

**Coffeyville Community College**

**ENGL-102**  
**COURSE SYLLABUS**  
**FOR**  
**ENGLISH COMPOSITION II**

**Bethanie Frank**  
**Instructor**

**COURSE NUMBER:** ENGL-102 **COURSE TITLE:** English Composition II

**CREDIT HOURS:** 3

**INSTRUCTOR:** Bethanie Frank

**OFFICE LOCATION:** Arts and Sciences, 166

**PHONE:** 620-251-7700 ext. 2188

**E-MAIL:** [bethanief@coffeyville.edu](mailto:bethanief@coffeyville.edu)

**OFFICE HOURS:** See scheduled posted on office door

**PREREQUISITE(S):** English Composition I with a C or above

**REQUIRED TEXT  
AND MATERIALS:**

Hacker, Diana. *A Writer's Reference*. 7<sup>th</sup> Edition. Bedford/St. Martin's. New York. 2009  
Hemingway, Ernest. *A Farewell to Arms*. 1995. New York. Schribner Publishing.

**COURSE  
DESCRIPTION:**

This course provides practice in needed mechanics and expository writing with emphasis on literary analysis and the research paper.

**EXPECTED LEARNER  
OUTCOMES:**

By the completion of the course, the student will have:

1. Improved his or her ability to read good literature with understanding and appreciation.
2. Mastered the ability to write clearly and effectively on an acceptable college level.
3. Recognized and used several modes of composition which will be of benefit in the pursuit of education and employment.
4. Completed an effective essay that meets the criteria of the assignment sheet.

In each theme the student will be able to:

1. Write an effective essay **that meets the criteria of the assignment sheet.**
2. Write out a clear central idea expressed as a thesis statement.
3. Develop this central idea in a logical manner.
4. Support generalizations with evidence.

5. Write an adequate and appropriate introduction and conclusion for the essay.
6. Organize paragraphs in a logical manner.
7. Demonstrate understanding of point of view by using **the manner specified**.
8. Use transitions to unite the paper.
9. Proofread (revise and edit) the rough draft carefully so that the final copy will be an example of the student's best work.

**LEARNING TASKS  
& ACTIVITIES:**

Weeks 1-2	Intro, Analogy
Weeks 3-4	MLA Format
Weeks 5-6	Annotated Bibliography, Outline
Weeks 7-8	Lab Research
Weeks 9-10	Research Paper
Weeks 11-13	Literary Analysis
Weeks 14-16	Abstract, Review for Final

**ASSESSMENT OF  
OUTCOMES:**

These assignments will be directed toward various particular goals, but the ultimate goal of the course is to write clearly and efficiently. The students will have to write clearly enough to satisfy different points of view or methods of writing.

Each assignment will have specific criteria which must be met; each one will have detailed instructions which will be explained to the students. **Following instructions is important.**

These assignments will be judged by rather specific criteria. Each one will have a point value, and the points earned will be translated into a letter grade. Specific criteria will be used to determine the letter grade.

Organization will be of utmost importance. If required, the assignment must have an interesting introduction, an appropriate and clearly stated thesis statement, a well-developed body, and an appropriate and carefully written conclusion. The body paragraphs must have topic sentences and sentences of detail which all relate to the thesis statement. The assignment must exhibit attention to word choice, good use of transitions, and a variety of sentence structure. Otherwise, put into practice all those writing skills learned in English Composition I.

Students must demonstrate college-level skills in mechanics and proofreading. Even the best essay loses credibility when it

includes mechanical errors. Therefore, students must get into the automatic habit of checking the work closely to rid their writing of major errors before their instructor reads their assignments to assign a grade.

The final grade for the course will be based upon the percentage of points earned. (100-90% = A, 89-80% = B, 79-70% = C, 69-60% = D [non-transferable], 59-0% = FAILURE)

There will be no early finals. If the student leaves school early, the student will earn a zero (0) on the final.

The incomplete grade (I) may be given under special needs conditions with my consent and the consent of the Vice President for Learning. We will agree upon date when the course work must be completed; the time granted is usually six (6) weeks from the end of the semester or summer session in which the I grade was earned. Failure to complete the course within the allotted time period will result in the I grade being converted to an F.

The following mistakes are considered major writing errors.

1. Run-ons
2. Fragment
3. Agreement
  - a. Subject-verb
  - b. Pronoun-antecedent
4. Verb tense
5. Faulty modification
  - a. Dangling modifiers
  - b. Misplaced modifiers
6. Spelling
7. Major comma error
  - a. Comma splice
  - b. Comma between subject-verb
8. Shift in point of view (person)
9. Awkward sentence structure

The following errors are considered minor, but good writers try to eliminate as many of these as possible from their work.

10. Apostrophe errors
11. Faulty predication
12. Faulty parallelism
13. Minor comma faults

- a. Unneeded between compound subjects and compound verbs
  - b. Omitted in compound sentence
  - c. Omitted after a dependent clause which begins a sentence
  - d. Placed before a dependent clause which ends a sentence
  - e. Omitted from series
  - f. Use with restrictive/nonrestrictive clauses
14. Case error
  15. End punctuation error
  16. Misused semicolon
  17. Adverb form error
  18. Capitalization error
  19. Quotation marks error
  20. Parentheses error
  21. Brackets error
  22. Non-standard abbreviations
  23. Dash error
  24. Hyphenation error
  25. Italics error
  26. Misused colon
  27. Spacing error
  28. Ellipsis error

**DUE DATES:**

Each major assignment will have a due date.

Any assignment handed in late will automatically receive one letter grade lower than it would have, had it been turned in on the date due.

Any assignment NOT handed in within one week of the due date will receive a zero (0).

**ATTENDANCE  
POLICY:**

Students are expected to attend all classes. In-class activities missed cannot be made up. At the beginning of the semester, you will have 100 attendance points. Each time you miss class for an unexcused absence, you will be subtracting 10 points per class from your beginning total. These are not bonus points; they are not extra credit points. **If a class is missed due to a school activity, it is your responsibility to get the assignment from another student, not from me. I have already given out the assignment and any information necessary for successful completion of the assignment.**

The institution policy reads:

Students are expected to attend all classes. Regular class attendance is necessary for maximum success in college. It is the responsibility of students to make definite arrangements for all work before going on field trips or other College-sponsored trips. School-sponsored activities will be counted as excused absences provided students complete all necessary assignments as designated by the instructors and the activity sponsors notify the instructors at least three (3) days prior to the day(s) the students will be absent. Excused absences are to include academic competition, judging team competition, music events, official athletic events, field trips, convocations and other college-sponsored events as approved by the Vice President for Learning. A student may be withdrawn from any class for excessive absences or non-participation. (See "Withdrawal from Classes for Non-Attendance/Non-Participation.")

**ABSENCE FROM CLASS FOR ANY OTHER REASON  
OTHER THAN STATED WILL NOT BE CONSIDERED  
EXCUSED AND MAY NOT BE MADE UP.**

Students are expected to be on time and to remain for the entire class period.

**CELL PHONE  
AND HEAD PHONE  
POLICY:**

No cell phone, texting or head phone usage allowed in my class. First offense will result in dismissal from class; second offense result in dismissal from course.

**PLAGIARISM:**

To copy a few words without giving proper credit to the source, to copy parts of another person's paper, or to in any other way rely on the work of another student or author is to plagiarize material. This is a serious offense, and as soon as it is discovered that a student has used someone else's work as his or her own, that student receives a zero (0) for that assignment. A second instance of plagiarism will mean the student will receive an F for the course.

All written work is to be the student's original composition from the basic development of the idea to the final copy. To cover weaknesses with help from others or through deception only prevents the instructor from helping individuals correct their writing weaknesses.

**SPECIAL NOTE:**

**This syllabus should be used as a guide for the course content and is not intended to be a legal contract. The policies stated are all subject to revision by the instructor on an as needed basis. Of course, the students will be informed immediately and completely of any changes made.**