

Composition II, ENGL 1302.512 Course Syllabus, Fall 2025

The official course syllabus is standard across all sections of ENGL 1302. Please see the link in *Canvas* for further information. You may also search for course syllabi on the Panola College website by going to panola.edu and clicking on the "Academics" tab. All students are responsible for the information in both that document AND this syllabus containing specific information for Mrs. Turner's classes.

Instructor: Mrs. Tami Turner
Email: tturner@panola.edu
Office: THS room 101

Phone: (903) 947-6486
Office hours: 2:53-3:47 p.m.

Class meeting times: M-F, 8:45-9:36 a.m.

EDUCATIONAL MATERIALS

Required Resources:

No textbook purchase required; readings will come from classroom sets of textbooks or from open resources online.

Access to *Canvas* — the online learning management system for Panola College

Access to *Google Classroom* — the online learning management system for Tatum High School

EVALUATION OF STUDENTS/GRADING PROCEDURES

Course Grade Evaluation:

Essay Grades – 60%

Minimum 3500 words total for the course, divided among three essays, each including research

Test Grades – 25%

Comprised of three unit exams and a comprehensive final exam, all multiple choice

Daily Quiz Grades – 10%

Primarily reading quizzes, also an oral presentation and original poetry (included in the 3500 words total writing for the course)

Daily Assignment Grades – 5%

In-class writings, reflective response paragraphs, essay practice, etc. (included in the 3500 words total writing for the course)

Grade Tracking:

A running average will be available to you in *Canvas* (accessible through the Panola College website). **However, please note that your running average is likely to be inaccurate at various points throughout the semester. For example, if you skip an assignment, your average may appear higher than it actually is, but it will adjust as Mrs. Turner grades assignments and puts in zeros for missed work.**

STANDARDS OF STUDENT CONDUCT, RIGHTS, AND RESPONSIBILITIES

From Panola College document, *Student Handbook*:

Acquaintance with Policies, Rules, and Regulations

“The standards of student conduct are subject to change by action of the College administration. Each student is expected to be fully acquainted with all policies, rules, and regulations of the College. The *Panola College Catalog*, *Schedule of Classes*, and *Student Handbook* are available online at the Panola College website www.panola.edu. Board policy is available online. Each student is responsible for compliance with these policies, rules, and regulations. Students are also responsible for compliance with all federal, state, and local laws.”

A section of the *Student Handbook* entitled “Violation of Policy” states, “Violations of a College policy, rule, or regulation may result in disciplinary action.”

Course-Specific Standards of Student Conduct, Rights, and Responsibilities:

Be aware that students are advised to familiarize themselves with Panola College rules, policies, and regulations. Dual credit students are required to follow rules, policies, and regulations for both their high school campus AND Panola College. However, Panola College policies take precedence over Tatum High School policies, particularly regarding matters of attendance and grades. Please access the current *Student Handbook* by clicking “Catalog” on the Panola College website then clicking the “Handbook” tab.

CLASSROOM POLICIES

Class Attendance:

From Panola College document, *Student Handbook*:

“Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up for the missed work. If a student has not actively participated by the census date, they will be dropped by the instructor for non-attendance. This policy applies to courses that are in-person, online, hybrid, and hyflex.” This section adds, “When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences: Fall or spring semesters: 3 or more class meeting times per week - 5 absences... The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attendance in a class without officially withdrawing from that class will be given a failing grade; consequently, the student must follow official withdrawal procedures in the Admissions/Records Office.”

Course-Specific Class Attendance Policies:

1. In terms of tardiness, four tardies constitute an absence. Tardy students may not be given additional time to complete any work the class has already begun.
2. If a student sleeps through any portion of a scheduled class period, that student will be deemed absent; no exceptions.
3. Any student who must be absent on official THS business (resulting in an SR in the attendance report) may have excused absences for the purposes of this course. Furthermore, any student who must appear in court, or a student who is fulfilling obligations for military enlistment (traveling for MEPS, swearing in, etc.) may qualify for an excused absence with proper documentation. However, in each of these instances, the student must provide Mrs. Turner with PRIOR NOTICE by completing a “Prior Notification of Absence” form (available in *Google Classroom*) and turning it in no less than twenty-four hours before the absence.

Course-Specific Make-up Work Policy/Late Assignments:

1. **Mrs. Turner does not accept late work!** Prepare in advance and turn in assignments on time. No excuses!
2. Any in-class quizzes or daily grades given during an absence will result in a zero, with one exception.
3. Exception to #2: If assigned in-class work is easily completed through *Google Classroom* or *Canvas*, the student may complete the assignment online and turn it in on the same day of the absence or a later date if the due date warrants it.

4. No matter the circumstances, students WILL NOT be able to make up or receive credit for work specifically designed to be done in class (presentations, group work, etc.). If students have a scheduled *Zoom* meeting for a specific assignment, the same rule applies.
5. Students are responsible for all work assigned regardless of their presence or absence. This particularly pertains to reading assignments, online quizzes, responses, essay topic commitments, submitting essays, etc. An abundance of assignments are designed to allow students to work ahead, so be prepared if an absence is unavoidable.
6. There will be one designated make-up day for unit exams, and it will be toward the end of the semester. Be aware that this make-up opportunity will only be available to students who qualify for an excused absence (according to PC policies, not THS policies) and follow proper procedures by completing a “Prior Notification of Absence” form. Otherwise, students know their exam dates at the beginning of the semester, so they should plan accordingly and do everything possible to take each exam on its scheduled day, or they will receive a zero for a missed exam. Note that there is no make-up day for the Final Exam.

If a student experiences an emergency that necessitates a review of any of their written policies, professors may, with the permission of the Dean, be willing to consider specific circumstances. Please communicate extenuating circumstances to Mrs. Turner as soon as possible so she can attempt to quickly and efficiently resolve any issues.

Use of *Turnitin* Plagiarism Detection Service:

Students in all college-level English courses will be required to submit papers/major essays to this plagiarism detection service. It is available through *Canvas*; therefore, all essays must be submitted for grading through *Canvas*.

STATEMENT ON ACADEMIC HONESTY

From Panola College document, *Student Handbook*:

Scholastic Dishonesty

“Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion.

Cheating on a test shall include:

- a. Copying from another student’s test
- b. Using test materials not authorized by the person administering the test
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test.
- f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- g. Bribing another person to obtain an un-administered test or information about an un-administered test.

Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Electronic Devices – Students should have all cell phones, MP3 players, and other electronic devices turned off at all times when in the classrooms, recital, computer lab, piano lab, and library.”

Course-Specific Matters of Academic Dishonesty:

1. In this course, the minimum penalty for academic dishonesty is a grade of zero on the assignment in question. **However, academic dishonesty at any level is cause for removal from the course with a grade of “F” attributed.**

2. In terms of AI-generated essays, please note that they are strictly forbidden by the aforementioned policies. Although it may at times be difficult to prove an essay was AI-generated, all essay topics, source requirements, and citation standards for this course make it equally difficult for AI to meet the expectations. So the resulting grade from an AI-generated essay will undoubtedly be a low one. Furthermore, be warned that if portions of any assignment are proven to have been AI-generated, that assignment grade will be a zero as discussed in item #1 above.

COURSE-SPECIFIC ADDITIONAL INFORMATION

1. All major essays must be typed/computer generated, and must follow MLA guidelines for format and research citations.

2. Writing assignments will typically be due at the end of the day. Since the majority are submitted electronically through *Google Classroom* or *Canvas*, expect to turn in writing assignments no later than 11:59 p.m. on the due date. Reading quizzes will likely be due at 8:00 on the morning we will be discussing a work in class. **Remember that late work will not be accepted. So even if *Classroom* or *Canvas* accidentally allows you to turn something in late, it will not be graded. You will instead receive a zero.**

3. Students must have either a personal laptop or a Tatum High School Chromebook to complete coursework. A phone or tablet is not a suitable alternative. All THS students are required to check out a Chromebook for use during both semesters, so be prepared to use that device during school hours. Mrs. Turner will indicate when students may use computers during class. Any other use will be considered a disruption and will result in disciplinary action.

4. Check the posted office hours (outside the door of THS Room 101) for a conference, tutoring, or to discuss a class issue.

NOTE:

ENGL 1302.512 (face-to-face)

For successful completion of this course, students should expect to spend a MINIMUM of two hours per week participating in writing activities, reading assigned texts, and preparing course assignments.

DISCLAIMER

Instructors reserve the right to amend and/or modify their syllabi as necessary to promote the best education possible within prevailing conditions affecting their courses.

CONTINGENCY PLAN:

In the event of a full lockdown (such as the Spring 2020 semester, post-Spring Break), students will continue to receive information, announcements and assignments via *Google Classroom* and will continue to turn in writing assignments and quizzes via *Canvas*. Also, *Zoom* or *Google Meet* may be utilized as needed for some meetings and lessons.