

**English 102, Spring 2014**  
**Freshman Composition**  
**3 credit hours**  
**Section D, MW 12:00-1:15pm**  
**Speed Library Computer Room A**

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**Office Hours: MW 10-11, TR 1-3**

**Course Catalog Description:** The study of academic research and writing with special attention to information literacy.

**Course Materials and Supplies:**

- Text: Hacker, Diana. *A Pocket Style Manual*. 6<sup>th</sup> ed. New York: Bedford, 2012. Print.
- An MC username and password for computer-related activities (email, database use, Moodle access, etc.) Note that students are expected to begin this course with basic computer skills, including word processing, using internet search engines, and negotiating professional email with attachments.
- Flash/travel drive or Dropbox or similar account
- 3-ring binder or notebook

**Course Rationale:**

The purpose of English 102: Freshmen Composition is to introduce students to the challenges and strategies for conducting academic level research. Students will

- learn how to effectively and efficiently discover necessary information,
- explore how to evaluate the information they discover,
- understand how to incorporate that information into their own thinking and writing,
- decide how to use, acknowledge, and document that information ethically.

The course will help prepare students to write and conduct research across the disciplines as they continue their college course work. ENG 102 includes an information literacy emphasis as part of U Research, Mississippi College's Quality Enhancement Plan (QEP).

**Course Methods:**

This course will emphasize practical exercises and assignments designed to help the student understand the current challenges of academic research and writing, including electronic retrieval and library offerings. Course methods may include discussions, lectures, group activities, conferences, quizzes, and exams..

**Course Objectives:**

Students will

- learn to read, write and communicate critically and analytically
- learn to access library resources, including print and electronic media
- learn to evaluate print and electronic sources based on objective criteria
- learn to integrate source material into their own with their own analyses and conclusions
- learn and practice proper documentation and attribution and understand the ethical dimensions of using source material
- develop interpersonal skills that facilitate group work

**Assignments and Evaluation:** Your course grade will be based on the following assignments.

Assignment	Point Value (100 pts total)
Group Summary and Paraphrase Project	10
Library Holdings Bibliography	10
Website Evaluation Project	10
Information Literacy Exam	15
“State-of-the-Conversation” Report <ul style="list-style-type: none"> <li>• Research Proposal &amp; Interview</li> <li>• Annotated Bibliography</li> <li>• Written Report</li> </ul>	30 <ul style="list-style-type: none"> <li>• 10</li> <li>• 10</li> <li>• 10</li> </ul>
Research Notebook Project	10
Final Survey and Reflection	5
Class Participation (quizzes, discussion, peer review groups, completed work)	10

**Grading scale:** 90-100pts=A; 80-89pts=B; 70-79pts=C; 60-69pts=D; 59pts and below=F.

**Undergraduate Grading System:** For final semester grades, the English Department adheres to the University’s Undergraduate Grading System as described in the current catalog. According to that system:

- **A** is reserved for work which is definitely superior in quality.
- **B** is given for work which is consistently good and which manifests sufficient interest, effort, or originality to lift it above average work.
- **C** is given for average work and shows that basic requirements in class assignments have been met.
- **D** earns credit but is below the standard required for graduation.
- **F** indicates failure and naturally carries no credit.

**Writing Center Tutoring:** The MC Writing Center offers sessions by appointment and on a walk-in basis. Students can also sign up for standing, weekly appointments with a specific tutor. Forms to schedule weekly appointments are available from your professor or in the Writing Center in Leland Speed Library.

### Course Policies:

#### Absences:

Attendance is mandatory. Absence from class will mean missed discussion and lecture opportunities, missed assignments, and missed schedule changes. To receive credit for the course a student must attend at least three quarters of the scheduled class meetings. Absence from class does not mean excused from assignments. If students know of pending absences, they should contact the professor before the affected class periods. Students are responsible for all changes announced in class whether present or absent. Absence from class is not an automatic extension for an assignment.

The English Department adheres to Mississippi College's attendance policy as outlined in the current Undergraduate Catalog:

Class attendance is an essential part of university education, and students are expected to attend regularly and punctually all classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. Tardiness is also subject to penalty, as is any failure to complete required class work on time. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize university policy:

1. Class attendance is required, and accurate records are kept.
2. Students must not accumulate excessive absences. A student receives a grade of F in a course immediately upon accumulating the following number of absences, whether **excused or unexcused**: 8 in semester classes meeting 2 times per week.

For lesser numbers of absences, the student should expect a lowered grade in the course, with the maximum penalty of one letter grade for each week of **unexcused** absences (in a semester) or the equivalent.

**Absence Appeal.** If a student misses more than the number of class periods specified in university policy and believes that there are reasonable explanations for the absences, he/she may appeal the absences to the dean of the school in which the course is being taught. Students may obtain a Student Absence Appeal Form from the office of the appropriate dean.

**Late Paper Policy For Major Assignments:** The English Department has established the following policy for late work submitted in core English courses. Grades for papers as assigned on syllabus will be reduced according to the following schedule:

- after time due and up to 24 hours late: one letter grade;
- after 24 hours and up to 48 hours late: two letter grades;
- after 48 hours and up to 72 hours late: three letter grades;
- after 72 hours, any paper turned in will be given an "F."

Failure to turn in an assignment will result in a grade of zero on that assignment.

**Deadlines For Working Drafts and Other Assignments:**

Deadlines matter. To avoid penalty, submit your work complete and on time. Late and/or incomplete work never earns the same credit it would have earned if on time. **WORKING DRAFTS AND PRELIMINARY ASSIGNMENTS** receive credit as follows:

<p>Complete and On-time: Full Credit          Incomplete and On-time: Half Credit          Complete but Late: Half Credit          Incomplete and Late: No Credit          Missing: No Credit</p>
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**Academic Integrity:** The English Department adheres to Mississippi College’s academic integrity policy as outlined in the current Undergraduate Catalog:

Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism, or furnishing false information, including forgery, alteration or misuse of University documents, records or identification, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal. See the current Mississippi College Student Handbook or University Policy 2.19 for specific information regarding penalties associated with dishonest behavior at Mississippi College.

**Etiquette:**

Be punctual, prepared, engaged, responsive, and courteous.

**Early Alert System:**

Mississippi College has adopted the practice of finding students early in the semester who may be exhibiting behaviors that could ultimately have a negative impact on their academic progress. These behaviors are often called “red flag” behaviors and include, but are not limited to, excessive absences, poor test grades, and lack of class participation or evidence of non-engagement. Identifying these behaviors early gives the instructor the opportunity to raise the “red flag” on behalf of a particular student so that the student can take the appropriate action to redirect his/her progress. The system alerts the student, the student’s advisor, and the Office of Student Success.

These messages are intended to help a student recognize an area of concern and to encourage him/her to make some choices to improve the situation. When a student receives an Early Alert message, the student should quickly make an appointment to talk with his/her professor about the situation. Also, students can make full use of the Office of Student Success to set academic goals and connect to campus resources.

**Services for Students with Disabilities:**

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services (SCS) immediately upon recognition of their disability (if their disability is known they must come in before the semester begins or make an appointment immediately upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system). Documentation must be current (within 3 years).

The student must meet with SCS face-to-face and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in each semester to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).