

Course Syllabus/Outline

ENC1102 English Composition II
HEALTH CAREER INSTITUTE

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Course Information

Course Number/Section ENC1102
Course Title English Composition II

Professor Contact Information

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About the Instructor

My name is Theresa Palermo-Robinson and I will be your instructor for this 10 week course. I have been a teacher for **30 years** in New York. I am looking forward to working with you. If you have any concerns or questions feel free to contact me at anytime.

You can reach me at:

T.Palermorobi@hci.edu Home phone in New York 631 776 2219

Course Pre-requisites, Co-requisites, and/or Other Restrictions

The required prerequisites for this course is English Composition I (ENC1101)

Course Description

As a continuation of English Composition I this course is designed with an emphasis on the development of a more in depth analytical and argumentative writing style. Readings are employed as a basis for these writings emphasizing literature & research. This is an advanced composition class and assumes that you have the skills necessary. If you believe you will need assistance with your basic writing skills, feel free to contact me.

Student Learning Objectives/Outcomes

- Using writing for inquiry, learning, critical thinking, communicating, and engaging with the world.
- Demonstrate an understanding of writing as an open collaborative and social process and work through the stages of the writing process: invention, drafting, revising, and editing.
- Will critique and edit their own work.
- Develop a specific research question or focus to respond to a writing assignment.
- Identify a need for information and access, evaluate, use and attribute primary and secondary sources in their work.
- Demonstrate the ability to express and integrate the words and ideas of others in their own work and avoid accidental or deliberate plagiarism.
.Write with clarity, brevity, coherence, and control of conventions such as syntax grammar, punctuation, and spelling.
- Use technologies to conduct research and to draft, revise, edit and design.

Required Textbooks and Materials

The Little Brown Compact Handbook 7th Edition Aaron, Jane E
ISBN: 978 0 205 65163 4

The Curious Researcher 6th Edition Ballenger, Bruce
ISBN: 978 0 205 66634 8

Textbooks and some other bookstore materials can be ordered online through online ordering sites. Required books not provided in the course cost are also available in stock at Health Career Institute

Rules

- All students of Distance Learning Classes must log in/ at a minimum twice per week.
- All forum questions posted have to be addressed with a minimum of at least three sentences. “I agree” by itself is not an acceptable response. 15% of your grade is for your responses to the forum questions.

Teaching Philosophy

This online course will provide active learning experiences, through online activities. Successful completion of the course will require team and individual projects. Collaboration and teamwork will be stressed in each module.

Mediated Teaching Modes

This course will be delivered online. We will use a project approach to learning. Each module will include multimedia topic introductions, asynchronous activities, which may be completed individually or in teams and may involve synchronous online web conferences.

Course Policies

Exams

All students must maintain an average of 70% or higher to successfully complete & pass this course.

Late Work

Work will not be accepted 14 days after the class is ended.

Student Resources

Access to resources are available to all students whether traditional or online..

LIRN Library: All students will need a Student-ID number to access all of the library’s electronic resources (journal articles, etc) from off campus. For more information on library resources go to www.hci.edu in the student service section under library resources.

Student Assessments

Grading Information

Weights- All students must maintain an average of 70% or higher as a minimum. to successfully complete & pass this course.

Activity Types	Weights	%
Each Paper- 3 (15 each)	45	%
Attendance/forums	25	%
Research Paper- Final	30	%
Total	100	%

Grading criteria

Score	Letter Equivalent	GPA Equivalent
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-50	F	0

Accessing Grades

Students can check their grades after the grade for each assessment task is released.

Class Participation in Distance Learning Classes

Students are required to login regularly, at a minimum twice per week, to the online class site. The instructor will use a tracking feature to monitor student activity. Students are also required to participate in all class activities such as discussion forums, chat or conference sessions and group projects which are weighted in the grade outcomes.

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Policy on Server Unavailability or Other Technical Difficulties

Health Career Institute is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation. The instructor and HCI Staff members will respond to student's request at the earliest possible time during the next working day.

Expectations

Reading: Participants are expected to read all assigned materials thoroughly and keep a reading journal, summarizing articles read with a short paragraph. Read with the objective of understanding the key ideas, rather than trying to memorize the information. Participants will be encouraged to follow coverage of communication technologies in the popular press during the semester. Each module has one required reading assignment. You will read and post your notes from one article in each module. You will also need to post one reaction to an article posted by another participant in this class.

Assignment due dates: One of the advantages to an online class is the flexibility it offers in when and where participants choose to do the work. Another advantage is the opportunity to interact with other students online. To support both objectives, assignments have *target due dates*. You are free to submit assignments earlier, however you should keep up with the targets.

Directed discussions: Topics for discussion are posted by the instructor. Post appropriate and on-topic comments in the directed discussions. A general discussion area is provided for comments or other topics not included in the directed discussions. Your own comments in response to the initial topic or to subsequent postings are part of the participation requirement for the class. Cite references and source material, unless the discussion is an "Opinion Discussion."

Accessing Grades

Students can check their grades after the grade for each assessment task is released.

To demonstrate your understanding of the readings and discussions:

- Answers should be based on the required readings and discussions.
- Please seek clarification if you don't understand the reading and/or the assignment question.
- Students should ask and answer questions about readings and assignments publicly, in the Class Discussions, to help out everyone in our learning community.
- The other students should be able to learn from reading the discussion. In class discussion, students should:
 - Make their initial posts as thoughtful as possible
 - Accept and encourage other students to learn by actively joining in the critique and comments

Be capable of providing polite and appropriate public criticism and publicly defending their claims To demonstrate your understanding of the material and discussions:

- Answers should be based on the required assignments and discussions.
- Please seek clarification if you don't understand the assignment question.
- Students should ask and answer questions about publicly, in the Class Discussions, so as to help everyone in our learning community.

Criteria for Grading Discussion Participation

your discussion contributions and leadership are graded subjectively, based on the following factors:

- Quality of contribution: "Me too" comments and quips that add life to a discussion are welcome, but they carry no particular weight. Comments with content that reflects your having done the assignments carry weight, and comments which reflect understanding and analyzing the assignments carry the most weight.
- Number of course accesses: The instructor checks course statistics regularly to see who is accessing the course. Grading is not based solely on the number of course accesses, but when one student has accessed the discussion area 150 times at the end of the term and another has accessed it only 20 times, it is apparent that there is a clear disparity in the degree to which those students have dedicated their time and attention to the course.
- Final grades will be posted and handed in by the next Wed. after the class officially ends.

Academic integrity: It is presumed that all work submitted is the original work of the participant whose name appears on it and was prepared originally for this course. Plagiarism and other acts of academic dishonesty are subject to academic penalties which range from no credit for the assignment to a failing grade for the course and or possible dismissal from the school

SAP

SAP stands for Student Academic Progress. At the end of the fifth week of the course each student will receive a progress report from the instructor. The progress report will let each student know how they are doing in the class and what they need to work on. A copy of this report will be sent to the Registrars Office and placed in your file.

Course Evaluation

As required every student must complete an evaluation for each enrolled course at the end of the semester or course. These will be kept confidential.

School Policies

Student Conduct & Discipline

Health Career Institute has rules and regulations for the orderly and efficient conduct of the school. It is the responsibility of each student to be knowledgeable about these rules and regulations which govern student conduct and activities. General information on student conduct and discipline can be found in the HCI catalog which is provided to all registered students and available on www.hci.edu website.

Incomplete Grade Policy

As per school policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within 14 days from the final course date. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.