

**English 102 - College Reading and Composition II**  
**Instructor: Nancy Kelly Smith, M.A. English**  
**Email: [smithnk@lamission.edu](mailto:smithnk@lamission.edu)**  
**Office: Instructional Building #16      Office Hours: Tues. 9:30 am – 10:05 am**  
**Sat. 1:00 pm – 1:35 pm**

### Syllabus

**Course Description and Objectives:** This is an introduction to critical analysis, poetry, novels, short stories and drama. Students will study various approaches to understanding literature and apply these to our readings. Students will learn a critical vocabulary and develop the terminology needed for literary analysis.

#### **Student Learning Outcomes:**

- Produce a 3 to 5 page essay demonstrating the ability to use literary analysis
- Produce a 6 page, MLA formatted essay/research paper that utilizes a recognized critical approach (such as Reader's Response, New Criticism/Text Analysis, Deconstruction, Political, Formalist, Historical, Psychological) to develop a thesis-driven argument about one or more literary texts.

#### **Course Texts and Materials:**

*A Writer's Reference 7th ed.*, Diana Hacker  
*Antony and Cleopatra*, William Shakespeare  
*They Say/I Say (without Readings)*, Graff, Birkenstein (recommended)  
*Etudes (online component)*  
College dictionary and thesaurus  
A pocket folder  
A stapler  
Daily access to a computer and printer  
Notebook with lined, perforated pages  
Blue book for final exam (Required for exam to be graded)  
Blue or black pen used for submitted work

**Participation and Attendance:** Regular attendance, and **engagement** with the class and lesson, promote success in the course. Feel free to **ask questions** and be sure to **understand assignments** and the reasons for them. **Students who stop coming** to class will most likely be dropped. **If you are ill**, get well before returning to class. Be sure you have at least 2 "**buddies**" in the class to provide notes and specific assignments if you are absent. (The instructor should not be contacted unless both "buddies" do not respond.)

### **Late to Class or Leaving Early:**

**Students who are late to class may miss out on class participation credit. No submissions or “make ups” will be accepted late for missed work because of tardiness.**

**You must tell the instructor before class if you must leave early, or if you are feeling ill** so that assistance may be called if necessary.

**Late essays** will be accepted with legitimate documentation and in a reasonable time determined by the instructor.

**NO MAKE UPS FOR FINAL EXAM , quizzes, or graded in-class essays or exercises.**

**Plagiarism:** This is the serious ethical violation of presenting other people’s words or ideas as your own, including information on the Internet. Check out the LACCD’S policy online. (See *A Writer’s Reference* also for correct MLA documentation format, and check with the instructor if you have questions.)

### **Policies and Suggestions for Success:**

- Only those registered for the class may attend. (Please obtain suitable arrangements for **children.**)
- If you decide to **drop the class**, you must do the necessary paperwork.
- Keep up with **assignments** and avoid procrastinating.
- The Learning Center provides **free tutoring**. Call 818-364-7754 for an appointment.
- Students are **required to do the readings** assigned. If you object to certain subject matter, or find it difficult for personal reasons, please find another section.
- Students need to conform to the requirements of the **syllabus**.
- Keep your **cell phones** on “vibrate.” In case of an emergency, you should get text message. **No other texting.**
- **Laptops, Ipads, Smartphones** may be used on a trial basis. If a student is found using any of these devices for a use other than our English class work or family or urgent matter, the **privilege will be revoked for that student for the rest of the semester.**
- The district has a policy that **a student may take a course only 3 times**. This is retroactive.

- **A student who plagiarizes** will receive an automatic “F” for that assignment.  
(The district is working on a revised policy for “**plagiarism.**” This will be shared with the class when it becomes available.)
- **Check on your grade** at the end of any class, or during a conference, and be sure to check before the final. Grades will not be discussed after grades are posted.
- **Respect for others is foundational for the class and is non-negotiable. Be considerate.**  
Ex. Do not talk when the instructor or another student is speaking even if it is to help another student.

**CONSEQUENCES OF NOT FOLLOWING POLICIES:  
(unless noted with a particular policy above)**

First offense - class reminder

Second offense - verbal warning

Third offense – written warning

Fourth offense – suspension from class for up to two class sessions and my notification of student’s behavior and suspension to English Dept. Chair

**Students with special needs** wishing accommodation in the class can contact the DSP&S office at 818-364-7734. Please notify me as soon as possible so that we ma accommodate your needs as quickly as possible

PLEASE NOTE REGARDING MINOR STUDENTS:

All classes are designed for adults, and minors will be exposed to adult language and themes without warning. Both parents and minor students need to realize that they are bound by the terms of the syllabus in order to earn a grade for the class, that parental approval of assignments is not required, and that alternate assignments are offered at the sole discretion of the instructor.

**IMPORTANT DATES ( College closed)**

PRESIDENTS’ DAY	FEB. 14 – FEB. 17
CESAR CHAVEZ DAY	MAR. 31
SPRING BREAK	APR. 7 – APR. 13
MEMORIAL DAY	MAY 26
NON-INSTRUCTIONAL DAY	MAY 27

**EMERGENCY PROCEDURE:**

IF A CAMPUS EMERGENCY THAT POSES A RISK TO STUDENTS ARISES, BE PREPARED TO **IMMEDIATELY** FOLLOW THE INSTRUCTIONS OF YOUR INSTRUCTOR. **DO NOT** EXIT THE CLASSROOM UNTIL INSTRUCTED TO DO SO. IF BUILDING EVACUATION IS REQUIRED, YOU WILL BE ASKED TO LEAVE **ALL** OF YOUR NON-ESSENTIAL PERSONAL BELONGINGS IN THE CLASSROOM AND SAFELY AND **QUIETLY** EXIT THE CLASSROOM AND BUILDING IN AN ORDERLY FASHION. TAKE THE NEAREST EXIT TO A SAFE LOCATION. (I WILL REVIEW SPECIFIC PROCEDURES ex. FIRE, “ACTIVE SHOOTER”). AS THE LAST PERSON TO EXIT, I WILL LOCK THE DOOR AND MEET YOU OUTSIDE OF THE BUILDING TO ACCOUNT FOR YOUR PRESENCE AND SAFETY.

Please put this number on the speed dial of your cell phone: “**Sheriff**” **818-364-7843**

**Grading**

ESSAY USING LITERARY ANALYSIS (3-5 pages)	25%
RESEARCH PORTFOLIO (sources, note cards, outline, draft)	20%
RESEARCH PAPER (6 pages of text + Works Cited page)	25%
FINAL EXAM	15%
<u>CLASS PARTICIPATION</u>	<u>15%</u>
	100%

EXTRA CREDIT for being note taker/spokesperson for group discussion, board work

TRIPLE EXTRA CREDIT for SHARING RESEARCH WITH CLASS FOR 10 MINS. (MIN. ) Ex. background on writer’s life and works , research on culture/context of the reading. For those who earn this credit, the higher grade will be earned if the final grade falls between two grades.

**ENGLISH 102 ~ MISSION COLLEGE ~ TENTATIVE SCHEDULE**

NANCY KELLY SMITH, ENGLISH M.A. (The instructor reserves the right to make whatever changes she deems necessary during the semester.)

**WEEK 1**

Introduction to the course, instructor, writers in the class  
Reflections on “Leadership” theme  
Prewriting for  
Purposes of Writing  
Diagnostic essay

**WEEK 2**

The “rhetorical situation”  
Essay Process and Essay Structure  
Outlining  
Introduction to Literature, Drama, Shakespeare  
Introduction to *Antony and Cleopatra*

**WEEK 3**

Begin use of “Etudes”  
*Antony and Cleopatra*, reading and discussion  
ESSAY DUE

**WEEK 4**

*Antony and Cleopatra*  
Introduction to Research, Avoiding “Plagiarism”  
Discussion and Selection of Research Paper Topics

**WEEKS 5 – 6**

Final reading and discussion of *Antony and Cleopatra*  
Introduction to “Literary Criticism”  
Researching sources and completing notecards  
MLA documentation

**WEEKS 7 – 8**

Outlining the Research Paper  
First Draft, Peer Review  
Writing Workshop, Mini-Conferences



**C (adequate)**

- \* essay clearly organized as directed by the thesis
- \* lacking in development
- \* vague, general diction
- \* clear sentences but lack of variety
- \* problems with Standard Written English
- \* lack of transitions

**D (inadequate)**

- \* essay does not conform to the requirements of the essay prompt
- \* lack of organization
- \* thesis and development vague, superficial
- \* patterns of problems with sentence structure or verbs (ex. frags, incorrect verb forms)
- \* patterns of problems with mechanics (ex. spelling errors, punctuation errors)
- \* incorrect word choices

**F (failing)**

This paper is unacceptable because it is off the topic, plagiarized, or unintelligible.

**ESSAY RUBRIC FOR COMPARISON-CONTRAST ESSAY**

- A** Excellent thesis, content, development, and organization. Relationship between ideas clear. Transitions used. Comparison-contrast structure used effectively. Variety in sentence structure and effective academic diction. Standard Written Academic English.  
**AND use of at least one published literary criticism. Insightful “literary analysis”**
- B** Good treatment of elements of “A” essay. Not as much depth of discussion for “literary analysis” or variety in sentence structure. No major grammar errors. Some editing errors.
- C** Adequate content, development, organization and “literary analysis.” Some grammar errors (Ex. sentence structure, verbs, agreement) Diction and editing errors. (Spelling, punctuation, capitalization.) Conversational English.
- D** Inadequate development, lack of comparison-contrast structure, numerous errors in use of Standard Written English
- F** Failure to satisfy the requirements of the assignment, major difficulty in communicating in Standard Written English

