Dr. Fynboe – LIT1000 SYLLABUS – SAMPLE

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Course Modality: Hybrid Course

This is a hybrid course and therefore we will meet – face to face – once a week, every XXXXXXX from X:XX-X:XXpm in XXXXXX. All assignments, course interactions, and the proctored exam will utilize Internet technologies; the content of this course is mostly online in Blackboard.

The face-to-face sessions will be a combination of reviewing the previous week's Blackboard work/assignments, asking questions about current and future work, and a lecture that goes into either our literature readings or course topics beyond the textbook.

Attendance will be taken each week and being absent will negatively impact your grade.

Blackboard Learning Management System (LMS)
If you need assistance with Blackboard, please review the Blackboard Help Videos by clicking on the link provided on the course menu.

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Course Overview

LIT1000 is an introduction to literature where students read and discuss selected works in the three major genres (short prose, poetry, and drama) and write critical analyses. In addition, students write a documented research paper and take part in group discussions.

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Course Learning Objectives

At the completion of this course, students will be able to:

- Draft original, organized work, act on productive feedback, revise, and edit to develop writing process.
- Adapt communication for tone, purpose, audience, and situation.
- Compose clear thesis statements, organize thought, develop body paragraphs, and select adequate supporting evidence for basic college-level arguments.
- Use essential Standard American English conventions including appropriate sentence structure, grammar, and punctuation.
- Follow form and style guidelines.
- Conduct research and incorporate primary and secondary sources to support the thesis.
- Evaluate the quality and reliability of sources; Recognize and avoid plagiarism.
- Determine what a text says explicitly and what can be inferred from it.

Course Resources

REQUIRED Textbook(s) - (available at IRSC bookstore)
The Norton Introduction to Literature. Kelly J. Mays, editor. Shorter 14th Edition.

Resources:
For Modern Language Association (MLA) assistance, refer to
http://irsc.libguides.com/MLA.

All additional resources will be referenced in the course modules on Blackboard.

Course Requirements
This course consists of a series of activities and assessments to assist you in achieving the outcomes/objectives for the course and instructional modules/ units. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc.

Grades and Grading Scale
Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

Letter Grade	Percentage
A	100-90
B	89-80
C	78-70
D	69-60
F	59 and below

Items	Weight
Honorlock Essay	10%
Learning Journals	20%
Discussion Boards	15%
Worksheets	15%
Essays	40%
	100%

Honorlock Essay
Around week 8, you will complete a timed essay through Honorlock.

This assessment will be graded based on correct grammar, clear sentence structure, and a focused topic that clearly answers the essay question. No aids of any kind will be available. There is no make-up assessment available.

Learning Journals

You will write brief responses related to assigned readings and study activities. Read each journal prompt thoroughly and answer all questions asked. Quote and cite specific evidence from the literary work(s) whenever possible. See the Schedule of Activities for due dates.

Discussion Boards

You will also write brief responses related to assigned readings as then post these responses on a shared Discussion Board post. Craft your thoughts and proofread them in word processing software before posting it to the Discussion Board post. Make sure to read each prompt thoroughly, and answer all questions asked. Quote and cite specific evidence from the literary work(s) whenever possible. Once students have posted to the Discussion Board, each student will comment on another student's post. See the Schedule of Activities for due dates.

Worksheets

Students will practice essential writing skills via worksheets before using these skills in their essays. Examples include the submission of Planning Worksheets before students write each essay and are designed to help students plan their essays before each essay is due. See the Schedule of Activities for due dates.

Essay #1 and Essay #2 Assignments

Students will write two essays for this course based on assigned readings and other course materials. Specific instructions for each document are provided in the modules under the Content link. See the Schedule of Activities for due dates, essay instruction modules, and submission locations for each essay. Students will submit essays via Blackboard. Detailed instructions are provided below. Contact your instructor well in advance of essay due dates if you have questions related to these assignments.

Course Guidelines

Assignment Submissions

- **Late or Missed Assignments**: Late work, even if it is only late by a couple of minutes, will automatically lose ten points per day beginning the day it is due (up to max. point deduction of 30 points).
- All worksheets and essays must be submitted as Microsoft Word (.docx) or Adobe Acrobat (.pdf) attachments. **DO NOT SUBMIT ASSIGNMENTS AS APPLE "PAGES"**
- Learning Journals and Discussion Boards utilize text boxes that students must type in; please do not upload documents for Learning Journals and Discussion Boards.
- If you use a **Chromebook or Google Documents**, you must export your assignment into Microsoft Word format before you upload it to Blackboard. Instructions:
    - Click File < Export < Microsoft Word. The converted file will download to your default downloads folder (usually called Downloads).
    - Please upload the file to Blackboard from your Downloads folder (instructions below).
- If you use **Pages** on a Mac, iPad, or iPhone, you must export your assignment into Microsoft Word format. Instructions:
    - Click File < Export To < Word
    - DO NOT check the box labelled require password to open
    - Choose the location where you would like to save the exported file and click Export.

o   Please upload this exported file to Blackboard (instructions below).

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Instructor Feedback
Your instructor will make every effort to provide feedback on assignments within 7 to 14 days.

Accessing Grades
Students can all access all grades and graded assignments through the My Grades link in the course site control panel.

Communicating with the Instructor
When questions arise during this course, please remember to check these two sources for an answer:

1. Course Syllabus
2. Announcements in Blackboard

If you cannot find an answer to your question, please contact the instructor. Additionally, please allow 24 - 48 hours for the instructor to respond.

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Culture of Respect
Students are expected to engage with the course material with care and to engage with fellow students with respect and empathy. Instructors will work to ensure a constructive and thoughtful learning environment that encourages authentic and productive interactions with the material and each other.

Plagiarism
Plagiarism is a form of theft. It means presenting the work of someone else as if it were your own. Plagiarism is a serious violation and is not tolerated at IRSC. Plagiarized papers earn the grade of "F" (zero) and may result in additional student discipline.

Course Topics
Please remember that this is a college level course that encourages mature and critical thinking. Therefore, this course contains mature content that may challenge some of your preconceptions and/or evoke negative emotional responses as part of the learning process. Students are expected to deal rationally with this material and respond in a respectful manner as part of this learning process. It is recommended that students consult the syllabus for course topics. If students are bothered by course content, they are urged to contact the instructor via email before the add/drop period ends keeping in mind that class curriculum is not open to negotiation.

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IRSC Resources
More information about Indian River State College's resources and policies are available on the college website, which can be accessed through the Institutional Resources section of the course. Topics include:

- MyPioneerPortal – Register for classes, view grades and financial aid awards
- Student Handbook & Student Handbook Reference Guide
- Advising
- Academic Calendar
- Academic Support Center
- Academic Notice/ Deficiency/Suspension
- Course Catalog
- Drop/Add
- Equity Statement

- Financial Aid
- Graduation
- Incomplete Grade
- IRSC Mission Statement
- Student Accessibility Services
- Student Activities
- Student Support Services
- Testing Services
- Assessment/Examination Policy
- Transcripts
- Update Personal Information
- Withdrawal Policy

Library & Research Paper Resources

Quick links to the Indian River State College's Library and Research Paper Resources can be found in the Institutional Resources section in Blackboard. Quick links include:
- Library Link
- Course Specific Custom Library Guides
- Ask the Librarian (24/7)
- American Psychological Association Tutorial
- APA Guidelines
- MLA Guidelines
- CSE Guidelines
- Legal Citation
- Plagiarism Policy
- Writing a Research Paper

Technical Requirements

Course Specific Technology Requirements
None.

Course Guidelines
Information about how to succeed in an online course can be found in the Institutional Resources section under Course Guidelines. Quick links include:

- Studying and Time Management
- Essential Technical Skills Checklist
- How to Succeed in an Online Course

IRSC Computer Requirements
Students must have a reliable computer and Internet connection throughout the course. Quick links to the Indian River State College's Blackboard Technical Information can be found in the Institutional Resources section in Blackboard. Quick links include:

- Blackboard Mobile App

- Browser Support

Blackboard Learning Management System (LMS)
If you need assistance with Blackboard, please review the Blackboard Help Videos by clicking on the link provided on the course menu.

Note: The preferred browsers are Google Chrome and Mozilla Firefox.

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Student Accessibility Statement
Indian River State College provides reasonable accommodations to students with documented disabilities through the Student Accessibility Services (SAS) Office. The rights of students with disabilities which pertain to post-secondary education are provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who wish to request an accommodation for a documented disability may contact
Student Accessibility Services at 772-462-7808, 772-462-7782, or e-mail accessibilityservices@irsc.edu

On-line and Hybrid Course DoE Statement
Students should expect to have regular and substantive interactions that enhances their learning throughout the online experience in accordance with the U.S. Department of Education. Such assignments will be labeled with an **(RSI)** designator in the Schedule of Activities.

Student Services
Indian River State College and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. IRSC does not discriminate on the basis of race, color, national origin, ethnicity, sex (pregnancy), religion, age, disability, sexual orientation, marital status, veteran status or genetic information in its programs and activities. If you have encountered any form of discrimination or harassment, including sexual misconduct (e.g. sexual assault, sexual harassment, and stalking, domestic or dating violence), we encourage you to report this to the Title IX Coordinator. If you report such an incident of misconduct to a faculty member, that faculty member is required by law to notify IRSC's Title IX Coordinator. If you or someone you know has been discriminated against, harassed or assaulted, the following person has been designated to handle inquiries regarding non-discrimination, non-harassment policies: