including escorting students to and from the parking lot. However, they are a professional police force and should be afforded appropriate respect. Phone: 786-2278 for non-emergency calls—786-2222 for emergencies.

RELIGIOUS ACCOMMODATION

If you must miss any class due to religious observance, you must notify your instructor at least ten college business days in advance in order to receive reasonable accommodations.

TITLE IX ACCOMMODATION

If a student has a disability that qualifies under the Americans with Disabilities Act (ADAAA) and requires accommodations, he/she should contact the Accessibility Services Office for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. In addition, Lincoln Land Community College does not discriminate against any student on the basis of pregnancy or pregnancy-related medical conditions. Pregnant students seeking accommodations should contact Accessibility Services immediately. Kim Eddings, Accessibility Services Coordinator Accessibility Services Office in the Center for Academic Success Sangamon Hall 0104 217-786-2599

LAST WORD

Don't wait until the semester is half over to become concerned with what your final grade will be. If you aren't concerned from the beginning, you will probably not end up with the results you desire. This is not high school, and you must perform at the college level to do well in this class. **My class is a whine-free zone, and I simply will not tolerate immature or rude behavior.** If changes occur in my office hours, or if errors exist in this policy statement, you will be notified. **Re-read this policy statement multiple times during the course of the semester.**

DATES OF INTEREST

January 16, 2018	Weekday classes begin
January 19, 2018	Last withdrawal date for tuition refund
January 19, 2018	Last day for adding classes
March 9, 2018	Mid semester
March 10-18, 2018	Mid-semester break (college closed)
March 19, 2018	Classes resume
March 27, 2018	Professional Development Day (no classes)

May 4, 2018	Last withdrawal date for W grade
May 11, 2018	Classes end
May 12-17, 2018	Final exams
May 18, 2018	Commencement

THE FOLLOWING TOPICS WILL NOT BE ACCEPTABLE FOR WRITING ASSIGNMENTS THIS SEMESTER—REVIEW THIS LIST CAREFULLY BEFORE STARTING EACH ASSIGNMENT.

- a Superbowl Game (or any other single sporting event)
- abortion
- ADD/ADHD or overprescribing
- affirmative action or quotas
- age of the Earth/humans co-existing with dinosaurs
- alternative energy or fuels
- animal rights/testing
- athletes/celebrities being overpaid
- autism
- cell phone issues
- cloning
- creatures of legend
- death penalty
- dreams/dreaming
- drinking age/drunk driving
- e-cigarettes
- electoral college
- end of the world theories
- English as America's official language
- euthanasia (mercy killing)
- evolution/creationism/intelligent design
- fad diets
- flag burning
- fast food
- gambling
- gun control/carry conceal
- hazing
- home schooling/prayer in school
- homeopathic medicines
- immigration
- Jack the Ripper, Marilyn Monroe, Tupac, Biggie, or Elvis
- legalization of marijuana for any reason
- media-induced violence or problems—**movies/ television/video games**
- near-death experience
- Nostradamus or other prophets
- obesity
- pollution
- Pledge of Allegiance
- right to die
- school uniforms/yearlong school
- school violence
- seatbelt/helmet laws
- serial killers
- sex education/abstinence only
- smokers'/non-smokers' rights/tobacco-related issues
- social media
- spanking
- spirits/ghosts/haunting
- stem cells
- steroids or related topics
- tanning
- the assassinations of Presidents Lincoln or Kennedy or any other topic that intends to prove a conspiracy
- the da Vinci Code
- the rainforest
- the Titanic
- the war on terror/Iraq
- topics which require religious "proof," or other unarguable topics
- traffic cameras
- UFOs, Atlantis, crop circles, faked Moon landing
- "In God we trust" on money
- vaccinations
- vaping
- zero tolerance

These topics have been restricted because they have been overused, or because they don't lend themselves well to academic argument. However, I do want to see a wide variety of topics, so if you have an idea that interests you, run it by me—you would be surprised by what has been approved in the past. Most importantly, choose socially significant topics of interest to you that will also challenge you as a writer. The easy way out is rarely profitable.