ENGL 1302.9K1

CREDIT
3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION
Online

PREREQUISITE/CO-REQUISITE
A D or better in ENGL 1301 (Composition I).

COURSE DESCRIPTION
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. This class is completely online.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to
1. Demonstrate knowledge of individual and collaborative research processes.
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays.
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence.
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action.
5. Apply the conventions of style manuals for specific academic disciplines, APA, CMS, MLA, or other style manuals.

INSTRUCTOR CONTACT INFORMATION
Instructor: Dr. Rita McClelland
Email: rjmcclelland@lit.edu
Office Phone: 409-247-5063
Office Location: LH Technology Center 238
Office Hours:

Days	Time	Type
Monday, Wednesday, and Friday	800 am to 1230 pm	Face-to-face, phone, virtually
Tuesdays and Thursdays	800 am to 1030 am, and 1230 pm to 100 pm	Face-to-face, phone, virtually
By appointment outside of office hours on Mondays and Tuesdays	600 pm to 800 pm	Virtual meetings only

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Be sure to:
- Schedule an appointment with me on Starfish to make sure I will be in my office during my office hours.

Because:
- I have committee and department meetings I must attend during my office hours throughout the semester.

And I will:
- Email you an appointment reminder. It will have a meeting link, if we are to meet online.

REQUIRED TEXTBOOK AND MATERIALS
All required readings and materials are available for free in this class's Blackboard class.

LIT ATTENDANCE POLICY
Attendance in this class is based on your physical participation, your digital participation, and your mental participation in class, including interacting with this class's instructor in email and in assignments.

LIT DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

16-WEEK SEMESTER COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 Jan 20-25	Introduction to class	See Blackboard for specific assignment due dates	Module 1 assignments
Week 2 Jan 26- Feb 1	Introduction to Reading, Thinking, and Writing About Literature	See Blackboard for specific assignment due dates	Module 2 assignments
Week 3 Feb 2-8	Poetry	See Blackboard for specific assignment due dates	Module 3 assignments
Week 4 Feb 9-15	Poetry	See Blackboard for specific assignment due dates	Module 3 assignments
Week 5 Feb 16-22	Poetry	See Blackboard for specific assignment due dates	Module 3 assignments
Week 6 Feb 23- Mar 1	Short Fiction	See Blackboard for specific assignment due dates	Module 4 assignments

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Week 7 Mar 2-8	Short Fiction	See Blackboard for specific assignment due dates	Module 4 assignments
Week 8 Mar 16-22	Short Fiction	See Blackboard for specific assignment due dates	Module 4 assignments
Week 9 Mar 23-29	Midterm Exam	See Blackboard for specific assignment due dates	Module 5 assignments
Week 10 Mar 30-Apr 5	Drama	See Blackboard for specific assignment due dates	Module 6 assignments
Week 11 Apr 6-12	Drama	See Blackboard for specific assignment due dates	Module 6 assignments
Week 12 Apr 13-19	Drama	See Blackboard for specific assignment due dates	Module 6 assignments
Week 13 Apr 20-26	Research Paper	See Blackboard for specific assignment due dates	Module 7 Assignments
Week 14 Apr 27-May 3	Research Paper	See Blackboard for specific assignment due dates	Module 7 assignments
Week 15 May 4-6	Research Paper	See Blackboard for specific assignment due dates	Module 7 assignments
Week 16 May 7-11	Final Exam	See Blackboard for specific assignment due dates	Module 8 assignments

LIT COURSE EVALUATION
Final grades will be calculated according to the following criteria:
Participation   10%
Daily Work Assignments   40%
Mid-Term Exam   15%
Research Paper   15%
Final Exam   <u>20%</u>
Total   100%

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LIT GRADING SCALE

- 90-100   A
- 80-89   B
- 70-79   C
- 60-69   D
- 0-59   F

LIT does not use +/- grading scales

LIT ACADEMIC DISHONESTY POLICY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

LIT TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

LIT DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

LIT STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the LIT Catalog and Student Handbook. The LIT Catalog and Student Handbook may be accessed at www.lit.edu. Please note that the online version of the LIT Catalog and Student Handbook supersedes all other versions of the same document.

LIT ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into

classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

LIT STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

LIT STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

INSTRUCTOR'S COURSE POLICIES

DR. MCCLELLAND'S TEACHING PHILOSPHY

This is a college level course, and I am your college professor. My goal is to help you learn an effective writing process that you can use both in future classes and in your career after LIT.

The learning approach in this class is designed to strengthen your critical thinking skills. You will have many opportunities to think carefully about our topics and to show that thinking through your writing and other assignments.

I also want to help you learn how to succeed in college by understanding expectations, managing assignments, and developing the skills needed for college level work.

DR. MCCLELLAND'S RESPONSE TIME POLICIES

1. I answer my phone only when I am in my office and return calls only if you leave a voicemail.
2. The best way to contact me is through my LIT email at rjmcclelland@lit.edu.
3. I respond to phone calls, LIT emails, and Blackboard messages within 48 hours Monday through Friday and within 72 hours over the weekend.
4. I answer emails Monday through Thursday from 8:00 am to 1:00 pm and on Mondays and Tuesdays from 6:00 pm to 6:30 pm, and Fridays from 8:00 am to noon.
5. I do not respond to messages on weekends or campus holidays.

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6. If you email on a weekend or I miss your message during office hours, I will respond the next work morning.
7. If you contact me on the day an assignment is due, wait for my response before submitting. You will not be penalized for late work.
8. If you do not receive a response within 48 hours during the work week, please contact me again.

DR. MCCLELLAND'S LIT EMAIL AND BLACKBOARD MESSAGES POLICY

1. Issues with your LIT email are not considered a valid reason for missing my emails or not contacting me.
2. When emailing for help with an assignment, include screenshots of the assignment submission in Blackboard, the assignment instructions, and any comments provided on the assignment.
3. On the first day of class, an announcement will be sent to your LIT email. Please reply by the due date to confirm that your email is working.
4. To receive a faster response to a Blackboard message, select the Send to Email option before submitting the message.

DR. MCCLELLAND'S BLACKBOARD ANNOUNCEMENTS POLICY

1. Read all announcements, as they contain important information.
2. Announcements are posted in Blackboard and sent to your LIT email.
3. Announcements may include updated information or messages that require a response by a due date.

DR. MCCLELLAND'S TECHNOLOGY WARNINGS

1. Chrome and Firefox usually work best with Blackboard.
2. If links do not open on your device, notify me as soon as possible.
3. Edge and Safari may require extra time due to compatibility issues.
4. Mobile devices and some laptops may not display the full course in Blackboard.
5. If you use a mobile device, confirm your assignments on a desktop computer.
6. Technology or internet issues are not considered valid excuses for missed work.

DR. MCCLELLAND'S STUDENT BEHAVIOR EXPECTATIONS

1. This course focuses on reading, writing, and critical thinking.
2. Students may disagree during discussions.
3. Respectful disagreement supports learning and academic discussion.
4. Disrespectful behavior toward others is not permitted.

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DR. MCCLELLAND'S GRADING POLICIES

1. If you submit assignments early, they may be graded and returned for revision. You may resubmit for a higher grade.
2. All grades are recorded in the Blackboard Gradebook, and the highest score from multiple attempts is recorded.
3. Students are responsible for checking that their assignment grades match the Blackboard Gradebook.
4. If there is a difference, email me the assignment title so it can be corrected.
5. Missing assignments receive a zero in the Gradebook until they are submitted and graded.
6. All assignments have due dates and are on assignments and the Calendar.
7. Late work is generally not accepted, but exceptions may be made for unforeseen circumstances. Please contact me as soon as possible if an issue arises.
8. You have unlimited attempts on assignments until their due date. This does not apply to tests.
9. I leave questions or comments on all assignments. Please review and respond to them as needed.

DR. MCCLELLAND'S GRADING SCHEDULE

1. I grade Monday through Thursday from 8:00 am to 1:00 pm and Fridays from 8:00 am to noon.
2. I may grade on weekends as needed. I announce on Blackboard when I will be grading on weekends.
3. My grading schedule lets students know when to expect assignments to be graded.

Class	Assignment Due Day of the Week	Weekly Grading Days
ENGL 1302.9K1	Mondays	Tuesdays and Wednesdays

DR. MCCLELLAND'S PARTICIPATION POLICIES

1. Attendance is taken every class day for face-to-face students and tracked through course activity for completely online students.
2. Face-to-face students who email me before class will be counted as present. No explanation is required.
3. Face-to-face students may arrive late, but repeated lateness may be addressed.
4. Attendance is important, but active participation is more important for all students.
5. Participation means engaging with assignments and having a plan for completing them.
6. All students are expected to discuss their assignment errors with me. This is a student-led discussion based on grading rubric criteria. Students must initiate, lead, and guide this discussion. Students do not receive a laundry list of errors from Dr. McClelland.

Approved: RJM/Jan 2026

7. The writing and MLA errors list is available in every module. Students are expected to use the AI proofreading tool, which is based on this errors list, for all writing assignments. Grammar, punctuation, spelling, usage, and academic style errors are not marked by Dr. McClelland.
8. Face-to-face students are expected to participate in class discussions, group work, and in class activities.
9. Completely online students are expected to log into the course regularly and interact with course materials.
10. For all students, active participation includes watching lecture videos, completing readings, submitting coursework, and interacting with classmates when required.
11. Being present or logged in without participation does not meet course requirements.
12. Interaction with classmates through discussions, peer feedback, or group projects is part of participation when assigned.
13. Starfish or Blackboard may notify you if you have not logged into the course within three days.

DR. MCCLELLAND'S ACADEMIC INTEGRITY AND AI USE PHILOSOPHY

This class includes an AI proofreading tool, an AI research tool, and AI based assignments for students to use as part of the learning process. AI tools can plagiarize and lie, so they are used in this course as learning and revision tools, not as creators of student work. Students may use AI to check grammar, punctuation, spelling, usage, academic style errors listed on the writing errors list, and MLA formatting, as well as to assist with research and understanding course concepts. All ideas, analysis, and written content must be created by the student, and AI may not be used to generate their assignments or their responses. Students are responsible for reviewing any AI assisted changes before submitting their work.

DR. MCCLELLAND'S PLAGIARISM AND AI USE POLICY

1. Plagiarism and unauthorized AI use are serious violations of academic honesty.
2. Plagiarism includes copying sources without citation, reusing your own previous work, closely copying or rewording sources without citation, and similar practices.
3. All writing assignments are submitted through plagiarism detection tools in Blackboard and online AI tools.
4. Assignments may also be reviewed using other instructor evaluation methods.
5. If an assignment is flagged for plagiarism or AI use, it will receive a temporary grade of zero and you will be contacted to meet.
6. During the meeting, we will decide whether the assignment must be rewritten or revised to resolve the issue.
7. Other assignments will not be graded until the issue is resolved.
8. Students must write their own content. AI may not be used to generate ideas or written work.
9. AI may be used to help students edit grammar, punctuation, spelling, usage, academic style, or MLA formatting errors.
10. Excessive AI editing may still be detected by AI checkers and reviewed.