

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

ENG1002.E1 Composition & Literature
SPRING 2020

PROFESSOR INFORMATION:

Name: Dr. Jim Richey
Phone Number: 972-279-6511 ext. 210
Email Address: JRichey@Amberton.edu

COURSE INFORMATION:

ENG1002.E1 Composition & Literature
Level: Undergraduate
Beginning Date of Session: Saturday, March 14, 2020
Ending Date of Session: Thursday, May 21, 2020

Student access available to the Student Portal: Saturday, March 14, 2020.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

PREREQUISITE: ENG1001

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: *Literature and the Writing Process*
Author: Elizabeth McMahan, Susan X. Day, Robert W. Funk, and Linda S. Coleman
Publisher: Pearson
Year Published: 2017
Edition: 11th
ISBN: 10:or 13: 9780134163383
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents concepts for the development of expository writing skills, of library research skills, and of analytical skills used in reviewing and evaluating literature. Areas include analyzing literary works, generating ideas for writing about literary works, writing literary critiques, and preparing a research paper.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Analyzing a literary work to understand and evaluate it precisely.
2. Formulating a thesis for critical analysis and argumentation.
3. Analyzing a work according to the characteristics of a particular genre, including fiction, poetry, drama, and literary criticism.
4. Generating ideas concerning literary works through brainstorming, collaborative learning, and other means of creative thinking.
5. Developing a preliminary bibliography for restricting the subject of the literary analysis and for developing a thesis statement.
6. Developing strategies for active reading, including marking and annotating a text.
7. Taking notes and documenting quotations from resources derived from research.
8. Writing effective abstracts and paraphrasing secondary sources.
9. Writing an extended literary analysis based on information derived from research.
10. Documenting materials or ideas cited from secondary sources of information.
11. Distinguishing between plagiarism and the proper documentation of another's ideas and materials.
12. Distinguishing between appropriate uses and applications for different formats, such as APA and MLA.
13. Properly documenting parenthetical documentation and works cited.
14. Writing a research paper in an accepted format.
15. Editing and revising written documents.
16. Conducting on-line and computer-based research on literary topics.

COURSE POLICIES:

You will be required to check your Amberton email and messaging daily, and submit assignments or tests to me at least once a week. You will usually have at least a week to complete each assignment. Do not get too far ahead and do not think of the date and time as the due date; think of it as the last possible date and time I will accept it. Do not procrastinate! Expect the unexpected. "Murphy's Law" is always in place: "If anything can go wrong, it will go wrong." I will give you plenty of time to do each assignment. Please do not wait until the last minute to submit it to me. If you have computer problems etc., I will not be able to help you. Neither Amberton nor the professor guarantees your personal computer, electricity, or internet connection to function properly. Give yourself at least 24 hours (before the final due date) per assignment. Remember computers crash, cars break down, flash drives fail, etc. Plan for these things to happen! **Once the deadline date and time for the assignment or test has expired, I will not accept it late.**

Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:

Regular and punctual class attendance is expected at Amberton University. In case of absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. Ceasing to attend does not constitute official withdrawal.

Attendance in a Distance Learning course is defined as any submission to Moodle within the enrollment dates of the course, any required submissions outside of Moodle within the enrollment dates of the course, or initiating any communication with your professor regarding an academic assignment. A student in a Distance Learning course is required to actively participate in the course and submit course assignments timely as described in the course syllabus. A student not meeting these requirements may be dropped at the discretion of the professor and Amberton administration.

Plagiarism Policy

Plagiarism is using another person's work as your own. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

COURSE OUTLINE AND CALENDAR:

(You have until the day and time (Central Standard Time) listed on the assignment to submit the work to me in Moodle as a Word (.doc) attachment. Points will be deducted if this is not the case. Each assignment should be submitted in chronological order during each availability period. It is also extremely important to check your class email and messages daily.

Below is a list of assignments/tests and the corresponding deadline dates for all graded work in this class. You may submit your assignment or test anytime between the respective availability dates for each assignment. Note all deadlines are on Central Standard Time

Week	Topic	Assignment	Competencies Covered	Due Date
1	Student Introductions and read chapters	Discussion Board Post AND Submission in Moodle	15, 4, 6	3/23/20
2	Literary Elements	Literary Elements Quiz	5, 6, 7, 8, 9, 10, 16	3/30/20
3	Short Stories/ Literary Analysis	Short Story/ Literary Analysis Essay	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16	4/06/20
4	APA Style and Research Topic Assignment	Discussion Post	4, 6, 15, 16	4/13/20
5	APA Research Paper	APA Research Paper (Peer Review)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16	4/20/20
6	APA Research Paper	APA Research Paper (TEST)	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16	4/27/20
7	Poetry Unit 1	Poetry Unit 1 Essay	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16	5/04/20
8	Poetry Unit 2	Poetry Unit 2 Essay	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16	5/11/20
9	Comprehensive Final Exam	Comprehensive Final Exam	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16	5/18/20

GRADING CRITERIA:

All assignments (quizzes, discussion posts, and others) will be averaged together for a total of 60 percent of your final grade. I will, however, drop your lowest assignment grade (does not include tests). There will be at least two test grades this semester. All tests (including the final) will be averaged together for a total of 40 percent of your final grade. I do NOT drop the lowest test grade. One of the problems with online writing is the breakdown in nonverbal communication about certain comments. It is very difficult to get each and every mistake in an assignment to the student in great detail. That is why for my online classes I grade the assignment holistically, which means I take everything into consideration: grammar, format, organization, following directions, attention to detail etc. and all of that determines the final grade. So if you see general comments about your assignment such as "Watch the grammar in places," it means just that. If you want a breakdown of your assignment, line-by-line etc., you will need to set up a conference time with me (by phone), and we will go over your assignment together. But, I will not get into grammar specifics through email; it is too tedious.

Undergraduate

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments

- Uploading and downloading files
- Using a word processing package
- 3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

- * Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:

Online research resources are available through "Research Tools Database", accessible through the Student Portal. (For additional assistance, students may access the "Research Tutorials" link located in the General Tools area on the Student Portal.) Access the Portal by clicking "Student Portal" from the University's website. You must know your Amberton ID to access the Portal.

Library Live Chat Feature

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html

Writing process covered in EVERY chapter. Focus on the writing process throughout the book, not just as an added element but as an integral part of the literary study. This allows students to improve their writing while enjoying the study of literature. ""Chapter 4: Researched Writing"" has been revised and moved to the front of the book. The chapter now follows the initial Writing process covered in EVERY chapter. Focus on the writing process throughout the book, not just as an added element but as an integral part of the literary study. This allows students to improve their Writing a literature review involves finding relevant publications (such as books and journal articles), critically analyzing them, and explaining what you found. There are five key steps: Search for relevant literature. Evaluate sources. Identify themes, debates and gaps. Outline the structure. Write your literature review.Â But i want to further more about the thematic review - its meaning and the process of way of doing it. Reply. Lucia. September 11, 2019 at 2:49 PM. simple and explicit, it really did help me. tanks. Reply. johanna mmule maluleke. PDF | Learning how to effectively write a literature review is a critical tool for success for an academic, and perhaps even professional career. Being | Find, read and cite all the research you need on ResearchGate.Â line does not change once the writing process begins; it likely is going to be a weak literature review with several noticeable flaws because the writer failed to pursue and include ideas and areas of knowledge that emerged in the writing process. Writers of literature reviews need to embrace the "living" nature of the outline as each minor change is leading to a stronger and more com

The writing process involves researching the topic, planning the structure, drafting the text, revising, editing and proofreading. 19th-century literature novels in the romantic period The novels of Jane Austen The theme of theater in Mansfield Park. Doing the research. Once you know your topic, it's time to search for relevant sources and gather the information you need. This process varies according to your field of study and the scope of the assignment. It might involve: Searching for primary and secondary sources. Reading the relevant texts closely (e.g. for literary analysis). Collecting data using relevant research methods (e.g. experiments, interviews or surveys). From a writing perspective, the important thing is Introduction to Literature. Literature and the Writing Process. Literature and the Writing Process, 11th edition. Elizabeth McMahan. Susan X. Day. Great literature is always thought provoking, always new - why not use it to improve students' writing skills and sharpen critical thinking? REVEL, Literature and the Writing Process combines an introductory anthology with detailed instruction in the writing process. By seamlessly integrating literature and composition into one multi-purpose text, the authors enable students to enjoy, understand, and learn from imaginative literature and to write clearly and intelligently about what they have learned. Text writing assignments use literature as a tool of critical thought, a method for writing a literature review requires expertise but also organization. We cannot teach you about your topic of research, but we can provide a few steps to guide you through conducting a literature review: Choose your topic or research question: It should not be too comprehensive or too limited. You have to complete your task within a feasible time frame. Set the scope: Define boundaries concerning the number of sources, time frame to be covered, geographical area, etc. Decide which databases you will use for your searches: In order to search the best viable sources for your literature review, use Literature review writing guide, structure, examples and tips for writers on essaybasics.com. In writing a literature review the works, opinions, and the findings of all of those other authors should be incorporated into a separated topic by topic, compared, and critically analyzed together. Literature reviews should be concise. Just as any other piece of literature out there, the process of literature review outlining is very important in order to help you gain the momentum to write. An outline for a literature review would also help you in making sure everything in your topic is already covered and all questions which you posed in your introduction is already covered before you finally proceed to the conclusion for your literature review. For courses in Literature for Composition, Writing About Literature, and Introduction to Literature. Great literature as a path to learning writing and critical-thinking skills Great literature is always thought provoking, always new - why not use it to improve your writing skills and sharpen critical thinking? Literature and the Writing Process combines an introductory For courses in Literature for Composition, Writing About Literature, and Introduction to Literature. Careful integration of rhetorical instruction with the critical study of literature guides you through the allied processes of analytical reading and argumentative writing. As a result, readers learn how to write essays about the major features that are involved in interpreting short stories, poems, and plays.