I. Instructor Information
Name: Leslie Lovenstein
Office: CHARTS 419
Office hours: Monday: 9:00 a.m.-11:00 a.m.
Tuesday: 9:00 a.m.-9:25 a.m., 1:30 p.m.-1:35 p.m.
Wednesday: 9:00 a.m.-11:00 a.m.
Thursday: 9:00 a.m.-9:25 a.m., 1:30 p.m.-1:35 p.m.
Friday: Available by appointment
Email instructor at least 24 hours in advance to schedule appointment.
Email: llovenstein@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 textbooks:

Other Required Materials:
• Access to a computer and word processor, Blackboard, and student email account

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 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.

Consistent attendance is critical to the successful completion of this course. Students who are absent miss important information and can easily fall behind on the material. Attendance is taken starting the first day of the semester. A student tracking device will be used to monitor student attendance in an online course. It is recommended that a student log into an online course a minimum of three days per week in this course in order to be successful in the course. If at any point in the semester a student fails to login for two consecutive weeks OR fourteen consecutive days in an online class, the student may be administratively dropped from the course with a WX.

There are absolutely no excused absences other than military orders or jury duty for any reason, including but not limited to the following: illness, hospitalization, surgery, court, car trouble, and work. Any rare exceptions to this policy will be determined on a case-by-case basis; it is your responsibility to contact me immediately to inquire about an exception if such a situation occurs.

In order to avoid earning an F in the course, any student who misses more than two weeks of class consecutively should drop the course. Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.
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.

CLASS DISRUPTION
Any classroom disruption will result in the disruptive student(s) receiving a warning. Persistent or severe disruptive behavior will result in the disruptive student being referred to the Dean of Students, the Dean of Fine Arts and Humanities, and/or the Vice President for Instruction for appropriate disciplinary action before being allowed to return to class. Excessive class disruptions throughout the semester will result in the student’s final grade being lowered up to one letter grade or the student being dropped from the course.

EXAMPLES OF DISRUPTIVE CLASSROOM BEHAVIOR
  • disrespect
  • rudeness
  • use of profanity or derogatory language
  • teasing, bullying, or threatening

COMMUNICATION
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.
Address the recipient appropriate with a salutation, and write your email in complete sentences with appropriate punctuation and grammar. As your instructor, I check email regularly and will usually respond within 48 hours when school is in session. If you do not receive a response from me within 48 hours, feel free to send another email inquiring whether I received the first email. Do not expect to receive responses during the weekend or during holiday hours or if I am off campus due to illness or other personal reasons that day.

Failure to comply with any/all policies in this syllabus may result in any penalty deemed appropriate by the instructor, including possible failure of the course.

The instructor reserves the right to make changes to this syllabus at any time. Any changes would be announced.

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

Quizzes—approximately 75 points

Discussion Board Journals and other Assignments—approximately 200 points

Essay I over Poetry—100 points

Essay II over Fiction—125 points

Essay III Literary Analysis Research Paper over Drama—150 points

Approximately 650 points possible

Point totals are approximate.

LATE WORK POLICY
No late work will be accepted in this course. In addition, missed work, including missed quizzes, activities and discussion board posts, will not be made up. On any major exams and essays, each student will be given a 24-hour grace period after the due date and time of the assignment. After that grace period passes, the assignment will not, under any circumstances, be accepted. This means that each student has 24 hours after the time the exam or essay is due to submit the assignment. For example, if an exam is due at midnight on a Monday, the student has until midnight on Tuesday to submit the assignment. Grades in this course will be curved by ten points in order to allow for one missed discussion board post. If you earn full credit on all of your discussion board posts, you will essentially earn ten bonus points in the course.

GRADING POLICY
I know that as a conscientious student, you are each eager to receive your graded assignments back as quickly as possible. As an instructor, it is my goal to have all assignments graded within two weeks of the assignment’s due date. I strive to give each student the comments and feedback necessary to succeed on their future assignments and this takes quite a bit of time, so please exercise patience when waiting for graded assignments to be returned to you. Please do not email me to ask me if or when I have graded something until two weeks after the due date.
DISCUSSION POST SUBMISSION POLICY
Discussion board posts should be submitted directly to the discussion board rather than attached to the discussion board. If you prefer to type your discussion posts into a document or file so that you can edit and save them, please copy and paste your post directly to the discussion board afterwards rather than attaching it.

FINAL ESSAY SUBMISSION POLICY
The research paper for this class must be typed, double spaced, and in 12-point Times New Roman. Papers MUST follow MLA format. In the upper left-hand corner of the first page, with one item per line, type: YOUR NAME, INSTRUCTOR’S NAME, COURSE TITLE AND CLASS TIME, and THE DATE. Underneath the date & centered above the first paragraph include the TITLE OF THE ESSAY. Do not use a separate title page. Your last name and the page number should appear in the upper right-hand corner of each page, starting with the first page. Use your <header/footer> feature to display last name & page number.

To submit the paper, scroll down to the bottom of the assignment, click on “View/Submit,” and attach the paper to the assignment. Papers must be submitted to the assignment as a .doc, .docx, or .rtf file.

E-copies of all written work on this class will be submitted to a plagiarism detection program.

Work will not be graded until it is submitted correctly.

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.

Students who plagiarize in this course will automatically receive a zero on the assignment for the first offense and will be administratively withdrawn from the course with an F for the second offense.

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

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<th>Week</th>
<th>Assignment/Activity</th>
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<tr>
<th>Week</th>
<th>Date 1</th>
<th>Topic</th>
<th>Date 2</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Tuesday, January 16</td>
<td>Introduction to Course</td>
<td>Thursday, January 18</td>
<td>Introduction to Poetry</td>
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<td>Tuesday, January 23</td>
<td>Reading Poetry</td>
<td>Thursday, January 25</td>
<td>Reading Poetry</td>
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<td>3</td>
<td>Tuesday, January 30</td>
<td>Writing a College Essay</td>
<td>Thursday, February 1</td>
<td>Writing a College Essay</td>
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<td>Tuesday, February 6</td>
<td>Avoiding Plagiarism</td>
<td>Thursday, February 8</td>
<td>Writing about Poetry</td>
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<td>Tuesday, February 13</td>
<td>Writing about Poetry</td>
<td>Thursday, February 15</td>
<td>Poetry Essay Workshop—Bring Poetry Essay to class</td>
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<td>6</td>
<td>Tuesday, February 20</td>
<td>Essay I over Poetry Due</td>
<td>Thursday, February 22</td>
<td>Reading Fiction</td>
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<td>Tuesday, February 27</td>
<td>Reading Fiction</td>
<td>Thursday, March 1</td>
<td>Writing about Fiction</td>
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<td>Week</td>
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<td>Activity</td>
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<td>8</td>
<td>Tuesday, March 6</td>
<td>Writing about Fiction</td>
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<td>Thursday, March 8</td>
<td>Writing about Fiction</td>
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<td>9</td>
<td>Tuesday, March 13</td>
<td>Fiction Essay Workshop—Bring Fiction Essay to class</td>
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<td>Thursday, March 15</td>
<td>Essay II over Fiction Due</td>
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<td>10</td>
<td>Tuesday, March 20</td>
<td>Spring Break</td>
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<td>Thursday, March 22</td>
<td>Spring Break</td>
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<td>11</td>
<td>Tuesday, March 27</td>
<td>Introduction to Drama</td>
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<td>Thursday, March 29</td>
<td>Reading Drama</td>
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<td>12</td>
<td>Tuesday, April 3</td>
<td>Reading Drama</td>
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<td>Thursday, April 5</td>
<td>Writing a Research Paper</td>
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<td>13</td>
<td>Tuesday, April 10</td>
<td>Writing a Research Paper</td>
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<td>Thursday, April 12</td>
<td>Writing a Research Paper</td>
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<td>14</td>
<td>Tuesday, April 17</td>
<td>Writing a Research Paper</td>
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<td>Thursday, April 19</td>
<td>Writing a Research Paper</td>
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<td>15</td>
<td>Tuesday, April 24</td>
<td>Research Paper Workshop</td>
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Thursday, April 26  | Research Paper Workshop

Tuesday, May 1   | Research Paper Due
                | Building a Portfolio

Thursday, May 3  | Building a Portfolio

Saturday, May 6—Friday, May 11 | A copy of the final exam schedule will be distributed in class. The final portfolio must be turned in before the end of your class’s scheduled final exam time. No late portfolios will be accepted—no exceptions!

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

**Final Exam Schedule:** The final portfolio will serve as the final exam for this course.

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

**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 insert instructor’s name and course name here (EX: John Smith’s English Composition I) 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 _________________________