I. Instructor Information
Name: Joan Dudley
Office: LRS 243
Telephone: (501)771-6066
Office hours:
Monday—1:30-3:30
Tuesday—1:00-1:30
Wednesday—1:30-3:30
Thursday—1:00-1:30
Or by appointment M-F
Email: jdudley@uaptc.edu

II. Catalog Description
3 Credit Hours (3 hours lecture per week)

Further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking.

PREREQUISITE: Completion of English 1311 (or an equivalent course) with a grade of “C” or better.

III. Course Resources
Required textbook:

IV. Institutional Learning Outcomes
UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: http://www.pulaskitech.edu sla/mission.asp
V. Department/Program Learning Outcomes
The English department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and creative thought
2. Effective argumentation with a focus on tone, purpose and audience
3. Academic Integrity
4. Independent thinking and learning
5. Written communication on a collegiate level
6. Exposure to various cultures and subcultures
7. The influence of culture on individuals and their work
8. Collaborative study and writing

VI. Course Outcomes
The student will demonstrate an advanced application of outcomes expected in ENGL 1311:

1. Respond appropriately to various rhetorical situations, purposes, and audiences
2. Use writing and reading for inquiry, learning, thinking, and communicating
3. Integrate original ideas with those of others
4. Develop flexible strategies for generating, revising, editing, and proof-reading
5. Use collaborative writing processes
6. Demonstrate knowledge of structure, paragraphing, tone, mechanics, syntax, grammar, and documentation

Composition II continues English Composition I’s focus. In English Composition II, students practice methods of drafting, including how to create a thesis and how to support and develop that thesis in a focused, thorough, and stylistically appropriate essay that demonstrates awareness of audience and the conventions of medium and genre. The class will focus on writing strategies such as invention, arrangement, drafting, and revision, including teamwork with the instructor and/or classmates in the writing process, fluency issues such as the use of transitions, and the correction of major usage errors. The class requires students to read texts critically and to practice good scholarship through the conventions of style and documentation. Students practice integrating summary, paraphrase, and quotation into their own original compositions. Students write a minimum of fifteen pages of formal writing to be divided among assignments, including a research paper that incorporates material from quality sources.

VII. Attendance Policy
Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class will be administratively withdrawn from the class.

Any student who does not class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

Teachers have the right to enforce UA-PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the section below.

Attending class is essential to being successful in this class.
You need to be on time and prepared to participate.
Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Attendance is taken by signing the attendance sheet. If you come in late, please see me after class about signing in as tardy. Do not interrupt class.
Each class meeting will be worth 5 points for attendance (you will only receive 1 point if you are tardy or leave class early). We will be doing quite a bit of collaborative work. Being late will put an added burden on your peers.
Drop policy:
If you miss more than four consecutive classes for any reason, you will be dropped from the class (WX) if the absences occur before the drop date. If the absences occur after the drop date, you will possibly fail the course.

There is no such thing as excused or unexcused absences. It is understood that there are times that you will be unable to attend class—just don’t make a habit of it. Habitual tardiness will result in absences being recorded.

The following are considered as an absence and points for attendance subtracted:
- Sleeping in class
- Doing homework for another class
- Any use of cell phones, laptops, or other communication devices during class (without previous consent from me); this should be considered your warning. This includes texting.
- Leaving the class repeatedly during class time
- Disruptive behavior

VIII. Classroom Policies
The UA-PTC Catalogue rules and regulations will be enforced in this class at all times.

Please consult the following website for more information: http://www.pulaskitech.edu/admission/web_catalog/

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the section below.

From my many years of teaching I have found that the time in the classroom is most effective for all if
- there is no eating in the classroom. Beverages are allowed.
- absolutely no one is allowed to make derogatory remarks in regards to race, class, gender, or religion.
- students keep up with expected assignments and due dates which are always explained in class and posted on Blackboard—see note below*
- Readings and textbooks: When a reading is assigned, you need to come to class prepared to discuss it. If you don’t understand your reading assignment, read it again and outline the material. Find and share resources that might help you. You are responsible for gaining access to the textbook in a timely manner; if the book is not available from the bookstore, it is your responsibility to let me know.

A college classroom is supposed to provide an opportunity to be exposed to viewpoints different from yours and the ability to think critically about these viewpoints.

Be respectful of others’ opinions.

Of course there may be times when you are unable to attend class. Just remember:
- If for any reason you are not able to attend class, then you must submit your homework on Blackboard the same day it is due * see note below
- Most in class work involves collaboration. No in class work may be made up.
- Appropriate behavior is expected for all communications, including any notes or email messages.
- When you send an email, please check for my response.
- Be aware that you are responsible for all aspects of your assignments being handed in and done correctly whether you attend class or not.
- Submitting assignments: All writings prepared outside of class for class must be submitted through Blackboard unless I specify otherwise.
- Students must have daily access to internet.
*You are also responsible for any assignments that were given on the day you missed by checking the Blackboard portal. This is the tool I use to provide you with an online resource to find information about the class and have access to your grade at any time. Detailed information about how to use this site will be provided in class and is available to you online. Please do not email me until you have first checked for assignments missed on Blackboard. If you are still confused about an assignment, then feel free to email with questions. I will be happy to clarify, but will not be lenient if the work is not completed by its due date.

IX. Grading
Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Total points available in the class (800):
- In Class Writing assignments=150pts (you must be in class to earn these points—no exceptions)
- Quizzes=100pts
- Essays and Revisions =200pts
- Annotated Bibliography/Research Paper =200pts
- Participation=150pts

Grading scale by points:
- 720-800=A
- 639-719=B
- 558-638=C
- 477-557=D
- <476=F

Late Assignments and Grading
Late homework will NOT be accepted. As mentioned above, it is YOUR responsibility to ensure that your assignments are COMPLETE and ON TIME. Assignments may be submitted on Blackboard before the class when it is due.

I will have your assignments back to you as promptly as possible. I will hand out a rubric for longer assignments, so you will understand my policies when I sit down to evaluate your writing. Your total points will be available to you at any time on Blackboard. Please check the site regularly to keep up with your progress in the course. If you ever have a question about your grade, please see me about it promptly. The longer you wait; the less likely we will be able to easily determine the problem.

X. Academic Integrity
It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy can be found in the UA-PTC code of conduct.
Plagiarism and academic dishonesty:

Don’t plagiarize.

It is your responsibility to avoid all forms of plagiarism in all writing for this course. Class lectures will also devote time to plagiarism and the penalties for committing an act of plagiarism. Throughout your academic career, you will be asked to perform academic research, which includes compiling, analyzing, and essentially evaluating claims others have made based on evidence – a skill not limited to literature or writing courses, but applied in every subject. We will go over thoroughly in class what constitutes plagiarism, how to avoid plagiarism, and the correct methods with which to document the evidence that you have gathered. We will discuss the use of primary sources, secondary sources, and MLA documentation material that will assist you in creating a well-balanced, well-thought out essay in response to your readings. All major writing assignments will be submitted to Safe Assign to determine if work is plagiarized.

XI. Accommodation Policy
Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Coordinator of Disability Services in Counseling Services (501-812-2220 or www.pulaskitech.edu) prior to the semester of planned enrollment, and must provide recent documentation of medical, educational, and/or psychological records.

Students who need accommodations should inform the instructor at the beginning of the course. Accommodations will only be provided if the instructor receives a letter of approved accommodations from the Coordinator of Disability Services. Failure to provide sufficient notification may result in a delay of services.

XII. Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Dean of Students
Campus Center Building Room 212
501-812-2756
manderson@pulaskitech.edu

Additional information, including the UA-PTC sexual assault policy, procedures, and resources may be found online at http://www.pulaskitech.edu/sexual_misconduct_awareness/.

XIII. Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

XIV. Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
XV. Course Schedule

Tentative Schedules are posted on Blackboard.

Final Exam Schedule: *There is no final exam for this course.*

XVI. Plagiarism

It is expected that all writing that you submit in a class is your own original work, and that any sources of information that you consult are fully cited and properly integrated into your writing.

Regardless of intent, any paper that contains any form of plagiarism will earn a 0% for the assignment. Most plagiarism is accidental and results from mishandling of research or inadequate citations. Examples of *accidental plagiarism* include:

- word-for-word copying from any source without the use of quotation marks;
- failure to completely cite all quoted, summarized, or paraphrased material from a presented source;
- improper paraphrasing (i.e., paraphrased information that retains the grammatical structure and/or vocabulary of the original source).

In the case that any student plagiarizes information with the intent of cheating on a writing assignment, the instructor may choose a more severe penalty at their discretion. Examples of *blatant plagiarism* include:

- submitting any amount of material from the Internet or another outside source as if it is the student’s original composition;
- copying material from a source with no attempt at using quotation marks and/or citation of the source;
- paraphrasing material from a source with no attempt at documentation of the source;
- reuse of material from previous classes without the instructor’s express permission;
- simultaneously using material from another class without the permission of both instructors involved;
- buying papers;
- letting others write part or all of a paper; and
- all other instances in which the student attempts to circumvent creating an original composition for that assignment and/or attempts to deceive the audience about the sources used when composing the assignment.

You should review the information about plagiarism in textbooks and the Academic Integrity Policy in the UA-PTC Student Handbook, as it is your responsibility to demonstrate good scholarship in your writing.
XVII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Joan Dudley’s Comp II class at UA-Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester ____________
Date ______________
Print name ________________________________
Signature _________________________________
Email address (UA-PTC) ____________________
Email address (alternate) ____________________
phone (ICE) _______________________________