

Introduction to Literature (LIT2000)

Section P1178, A Session

Spring 2023

Instructor: Ms. Britni Schoolcraft

Class time: TR 9:30 a. m. – 10:45 a. m.

Email: bschoolcraft@pensacolastate.edu

Class location: Building 4, Room 443

* Use Pensacola State College email, not your personal email, or use Canvas messages (preferred).

Office: Building 4, Room 406 (PEN)
Building 51, Room 5116 (SSR)

Office phone: (850) 475-4903

Office Hours: Office hours are posted in Canvas.

Department Head: Tracy Peyton

Assistant Department Head: Christine O'Donnell

Email: tpeyton@pensacolastate.edu

Email: codonnell@pensacolastate.edu

Department Name and Location: English and Communications Department
Building 4, Room 442, Pensacola campus

Department phone: 484-1400

Contact hours: 3 instructional hours

Withdrawal with refund date: Friday, January 13

Withdrawal without refund date: Wednesday, April 5

Final exam date and time: The final exam date and time will be posted after the exam schedule is released.

Note: This syllabus may be adapted during the term if need be. I will notify you during class of any changes made. After you've been notified of changes, you are responsible for those changes. If you are absent on the day the changes are announced, you are responsible for contacting me regarding those changes.

Disclaimer: In this class, we may address, work with, and discuss mature and sensitive content and themes. If you feel you will be unable to engage in the course content in a professional and scholarly manner, please consider enrolling in another course. In addition, if you feel this content will be too troublesome to engage in, please consider enrolling in another course.

You will do the following in this course:

We are going to read works of literature, critique them, and write and edit literary analyses of those works. Your course grade will be determined primarily by your performance on those essays. We are also going to be asking how what we read and write relates to your life, community, and beliefs. Here are the types of assessment you will see in this class:

- Quizzes & Homework (20% of grade, 10-16 assignments)
- Essays (30% of grade, 2 assignments)
- Research Paper (20% of grade)
- Midterm Exam (15% of grade)
- Final Exam (15% of grade)

For course learning outcomes, please see the district syllabus for this course.

Grading:

Your final grade will be calculated using your weighted averages in each assignment category. Be sure to keep up with the work because the little assignments add up quickly and can damage your grade if you don't complete them.

If you would like to discuss a grade you've earned, I ask that you wait 24 hours to "cool down" if you're unhappy with the grade you've earned. I will gladly discuss any grade you do not understand so long as the conversation remains professional and respectful.

You will receive a final grade at the end of the semester in Workday. I round up at .5 when submitting final grades. For example, if your final grade in the class is a 79.5, you will have earned a B in the class.

You will find the grading scale for this class below:

- A (90-100%)
- B+ (88-89%)
- B (80-87%)
- C+ (78-79%)
- C (70-77%)
- D+ (68-69%)
- D (60-67%)
- F (0-59%)

Required text:

The Norton Introduction to Literature, edited by Kelly J. Mays, 13th ed., W. W. Norton & Company, 2020. ISBN: 9780393420463

Required Materials:

- Canvas and Pirate Mail email accounts (see the PSC catalog for your responsibilities in regard to Pirate Mail)
- Microsoft Word - Access free via your student PirateMail account
- Ink pens (**blue or black ink**) and notebook paper for handwritten work that is to be turned in
- Portable storage device, such as a flash drive or Sky drive
- Regular Internet access

Companion course:

This class will have a companion Web component in Canvas. You will need to log on and to begin to learn Canvas because you will be submitting much of your class work via Canvas for grading, and our class assignments will be posted in Canvas. You will also need to familiarize yourself with Turnitin once the link is active on Canvas, as you will be required to submit assignments using that program once it is up and running.

Course policies:

This class will be conducted under the regulations defined in the Pensacola State College catalog and in the Student Handbook. Academic Regulations and Policies are contained in the catalog.

Dress and appearance:

“Each student is expected to dress and maintain a personal appearance in a manner which will not endanger his health, welfare, or safety” and “in accordance with state and local laws and the College’s Code of Conduct” (PSC Catalog). In addition, your choice of personal dress and appearance should not interfere with the educational environment of our class. If either does, you may be removed from class, and consistent inappropriate dress and appearance may result in referral to the Director of Student Conduct.

Classroom behavior:

You should strive to learn from others by listening to their input in a courteous manner even if their views differ from yours. Your responses should always be conscientious and respectful.

As with your dress and appearance, your behavior in class should be such that we can accomplish our learning goals. Distracting or disruptive behavior may result in a warning or your dismissal from the classroom. If you are dismissed from the classroom as a result of poor behavior, you may receive an absence for the day and a zero on any in-class assignments. Consistently distracting or disruptive behavior may result in referral to the Director of Student Conduct.

Electronic devices:

Only on-task use of electronics is allowed in the classroom. Violation of this policy may result in your dismissal from the classroom. If you are dismissed from the classroom as a result of off-task electronic use, you may receive an absence for the day and a zero on any in-class assignments.

Attendance:

Regular and on-time attendance are required. More than three absences will be considered excessive and may result in failure of the course for absences. Remember, PSC will not allow withdrawals after 70% of the course has been completed. After that point, students with excessive absences will earn an “F” in the course. Your attendance will be recorded in the Canvas attendance book at the end of each week so that you can keep up with tardies and absences; you are responsible for keeping up with both.

I will take attendance at the beginning of every class. It is **your** responsibility to remember to make sure you're marked as present if you are tardy. I will not track you down to check you in. In the event that you forget to see me to mark you present after being tardy, your word that you were there will not be sufficient evidence to merit a change in the attendance book, so remember to check in with me after class on the day you were tardy.

Class begins on time every day, regardless of weather, day of the week, or poor traffic patterns unless the college sends out an email stating otherwise. I expect you to be ready to begin class at the time noted on your syllabus. If you enter class after it starts, you will be considered late. Three tardies may be converted to one absence. Being incredibly late for a class or leaving significantly early may result in a student-teacher consultation or an absence for the class session. Chronic tardiness may result in a student-teacher consultation or a referral to Student Conduct Office. I will follow the clock on my cell phone, so we should all start on the same page.

Assignment format:

You are to use correct Standard English grammar and punctuation in your written assignments. In addition, you are to use formal language (unless directed otherwise), and you are to follow the most current MLA style. MLA format guidelines can be accessed online at <https://owl.english.purdue.edu/owl/resource/747/01/>

Out-of-class assignments must be typed and submitted to Turnitin via Canvas. Improperly submitted papers may not be accepted. Your papers must be written in current MLA format: double-spaced, Times New Roman font, size 12 type, and one-inch margins on all sides. Colored paper and colored ink (colors other than black) are not acceptable. Your papers will be evaluated in part on your ability to follow these requirements.

Make-up policy:

It is the responsibility of students to know the attendance policy of each course they are taking. Students must inform their instructor(s) of absences from classes prior to or as soon as possible after the absence. Instructors have the right to request verification for all excused absences.

Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence. **It is the student's responsibility, not the instructor's, to ask about, keep up with, and turn in missed work in a timely manner.**

Although teachers can allow students to make up work they missed because of an absence, every absence, regardless of the cause, will count toward the 3-class limit. If there are extenuating circumstances that might affect your attendance, please let me know, and we can discuss the best course of action. **Please note that neither a doctor's appointment nor work counts as an exemption from an absence.**

Late assignments:

Unless otherwise instructed, all assignments are due by the time and date given. Emailed assignments may not be accepted. I will accept electronic copies in Canvas only (these copies must be submitted through Turnitin) unless the instructions say to turn the assignments in as hard copies. Without a compelling reason, late work may not be accepted. Please know that technical (computer, printer, internet, etc.) problems may not be valid excuses for turning in a late assignment as assignments will be posted well in advance of deadlines. Also, we will not "negotiate" about late work during class time. You will need to see me outside of class.

The final exam must be taken at the scheduled time. If you do not appear for the final exam, you may be given a zero unless you've made prior arrangements with me that have been approved by the English and Communications department head. In no event will exams be given early.

Maximum attempts: Any student still on the official class roll after the drop period will be counted as having attempted the course whether or not they finish the class. The third attempt to take a college course will cost three (3) times the cost of the first two (2) attempts.

Plagiarism:

Some of the writing assignments for this course require you to use the words and ideas of other people. Plagiarism occurs when you use another person's ideas or expression in your writing without acknowledging the source. We will discuss what constitutes plagiarism at a later date. For now, know that any act of plagiarism may result in a failing grade on the assignment in question and may result failure of the course. See also the Student Handbook regarding the consequence of plagiarism. You will be required to submit work through Turnitin, via Canvas, this semester to help abate this problem in the classroom. **You will also complete a quiz on academic integrity and plagiarism at the beginning of the semester that you are required to earn a 100% on. This quiz will serve as your contract with me that you are responsible for any act of plagiarism, intentional or accidental, and that you understand the ramifications of committing plagiarism.**

Academic cheating:

If you are caught cheating on an assignment or test, you may receive a zero on that assignment or test. Academic cheating may involve “crib notes,” using electronic aids, “helping” fellow students, or any other means to receive “undeserved credit” (PSC catalog).

Please also be aware that lying, as defined in the PSC catalog, whether to members of authority, fellow students, or faculty is an infraction of the Honor Pledge.

Email & Canvas communication:

Please become comfortable using your Pirate Mail and Canvas accounts. I will communicate with you via email, Canvas, and Canvas announcements during the semester. Learning your Pirate Mail and Canvas login information and checking your email is your responsibility. If you have problems logging in, ITS can help you. Students can reach ITS by phone at (850) 471-4534 or by email at helpdesk@students.pensacolastate.edu. I cannot legally respond to any emails sent from personal accounts, so you must contact me from your PSC account or Canvas.

I will typically respond to an email sent during the week during regular working hours within 24 hours and an email sent during the weekend at the start of the next week. If it has been longer than the times listed above and you have not heard from me, please do not hesitate to send a follow-up email, as your original email may have been caught in the spam filter. I recommend using the Canvas messaging system instead of email because that system does not have a spam filter that could prevent my receiving your emails in a timely manner.

Class evaluation:

Class evaluations are done in Canvas. We will discuss the online evaluations when they become available for you to complete. In the meantime, please know that your feedback is very important to me and will help me to improve the classroom experience in the future. Thank you in advance for your participation in this process, and if you have questions or concerns, please contact me sooner than later. There's no need to wait for evaluations to have your concerns addressed.