I. Instructor Information
Name: Dr. Antonio A. Garcia
Office: CHARTS Bldg. Office 418 (On 4th Floor)
Telephone: 501-812-2281
Office hours: Tuesday and Thursday 5-6pm; Friday 10:30am-1:30pm
Mailbox location: CHARTS Bldg. Dept. of Fine Arts and Humanities Office on 4th Floor
Email: agarcia@uaptc.edu

Comp. II MEETINGS:
MW 10:50am-12:05pm
MW 12:15-1:30pm
TTh 6-7:15pm

Classes will be organized around general discussions of the texts, close readings, and small group debates. This is not intended as a lecture course. Therefore, the success (and fun) of class meetings will depend on your participation. You should consider this class a “forum,” a “free zone” of reflection, debate, and even disagreement, where all ideas and viewpoints can be discussed. Together, we will seek to enhance our skills of analysis and expression (both verbal and written). I am most interested in seeing you engaging in the process of questioning and discovery, rather than in processing any so-called “right” answers. In the end, if you have improved your capacity to think, to analyze and to express yourself verbally and in writing, you will have succeeded in the underlying exercise of the course.

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](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 may 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 paragraph below.

Regular class attendance is vital to academic success, and attendance in the course is mandatory. Your participation is required and you cannot participate if you are not here. You are expected to attend each class, to be on time, and to remain until you are dismissed. If you arrive 15 or more minutes late to class, you will be considered absent. Leaving class early will also result in an absence (unless, in the case of emergency, cleared through me before class). Absences are not excused or unexcused so use your absences wisely.

Attendance will be taken daily and absences will also severely affect your class participation grade. If you are absent, you are still responsible for all instruction that you missed from your absence. This includes missed instructions for assignments. All students will be held to the same standards regarding work, even in the event of absences.
If you have to miss an excessive number of classes because of extenuating circumstances involving medical emergencies, hospitalization, and/or surgery recovery that could result in your being dropped from class for non-attendance or otherwise negatively affecting your academic success in the class, you should contact me as soon as possible to alert me to the situation (or have a family member contact me) to prevent being dropped for non-attendance and/or make arrangements for class work. You are responsible for staying in contact with me regarding extenuating circumstances. You must also take responsibility for any consequences resulting from excessive absences, including a possible administrative withdrawal. If you are dropped for non-attendance, the drop is irreversible.

I reserve the right to make decisions regarding excessive absences on a case-by-case basis. My decision will take into account the amount of class and/or assignments missed, the nature of the extenuating circumstances, the documentation offered for the absences, the time period in which I was contacted, the time frame to re-establish regular attendance, and overall performance in the class up to that point. I will not reverse a final administrative drop for non-attendance. All students will be held to the same policies and requirements regarding late work, class participation, types of assignments, and grading criteria as other students, regardless of extenuating circumstances.

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 paragraph below.

Professional behavior is required. Punctual attendance and intelligent participation are expected. I expect you to know how to be a good student prior to coming into this class. You are expected to be respectful of others in your classroom behavior. This includes, but is not limited to, the following:

1. Turn off all cell phones/pagers. In case of emergency, please see the instructor before class for arrangements to keep your cell phone on a vibrating setting.

2. Do not bring visitors, especially children, to class unless you have prior authorization from instructor. I will not censor class discussion because of children present.

3. Do not cheat or plagiarize. If you are caught cheating or plagiarizing, you will be given the grade “F” for the course. Any plagiarized paper will receive a zero and the student may be immediately dropped from the class with a final grade of “F”. “Plagiarism” will be noted on the official drop slip. Any evidence of cheating on exams will be handled in
the same manner; students will receive a zero on the exam and will be immediately dropped from the class with a final grade of “F”. “Cheating” will be noted on the official drop slip.

4. Do not talk while someone else is talking, especially the instructor. To facilitate classroom discussion, please be respectful during conversations and raise your hand for a turn to speak.

5. Do not disturb other students by carrying on private conversations, or adversely affect the learning environment in any other way. If you disturb the learning environment, you will be asked to leave and will, therefore, and be counted absent for the day. I reserve the right to define what constitutes “disturbing behavior.”

6. I reserve the right to handle incidents of suspected cheating on a case-by-case basis as I see fit, particularly involving cases of copied homework and/or cheating on exams or quizzes.

NOTE: The instructor reserves the right to make changes to this syllabus concerning policy changes at any time during the semester. Students will be notified promptly if changes to the syllabus are made and a

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

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

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

Response: 50 points
Essay I: 100 points
Essay II: 100 points
Essay III: 100 points
Essay IV: 100 points
Essay Drafts (4)/25 points each: 100 points
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.

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.
• Examples of accidental plagiarism, which is defined as sloppiness when working with sources, include
  * word-for-word copying from a presented source without the use of quotation marks;
  * failure to acknowledge all quoted material from a presented source;
  * patchwork plagiarism;
  * paraphrase without documentation or with incomplete documentation; and
  * all other instances in which the student, through carelessness with punctuation and/or documentation, fails to demonstrate good scholarship.
• Students should review the information about plagiarism in textbooks and the Academic Integrity Policy in the PTC Student Handbook, as it is the student’s responsibility to demonstrate good scholarship in his or her writing.

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

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

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>1/16 Introduction to the class, syllabus</td>
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<td>Date</td>
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<td>1</td>
<td>1/18</td>
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<td>Event</td>
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<tr>
<td>3/8</td>
<td>Literature research through databases</td>
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<tr>
<td>3/13</td>
<td>Discuss selected play</td>
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<tr>
<td>3/15</td>
<td>Discuss selected play</td>
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<tr>
<td>3/27</td>
<td>Draft essay #3 due (25 points)</td>
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<tr>
<td>3/29</td>
<td>Peer editing (25 points)</td>
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<tr>
<td>4/3</td>
<td>Essay #3 due (100 points)</td>
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<tr>
<td>4/5</td>
<td>Choosing a research topic</td>
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<tr>
<td>4/10</td>
<td>Drafting Day</td>
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<tr>
<td>4/12</td>
<td>Drafting Day</td>
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<tr>
<td>4/17</td>
<td>Conferences</td>
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<tr>
<td>4/19</td>
<td>Peer Editing (25 points)</td>
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<tr>
<td>4/24</td>
<td>Draft Essay #4 due (25 points)</td>
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<tr>
<td>4/26 &amp; 5/1</td>
<td>TBA</td>
</tr>
<tr>
<td>5/3</td>
<td>Research Essay #4 Due (100 points)</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** No Final Exam.

**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:

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- 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 Dr. Antonio A. Garcia’s Composition 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
(please use your UA-PTC email address)
____________________________________

Telephone
____________________________________