English 1102 General Information Sheet

Prerequisite Note: A minimum grade of C is required in ENGL 1101 before a student may take English 1102.

Required Textbook: a college-level literature anthology featuring poetry, fiction, and drama. With approval from the Department Chair or Assistant Chair, full-time faculty may replace the anthology with a selection of college-level literary texts in the same genres.

Textbook suggestions:
1. The latest editions of the following readers are used by some instructors:
• *Literature: An Introduction to Fiction, Poetry and Drama*, X. J. Kennedy and Dana Gioia, Pearson.
• *The Norton Introduction to Literature*, Kelly J. Mays, Norton.
• *The Bedford Introduction to Literature*, Michael Meyer, Bedford/St.Martin's.
• *An Introduction to Literature*, Sylvan Barnet, William Burto, William Cain,Longman.
2. Instructors exploring low-cost or no-cost textbook options might consider the following:
• Fallows, Randall. *Exploring Perspectives: A Concise Guide to Analysis*, adapted by the Saylor Foundation under a Creative Common license.
• Bennett, Tanya. *Writing and Literature: Composition as Inquiry, Learning, Thinking, and Communication.*
• Gardner, Janet E. and Diaz, Joanne. *Reading and Writing about Literature: A Portable Guide*, Bedford/St. Martin's.
• These and other texts are available under Creative Commons licensing through Merlot. Additional resources are available through MGA libraries on the Affordable Learning Georgia at MGA web page.
• If you require students to have a handbook in addition to the reader, the following handbook has been selected for use in all core English courses:
• *The Little Seagull Handbook,* 4th edition Standard 4th edition with InQuizitive 978-0-393-53701-7 for $37.50 through Campus Store in Fall 2021 With Exercises and InQuizitive 978-0-393-89285-7, $37.50 at Campus Store Day-One Access Option for $12.99 (see Campus Store for set up)

-OR-

Writing for Success, [Licensing Information (saylordotorg.github.io)](saylordotorg.github.io), adapted by Saylor Academy under a Creative Commons license, no cost

Purpose: English 1102 is an introduction to literature that continues the writing principles studied in English 1101. ENGL 1102 introduces students to the three basic genres of literature—fiction, drama, and poetry—their conventions, and associated literary terms, with some introduction to critical approaches. ENGL 1102 students are asked to respond to literary works with essays that not only analyze themes, but also analyze literary techniques.

ENGL 1102 students will:
• read critically and communicate ideas inwell-developed written forms (MGA General Education Learning Goal A1 [Communications]),
• read and respond to varioustexts for purposes of interpretation, analysis, synthesis, evaluation, and judgment,
• have a working knowledge of literary terms and understand the effect of narrative, dramatic, and poetic conventions upon meanings,
• use recursive processes that include collecting information, focusing, ordering, drafting, revising, and editing,
• apply the techniques and skills of research, integration of source material, and documentation,
• use conventions of writing mechanics, usage, and style to communicate effectively for the given audience, purpose, and format (guidelines recommended by the Board of Regents Advisory Committee on English).

English 1102 Syllabus Supplement: All ENGL 1102 syllabi should include the information from the "English 1102 Syllabus Supplement," which contains departmental and university policy statements required for all ENGL 1102 sections, the department's approved definition of plagiarism, and other important information for composition students. You should incorporate the syllabus supplement directly, as it is written, into your syllabus. The supplement is available online at https://www.mga.edu/arts-letters/english/documents.php

Essay Requirements: Students must write four or more essay-length papers. They should write on each of the three genres studied. At least one of the four essays must require students to incorporate library research into their writing following the MLA style. One essay must be an in-class writing. The four (4) required essays must comprise at least 50% of the course grade for ENGL 1102.

Poetry Essay Assessment: A Brightspace-ready version of the new Poetry Assessment is available to download into your classes. You can find it in a new Brightspace "class" that you should now have access to, called ENGL1102.full.sandbox: https://mga.view.usg.edu/d2l/home/2716854 If you don't have access, please let Dr. Benita Muth know. From here, you can download a Brightspace-ready version into your class.

The New rubric is on a 4-point scale; at the end of the semester, you'll be asked to report the number of scores at each level overall as well as the number of scores at each criterion level. It is recommended to use the Brightspace-ready version, as it will make keeping track of all these numbers much easier and more trouble-free.

All professors should all fill out this rubric for each of our Poetry Essays. But you can certainly use your preferred Poetry Essay assignment with it. It should fit just about any poetry essay assignment. It should also only take a couple of minutes to fill out.

You **can** use this as a grading tool (there is a *suggested* scale), but you **do not have to connect your grading scale or grading criteria to it unless you want to**. It might make grading quicker and easier – but it does not preclude you from making other comments, focusing on class-specific details when you grade. You don't even have to show/provide it to your students (unless you are using it to determine a grade and it could be useful to them).

Midterm Deadlines and Portfolios:
• Students should have at least two graded essays returned to them before the semester's withdrawal deadline.
• At the end of the semester, instructors are to keep files of all graded essays for one full semester. After one semester, instructors may allow students to pick up their papers.

Faculty-initiated student withdrawals: Faculty **may** initiate a course withdrawal for a student who has excessive absences as defined by the University's Attendance Policy. Each faculty member should provide a statement on the course syllabus regarding his or her practice related to students who have excessive absences. Faculty who elect to withdraw a student for attendance reasons should complete the **Instructor-Initiated Class Withdrawal Form** (available at https://www.mga.edu/registrar/documents.php**)** including the last Date of Attendance, and submit it to Cindy or Wanda and ask that they file a copy and then send to the Registrar's Office for processing. **NOTE: Faculty should attempt to contact the student since financial aid and residence hall status may be affected.** For further information and process for Faculty-initiated withdrawals, please go here: https://www.mga.edu/arts-letters/docs/SOAL_Faculty_Handbook.pdf.

Middle Georgia State University Syllabus Checklist: Syllabi for ENGL 1102 must include all of the items and information enumerated and explained in the Middle Georgia State University Syllabus Checklist (available at https://www.mga.edu/arts-letters/english/documents.php).

FACULTY INFORMATION

1. Faculty name and campus email address:
   Include relevant information, i.e., response time for answering emails, answering emails on the weekend, etc.
2. Office hours and office location:
   Faculty are required to be available for scheduled office hours as mandated in the faculty handbook. Teach 4 classes or 12 hours? 8 hours of office hours per week. Teach 5 classes (15 credit hours)? 10 hours per week office hours.
3. Phone number where you can be reached (MGA number is enough).

Note: While office location and hours are not required of part-time instructors, part-time instructors are responsible for maintaining regular communication with department secretary.

BASIC COURSE INFORMATION

1. Course Title, prefix, and CRN.
2. Credit Hours.
3. Semester.
4. Campus Location.
5. Meeting times and meeting location.

DETAILED COURSE INFORMATION

1. Course Prerequisite(s).
2. Course Description as written in the 2020-2021 catalog.
3. Student learning outcomes.
4. Required course materials.
   Guidelines for eTexts would be included in this section. If they are not permitted, this is to be written into the syllabi.
5. Technology Requirement: This section should address all technology requirements for hardware or software. Any costs to the student must be included.
6. Use of on-line proctor service – Required only if the service will be used:
   If students are required to use a fee based proctoring service, students must be notified no later than the first day of class. State the number of proctored exams for the semester, the cost for the semester and technical requirements for using the service.
7. Student Support Services— See 1102 Supplement for Support Service wording.
8. Faculty Initiated Withdrawal policy

SCHEDULE, REQUIREMENTS, GRADING POLICY

1. Tentative Course Schedule:
   For all delivery modes, include a calendar-based schedule of course content and evaluation(s). Indicate midterm date and if applicable a final exam date and time. Ensure hybrids are meeting in person at least 51% of the time.
2. Course Requirements: Please include.
3. Grading Policy:
   The grading scale and/or scoring rubric must be provided along with other policies, such as penalty for late or incomplete work.

ATTENDANCE POLICY Caveats:
- Attendance policy clearly stated for all delivery modes—face to face, hybrid, partially online, and fully online.
- Dates for face-to-face attendance included on the tentative schedule.

- Attendance Policy: Faculty are expected to maintain an attendance record for all classes, regardless of delivery mode. These records are often requested by the Provost Office for student petitions and the Financial Aid Office for last day of attendance. The MGA policy on attendance is found in Section 5.04.05 of the Faculty Handbook and in the Academic Catalog (https://mga.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/Academic-Policy-and-Information/Course-Policies/Attendance-Policy). Please review the policy in both to ensure you are in compliance for face to face and online courses.
- COVID Policy – See Supplement
- The Office of Academic Affairs is requesting that the phrase "may be penalized at the discretion of the instructor" be replaced with the actual penalty. Citing the actual consequence eliminates bias in who is penalized.

PLAGIARISM POLICY:
Each instructor must develop and include a plagiarism statement in his or her ENGL 1102 syllabus that aligns with English Department and Middle Georgia State University policies regarding academic dishonesty. This statement must explicitly announce the instructor's penalty for students found guilty of plagiarism in the class.

There are two specific offenses against the academic community: plagiarism and cheating. All academic work, written or otherwise submitted by any student, must be that student's own thinking, research, and/or self-expression. Cheating is generally thought to be the unauthorized giving or receiving of information in any fashion on an examination. When a student submits individual work that borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement, the student has plagiarized. In any case in which a student feels unsure about a question of cheating or plagiarism, that student is obliged to consult the instructor on the matter before proceeding. Academic dishonesty is a serious institutional violation.

The penalty for plagiarism or cheating is addressed in the *Middle Georgia State University Student Handbook* under the heading, *Special Procedures for Adjudicating Cases of Academic Misconduct,* which may be accessed on the web at http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf. Normally, plagiarized assignments receive a zero, and a student may also fail the class.

FURTHER INFORMATION
For further information, please contact the English Department Assistant Chair (Christopher.cairney@mga.edu) or the Department Chair (Chip.rogers@mga.edu).

Sample Essay Assignments:
1. Character analysis.
2. Point-of-view analysis.
3. Essay on a specific problem in a literary work.
4. Setting analysis.

5. Exploration of thematic ideas.
6. Analytical-reading essay based on a close reading of a work or passage.
7. Comparison/contrast essay.
8. Structural analysis of a literary work.
9. Imagery analysis.
10. Essay on how a literary work reflects its historical period.
Here are specific examples of topics on particular works:
1. Discuss the dramatization of the past in Death of a Salesman.
2. Analyze the imagery in "To Autumn."
3. Explain the initiation theme in "My Kinsman, Major Molineux."
4. Select and analyze a poem according to its use of specific poetic devices.
5. Discuss irony as meaning in "Ozymandias."
6. Compare "Because I Could Not Stop for Death" with other poems on death, noting the devices used by the poets to sublimate the grossness of death'sreality.
7. Discuss the setting as it enhances the mood in "A& P."
8. Trace the author's use of her title to develop the theme in "Liwie."