



Danville Community College

Instructor: Janel Hauser

Office: Room 223 (IALR)

Hours: 12:00-3:00 Monday-Friday

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Email responses will be granted within 24 hours.

Course Description:

This course examines major British and world writings from early times to the modern period and encourages students to discover the historical and global influence of a variety of cultures. It develops the writing ability for study and application taken from personal experience, observation, specified research, and reading of selected literature. The emphasis is on writing as a process including audience, purpose, tone, drafting, revising, and editing. Types of writing produced include expository and technical compositions, documented research papers, and literary criticism. The course integrates experiences in critical thinking, reading and writing intensities, and verbal communication. Students will participate in teacher-directed instruction, individual and collaborative work, and interdisciplinary/transdisciplinary activities. Assignments will provide students an opportunity to practice new skills, demonstrate understanding of key concepts, use available technology, and receive peer-teacher feedback.

AP and Dual Enrollment Classes:

The English 12 course is a year-long class of 36 weeks, and earns one high school English credit. As a dual-enrollment course, it counts as two separate college semester courses designated English 245 and 255. Each semester earns three semester-hour credits through Danville Community College. This class is designated as a dual-enrollment course that is offered by Danville Community College. However, some students are also pursuing advance placement (AP) and are following the additional AP requirements set forth by the high school teacher for the course. Dual enrollment students are taking the course for college credit and are not required to complete the advanced placement exam. Students pursuing the AP option may, of course, select to take the AP exam at a time offered by the school division. Any students or parents with questions should contact Dr. Debra Holley, Danville Community College (dholley@dcc.vccs.edu, 434-797-8409).

VCCS Catalog Course Description:

English 245: British Literature – “Examines British literary traditions and texts from diverse time periods, genres, and authors. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts in their historical, cultural, social, and/or literary contexts.”

English 255: World Literature – “Examines literary texts across a variety of cultures, genres, and time periods. Develops critical thinking and interpretive skills through close reading, discussion, and analysis of literary texts from around the world in their historical, cultural, social, and/or literary contexts.”

Course Outcome:

Upon satisfactory completion of this course, students will be able to respond critically and reflectively to literary works, trace literary currents and movements, assess aesthetic qualities of literature, think and write critically about literature, and reveal an appreciation for the works of significant English (and European) authors. Students are encouraged to discover their voice by responding to British and world literature and global issues.

Transcripts: Students will need to submit a request form to DCC at the end of the year in order to have transcripts sent to colleges.

Primary Texts: The following major works are selections for class study:

<i>1984</i> , Orwell	<i>Mrs. Dalloway</i> , Woolf	<i>The Handmaid’s Tale</i> , Atwood	<i>Frankenstein</i> , Shelley
<i>The Picture of Dorian Gray</i> , Wilde	<i>The Kite Runner</i> , Hosseini	Selected works from William Shakespeare	
<i>The Hours</i> (film)	Holocaust literature selections		Selected British/World poetry

Not all works will be used. Additionally, other selections may be substituted as deemed appropriate.

Independent Novel Study Choices:

<i>Brave New World</i> , Huxley	<i>A Thousand Splendid Suns</i> , Hosseini	<i>Homegoing</i> , Gyasi
<i>Purple Hibiscus</i> , Adichie	<i>Maus</i> , Spiegelman	<i>The Devil’s Highway</i> , Urrea
<i>Sold</i> , McCormick	<i>Salt to the Sea</i> , Sepetys	<i>Little Bee</i> , Cleave
Acevedo	<i>Tess</i> , Hardy	<i>The Poet X</i> ,

Additional works may be offered for choice reading at my discretion.

Course Expectations: In addition to my classroom guidelines, all students are expected to follow the policies outlined in the PGSMST handbook. **Guidelines are liable to change at the discretion of the instructor.**

1. **ATTENDANCE:** The PGSMST attendance policy will be strictly followed. All students must arrive to class *on time* to avoid interruption and missed instruction. Much material is covered within a limited amount of time. It is imperative that all students are present to obtain information during class time. Should a student miss class, it is the responsibility of the STUDENT to acquire any information or assignments that were given that day.

DCC Attendance Policy: Students missing twenty-five percent (25%) or more of the total time allocated for classes and/or labs may be administratively withdrawn from the course upon the recommendation of the instructor.

Students who are administratively withdrawn prior to the completion of 60% of the classes and/or labs will be issued a grade of “W.” After that point, students who are administratively withdrawn will be issued a grade of “F.”

Faculty have the discretion to establish more restrictive policies which will be published in the course outline.

Faculty also have the option to excuse a student when documented, mitigating circumstances prevent the student from attending a class or lab session.

2. **COLLEGE AND SCHOLARSHIP RECOMMENDATIONS:** I am thrilled to fulfill student recommendation requests, but **I require a two-week notice to compose any and all recommendation letters with recommendation requests sent via email.** Last minute requests will be denied, and all information and materials must be sent two weeks prior to the deadline. **Questbridge Recommendations:** I offer **ONE(1)** student a Questbridge recommendation on a first come, first serve basis. **Scholarship Recommendations:** I only complete scholarship recommendations requests in a digital format. No recommendation will be shared or given to a student. I reserve the right to decline a recommendation request for a scholarship for any reason even if I have previously written one.

3. **ASSIGNMENTS:** Due dates and instructions for graded assignments are posted to Google Classroom. **All digital assignments must be completed using Google Apps.** Students are expected to meet all deadlines for ALL assignments, reading included. It is recommended students maintain a calendar or planner to keep up with due dates. In the event of an absence or inclement weather, students are still expected to submit due assignments unless instructed otherwise. Accommodations will be made as needed based on request or weather delays. Accommodations and arrangements will be offered and planned with students who experience an extended absence; I define an extended absence as class absences that total three days or longer (illness, family emergency, etc.). These absences will need to be marked as excused for an accommodation plan. **I will make exceptions for students who need extended time, but I must be notified at least THREE days before the assignment is due; this includes the daybook.** All late assignments will incur a 10-point grade deduction per school day. **After three days, late assignments will no longer be accepted.** *Technological difficulties will never be an acceptable excuse for late work.* I do not accept technological excuses such as a “crashed computer,” “no internet access,” “I emailed you yesterday,” or “I did not have the proper software or access.” *A lack of planning on your part does not constitute an emergency on my part.* To avoid technical problems, students are required to work in Google Apps; it is strongly recommended that students always “give Google permission” to work offline in Google applications.

• **Reading Assignments: As a literature course, both semesters (British and World) will be reading intensive. Reading (and in some circumstances, listening and viewing!) makes my class go ‘round! Reading (and in some circumstances, listening and viewing!) makes my class go ‘round! Active and close interaction is an important aspect of college-level analysis. For every reading assignment, students will be expected to SHOW and RESPOND to their reading. Students will create, maintain, and manage a literature daybook for text response and analysis; the daybook will be kept digitally. Reading assignments with assigned daybook entries are NOT accepted after the due date. Failure to submit daybook entries will result in a zero. Daybooks will be checked frequently, and the checks may be announced or unannounced.** In alignment with makeup work policies, students will be expected to check Google Classroom for activities that align with reading assignments and/or check with a peer for lecture notes.

• **Writing Assignments:** The written response is the fundamental purpose of this course. Written responses in varied capacities will be assigned often depending on the learning circumstances. Written assignments can include commentary responses, paragraph developments, and essay composition. Students will write beyond what I can practically grade; all assignments should be approached as if they were receiving a formal grade. Students can expect to plan, draft, conference, and peer review prior to final graded submissions. Due to the nature of grading processes, students who submit late written assignments will forfeit formal feedback on their work.

Guidelines for Written Assignments: All written assignments are composed in Google Docs unless stated otherwise. All writing assignments should be double-spaced using 12-point Arial or Times New Roman font in MLA format. All written assignments will be submitted electronically using Turnitin.com. All digital submissions on the turnitin.com site are due at the same time as the assignment itself. **Failure to submit written work to turnitin.com by the due date will result in a letter-grade deduction from the final grade.**

Any paper indicated as plagiarized will be thoroughly investigated.

- Grammar Instruction: Grammar concepts are taught on a daily basis using the process of the sentence diagram. Students will keep a composition notebook for grammar notes and activities. Grammar practice as homework is assigned frequently. I do allow students to use this specific notebook on assessments, so students must take careful notes and keep up with daily assignments.

- Independent Novel Study: Each semester, students will complete an independent novel study. The students will choose a literary work from an assigned list. The students will work with their chosen work for the duration of the semester. Over the course of the semester, students will complete varied assignments leading to a final critical essay that will count as their final exam grade each semester. The students will also compose a presentation on their novel for their peers that is weighted as a test grade. This semester-long project is assigned within the first week of school with specific dates for assignments; this study requires meticulous time management and prioritization of reading.

Makeup Work: It is the sole responsibility of the student to gather makeup work. Class notes should be obtained from a peer. In addition, any graded work must be submitted in a timely manner -- for each day you miss, you have that many days to submit work. In some circumstances, alternative assignments will be given. Any graded work returned to the class forfeits the ability to make up the assignment. **Assignments that are submitted online are due on the due date, regardless of absence.** An absence does not equal an extension. Absences determined as unexcused will result in a zero. In-class assignments and/or independent assessments will not be released until student absence has been excused by the Director. I reserve the right to deny assignments that are beyond a reasonable submission timeline that align with time missed.

4. **Extra Credit:** Additional points for a final grade average will be offered throughout the year at my discretion. Extra credit is a privilege, not a requirement. In some cases, students will be given “second chance” opportunities to amend an original grade. It is strongly suggested that students take advantage of any extra credit opportunities. **Extra credit is not offered to individual students; if extra credit opportunities are given, they are given to an entire class.** EXTRA CREDIT ASSIGNMENTS WILL NOT BE ACCEPTED IF A “ZERO” WAS GIVEN ON **ANY ASSIGNMENT.**

5. **CLASSWORK/HOMEWORK:** **Reading should always be the priority at home.** Unless otherwise noted, all reading will be done outside of class. Classwork is intended for practice, review, and questions with access to me. Homework is intended for independent practice and is never graded. Any assignment with an intended numerical grade will be announced.

Cell Phones and Electronic Devices: **No phones or smart watches in class.** This rule is in alignment to the Virginia Executive Order under Glenn Youngkin; students will not be allowed access to cellular devices during instructional hours. Students are also expected to use school-issued computers and iPads.

Course Grading Procedure:

The final grade of any submitted assignment is based on completion and presentation of quality work. A rubric will be provided for any assignment submitted. **Grades are not negotiable, and assignments are graded once.** Grades are posted to Thinkwave, the school-wide, grading management system, and I request a two-week grading window for written work. All grades are entered as point values to calculate a percentage for each category below.

Grading scale: 100-90=A; 89=80=B; 79-70=C; 69-60=D; 59 and below=F

All assignments are graded on a 100-point scale and will be weighted as follows:

Summative Assessments	50%
Formative Assessments	25%
Literature Daybook	25%

Policy on Academic Dishonesty: Plagiarism and cheating are both acts of academic dishonesty!

All work submitted must be original to the student. This includes, but not limited to: ANY written assignment, presentation, quiz or test (in class or take home). It is my greatest desire that students take pride in any assignment or project produced for this course. Any idea that does not belong solely to the student should be properly cited. Any suspicion of plagiarism will be thoroughly investigated and reported to the Director of PGSMST. The action **WILL RESULT IN A “ZERO” FOR THE ASSIGNMENT. In addition, any student caught cheating on examinations will receive a “zero” for the final grade.**

Statement on Generative AI: AI can be a useful tool in the English classroom setting, helping students improve their language and written communication skills and providing personalized feedback on their writing. However, the consequences of using AI as a replacement tool for writing processes and producing essays include the potential for plagiarism and the lack of originality in the writing. Additionally, AI-generated essays may not account for the nuances of the topic or the specific requirements of the assignment. **I reserve the right to thoroughly investigate instances of plagiarism and potential AI-generated work. Methods of investigation can include student conferences, utility and analysis of Google history, and Internet reading assistant comparisons.**

Disability Accommodation Policy

Danville Community College is committed to ensuring that students with documented disabilities have the opportunity to take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Students seeking accommodations must make an appointment with the ADA Coordinator in the Accessibility Services Office. Accommodations will be made in accordance with the Accommodation Letter from the ADA Coordinator. This letter should be presented to the instructor during the first week of class. For more information go to <https://danville.edu/accessibility-services>.

- For more information on ADA Services:
 - Phone: (434) 797-8443
 - Email: ada@danville.edu

Testing Center

The Testing Center proctors both make-up tests and distance learning exams. It can also facilitate testing for distance learning students at off-campus locations. The Testing Center is located on the upper-level of the Learning Resources Center. Exams can be administered as paper & pencil, Internet, or secure browser based exams. Tests are proctored during regular LRC hours (<https://danville.libguides.com/hours>).

For additional information, contact the Testing Center:

- Phone: (434) 797-8404
- Email: testingcenter@danville.edu

Tutoring

1. Face-to-Face: DCC Tutoring Center. Trained peer and professional tutors are available to tutor specific subject areas and to assist students in developing effective learning strategies. Tutoring is designed to support and enhance your classroom learning. DCC's tutorial services are nationally certified by the College Reading and Learning Association. The Tutoring Center is located in the upper level of the Learning Resources Center.

- For more information on tutoring services:
 - Phone: (434) 797-6432
 - Email: tutoring@danville.edu

2. Online: Brainfuse is a 24/7 online tutoring service provided free to students at Danville Community College. Students can get help in Math, Biology, Chemistry, Physics, Economics, Accounting, Statistics, Spanish, Writing and more. Access to Brain-fuse is provided through Canvas.

- If you have any questions about Brainfuse please contact the Tutoring Center:
 - Phone: (434) 797-6432
 - Email: tutoring@danville.edu

DCC Title IX (Sexual Harassment and Misconduct): Your Rights and How to Make a Report

Consistent with its mission, Danville Community College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual misconduct, which encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another in any form will not be tolerated. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Thus, sexual harassment prohibited by Title IX can include conduct such as touching of a sexual nature; making sexual comments, jokes, or gestures; writing graffiti or displaying or distributing sexually explicit drawings, pictures, or written materials; calling students sexually charged names; spreading sexual rumors; rating students on sexual activity or performance; gender-based stalking or bullying; conditioning a benefit on submitting to sexual advances; or circulating, showing, or creating e-mails or websites of a sexual nature. Under Title IX, this constitutes sexual misconduct and includes rape or sexual assault. If you have been the victim of sexual harassment or other sexual misconduct, you have certain rights under Title IX. For additional information regarding your rights, please consult the DCC Title IX website at <https://danville.edu/titleix>.

In accordance with College policy and federal law, all faculty and staff members are required to report incidents of sexual harassment including sexual violence to one of the individuals below whose responsibility it is to investigate all complaints. In order to contact file a complaint against a Danville Community College faculty or staff member for sexual harassment, sexual assault, sex discrimination, or other forms of sexual misconduct, go to the following link: https://cm.maxient.com/reportingform.php?DanvilleCC&layout_id=1

TimelyMD

Danville Community College students have FREE, 24/7 access to virtual care services with TimelyCare — the virtual health and well-being platform from TimelyMD, designed for college students. Students do not need insurance to access TimelyCare services. It can be accessed in the following ways:

- o In the Canvas course on the left hand menu under “TimelyCare”
- o By visiting <https://app.timelycare.com/auth/login>

Office of Veterans' Affairs

DCC Campus is a “Military Friendly Campus,” and this office is dedicated to helping eligible veterans, dependents, reservists, guardsmen, and disabled veterans (service connected) in the pursuit of education, be it higher education, retraining, vocational skills or just lifelong learning. We will assist veterans in using their earned Veterans benefits through the Department of Veteran Affairs.

- Please contact Mr. Sam Lowery:
- Phone: 434 797-8506
- Email: sam.lowery@danville.edu

Single Stop Program for Enhanced Student Access to Public Benefits

[Single Stop](#), a one-stop shop for meeting the basic needs of families, is partnering with the Virginia Community College System (VCCS) and Danville Community College (DCC) to help students access public benefits without the hassle of applying through each individual public benefit agency. This resource will confidentially screen candidates for public benefits and provide them with specialized staff follow-up. When a student works with Single Stop to apply for public benefits like the Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children Nutrition Program (WIC), and Medicaid, there are no language barriers or waiting in line. The Single Stop screening tool determines eligibility for a wide variety of public benefit programs and dedicated Single Stop staff to help applicants navigate the process, as well as assistance with filing tax returns at no cost.

Danville Community College
Syllabus Acknowledgment and Signature Page

Course Title: _____

Course Number: _____

Instructor Name: _____

Semester: _____

By signing below, I acknowledge that I have received, read, and understand the syllabus for the course listed above. I understand the course policies, expectations, grading procedures, attendance requirements, academic integrity policies, and any other guidelines provided in the syllabus. I agree to abide by the policies set forth and will seek clarification from the instructor if I have any questions.

I also understand that the syllabus is subject to change, and any updates will be communicated by the instructor.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____