

## Introduction to Literature

LIT2000-S1015  
MW 11:00AM-12:15PM  
Room: 5134

Instructor: Shannon Dullard  
Email: Use Canvas Messaging  
Phone: (850)484-1988 Office: Rm# 425  
Office Hours & Locations:  
TBD

3 credit hours—3 contact hours

Department:  
English and Communications Department  
Pensacola Campus, Building 4, Room 442,  
(850)484-1400

Department Head:  
Tracy Peyton, Ed.D. [tpeyton@pensacolastate.edu](mailto:tpeyton@pensacolastate.edu)  
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Christine O'Donnell [codonnell@pensacolastate.edu](mailto:codonnell@pensacolastate.edu)

### Course Description & Student Learning Outcomes

Please refer to district syllabus for this course.

### Required Texts

*The Norton Introduction to Literature*, 13<sup>th</sup> ed., W.W. Norton & Company, 2020. ISBN: 9780393420463

### Other Required Materials

- Microsoft Office Suite: Available for free through your Pirate Mail account. To log in, go to: <https://www.pensacolastate.edu/piratemail/>. Then click on the app launcher button in the upper left-hand corner to access the cloud-based program.
- Pen and/or pencil
- College ruled loose-leaf paper and/or notebook

### Course Companion Site

The course companion website is Canvas (eLearning) at <https://pensacolastate.instructure.com/>. You will submit the majority of your work in Canvas, and between class meetings, we will communicate using the Canvas discussion forum and our Canvas messaging system.

### Exams, Papers, Grade Distribution

	Word/Page Count	Grade Weight
Reading Quizzes/Responses	N/A	15%
Essay 1	400 words	15%
Essay 2	600 words	15%
Essay 3	800 words	20%
Final Exam	N/A	20%
Participation*	N/A	15%

\*Participation can take many forms. Acceptable forms of participation are showing an active interest and engagement with the material being discussed (i.e. paying attention), taking notes, participating in group work/discussions, and participating in class discussion. As a minimum requirement, textbooks/readings should be out and open to the material being addressed. The participation grade will be updated every 4 weeks.

Final Exam Date: TBD

Last Date of Drop/Add (with refund): January 13, 2023

Last Date for Student Withdrawals (without refund): April 5, 2023

### Attendance Policy

Successful students attend class regularly and are not tardy; however, occasionally life intervenes causing students to miss class. You are allowed 3 absences for this class. For these allowed absences, no penalty for any missed quizzes, writing exercises, participation, etc. will be incurred. Each class missed beyond the allowed number of absences will result in a zero for any missed quizzes, writing exercises, participation, etc. Any exceptions to this rule may be found listed below.

Students may make up missed major-grade work (such as papers, tests, etc.) beyond the allowed 3 absences if class was missed due to legitimate circumstances beyond their control (i.e., things that do not involve a choice, like documented illness or medical emergency, family funeral, activities at which you officially represent Pensacola State College, or PSC-sanctioned athletic travel). You should either make arrangements with your instructor regarding this make-up work in advance (when possible) or immediately upon returning to class. Major-grade work missed due to absences for other reasons (i.e., things that involve choice, like voluntary travel, club activities, poor planning, just not feeling well, etc.) cannot be made up.

### Withdrawal from the Course

After the Attendance Verification period has ended, if a student is not able to complete a course or will receive an undesired grade for the course, it is the responsibility of the student to withdraw from the course prior to the established withdrawal deadline (see withdrawal deadline above). After withdrawing from a course, a 'W' will appear on your record. Students who have stopped attending a course without withdrawing will receive an early 'F' after the withdrawal deadline.\*

\*An instructor may assign a grade of 'F' at any point during the term for a student who has stopped attending a course that is being attempted for the third time.

### Grading Policy

Work (quizzes, essays, exams, etc.) that is not done or not turned in is recorded as a zero. Papers are graded A through F with pluses and minuses as necessary.

Paper grades can be converted to percentages like this:

A+=98, A=95, A-=92, B+=88, B=85, B-=82, C+=78, C=75, C-=72, D+=68, D=65, D-=62, F=50.

Final numeric grades will be converted to letter grades like this:

100-90=A; 89-88=B+; 87-80=B; 79-78=C+; 77-70=C; 69-68=D+; 67-60=D; 59 and below=F

### Policy on Late Papers

The standard penalty for late papers is a 5pt deduction for each day a paper is late. However, you are allowed to submit 1 late paper 1 week late with no penalty, if it is accompanied by a Writing Lab Review.

For this Writing Lab Review paper you must take your draft/paper to the Writing Lab either in person or online (see "Writing Lab" below) during your extra week. For this visit, please have copies of 1) your draft/paper; 2) the assignment directions (Canvas). Request a form for confirmation of your visit and send a copy via Canvas message to your instructor within the extra week given to confirm completion of requirement. The paper must then be submitted to the assignment inbox by 11:59PM one week from the initial due date. If you choose to use this late paper option, you must inform me via Canvas message prior to the assignment due date and time.

The late paper must be submitted within 1 week to receive no penalty. Each additional day beyond the allocated time will result in a 5-point reduction.

If requirements are not met for the late paper without penalty option, the paper will receive the standard penalty for a late paper. To clarify, without completion of the Writing Lab visit, the paper will be treated as a standard late paper that will be docked 35 points, 5 points for each of the 7 days the paper was late.

#### Use of laptops, other technology in the classroom

Cellphones should be either off or set on silent. Laptop and tablet use in the classroom is acceptable if used for classroom activities. Please refrain from having material on-screen that is not pertinent to classroom activities and potentially a distraction for yourself and others.

#### Writing Lab

The Writing Lab is a wonderful resource for students, and they can assist with the structure, organization, and development of your paper. You can visit the Writing Lab in person in Room 448 or receive assistance online via Zoom meeting or email. Be sure to have a copy of the writing assignment sheet and your draft when you meet with a Writing Lab tutor. For more information and to set up a meeting go to: <https://pensacolastate.instructure.com/courses/1325752>.

#### Other Accommodations and Assistance

What follows is a brief list of other forms of accommodation and assistance that is provided:

- If you will be absent from class for religious observance, you should notify me in writing or via email during the first two weeks of the semester. I will work to provide a reasonable opportunity to complete academic responsibilities as long as that does not interfere with the academic integrity of the course.
- Title IX also protects against discrimination related to pregnancy or parental status. If you are pregnant, have gone through childbirth, had a termination of pregnancy, or are recovering from any of those conditions and will need accommodations for this class, please make an appointment with me to discuss course accommodations. For some quick information on Title IX go to: <https://www.pensacolastate.edu/documents/title-ix-facts-sheet/>.
- The Student Support Services Lab is located on the Pensacola Campus, Building 6, Room 620 (850-484-2028). It provides free tutoring to students who apply to the program and meet eligibility requirements.
- The Student Resource Center for ADA Services is located on the Pensacola Campus in Building 6, Room 6 or at (850) 484-1637. It assists students who have physical, visual, hearing, speech, learning, and psychological disabilities. If you are uncertain if you qualify for assistance, please contact SRC/ADA.
- Canvas (eLearning) Support Hotline: (855) 534-1843
- Student HelpDesk for tech support: (850) 471-4534.
- For additional student resources, including job services, tutoring services, student clubs, etc. see the Student Resource Guide: <https://www.pensacolastate.edu/documents/student-resource-guide/>.

#### Policy on Plagiarism & Academic Misconduct

All students in attendance at Pensacola State College are expected to observe standards of conduct appropriate to a community of scholars. Please refer to PSC's Student Code of Conduct located in the Academic Catalog and online (<http://pensacolastate.smartcatalogiq.com/en/2021-2022/Catalog/Student-Handbook/Student-Responsibilities/Code-of-Student-Conduct>).

Plagiarism is presenting someone else's work, ideas, and words as your own. Likewise, cheating is copying someone else's work or submitting someone else's work. All papers and assignments submitted

in this class should be your original writing and written specifically for this class. You cannot reuse papers or assignments from a previous class. You cannot submit a paper or assignment you have submitted to another class this semester. The consequences of either plagiarism or cheating are an automatic zero (0) on the work in question and the incident will be reported to PSC as academic misconduct. Depending on the severity of plagiarism or cheating, you may face possible failure of the course or discipline by the college. Regardless of the severity, after two instances of plagiarism or cheating you will be assigned an early 'F' for the course.

#### Turnitin

Students agree that their enrollment in this course allows the instructor the right to use electronic devices to help prevent plagiarism. All course materials are subject to submission to TurnItIn.com for the purpose of detecting textual similarities. Assignments submitted to TurnItIn.com will be included as source documents in TurnItIn.com's restricted access database solely for the purpose of detecting plagiarism in such documents. TurnItIn.com will be used as a source document to help students avoid plagiarism in written documents.

#### 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.

#### Student Perception Surveys – EvaluationKit

During the term, you will receive a notification in PirateMail with a link to EvaluationKit, the online evaluation system used by Pensacola State College. Please take advantage of this opportunity to provide anonymous feedback to your instructors about their courses. Your opinions are valuable, and your evaluations enable instructors to assess their teaching style and help them decide what changes to consider in curriculum, textbooks, or assignments.

