Course Syllabus
ENGL 1312
English Composition II Online
Spring 2018

I. Instructor Information
Name: Logan M. Oliver
Office: CHARTS 416
Telephone: 501-690-3079
Office hours: MW 8:15-9:15 AM
TR 9:30-10:30 AM
Mailbox location: CHARTS Office (4th Floor)
Email: loliver@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:
Mays, Kelly J. The Norton Introduction to Literature, Portable Edition. 12 ed. W. W. Norton,
2017. ISBN: 978-0393938937

9780134586533

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

*If you do not complete an assignment for points in Blackboard in the first two weeks of class, you will be marked as never having attended even if you have communicated with me by email about the class and/or logged in to Blackboard. You have to actually complete work.*

*If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.*

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 attend 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 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 log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.*

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.

*If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.*
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.

*If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.*

**EXAMPLES OF DISRUPTIVE CLASSROOM BEHAVIOR**

- disrespect
- rudeness
- flaming

COMMUNICATION

If you need to contact me in a hurry or in case of an important issue, feel free to call me at (501) 690-3079. That is a cell phone number, so be mindful of the time you call it. You may also email me. Please remember that email is a professional form of communication. Address the recipient appropriate with a salutation, and write your email in complete sentences with appropriate punctuation and grammar. I check email regularly and will usually respond within 24 hours when school is in session. If you do not receive a response from me within 24 hours, 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 that day.

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OTHER

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

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:

- 90 to 100%  A
- 80 to 89%   B
- 70 to 79%   C
- 60 to 69%   D
- 0 to 59%    F

*If you do not complete an assignment for points in Blackboard in the first two weeks of class, you will be marked as never having attended even if you have communicated with me by email about the class and/or logged in to Blackboard. You have to actually complete work.*

Course Requirements

- Quizzes, Blogs and Other Assignments—approximately 135 points
- Essay I over Poetry—100 points
- Essay II over Fiction—100 points
- Essay III Literary Analysis Research Paper Over Drama—100 points

*Approximately 435 points possible*

***Again, point totals for quizzes, homework, and in-class assignments are approximate.***

BLOGS

*Every blog prompt should have a thoughtful answer and follow the guidelines set forth in the blog instructions. They should all contain AT LEAST 200 words.*
**LATE WORK POLICY**
No late work will be accepted in this course unless the student and teacher discuss it and come to an agreement before the due date. In addition, missed work, including missed quizzes, missed essays, activities, and discussion board posts, will not be made up unless the student and teacher discuss it and come to an agreement before the due date. If a special circumstance arises, contact me to discuss it.

**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 essays and other assignments graded within two weeks of the assignment’s due date when possible. Though I can’t guarantee it, I will do my absolute best. I strive to give each student the comments and feedback necessary to succeed on their future assignments; 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. I will have graded essays returned to students before the following essay is due.

*If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.*

**ESSAY SUBMISSION POLICY**
All essays must be typed, double spaced, and in 12-point Times New Roman. Essays 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 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. All the MLA Format rules can be found on the Purdue OWL website, and I have included appropriate links in the modules to help you find this information.

To submit an essay, scroll down to the bottom of the Blackboard assignment page, click on it, and attach the essay to the assignment. Then click “Submit.” Essays must be submitted to the assignment as a .doc, .docx, or .rtf file. Assignments will not be accepted in any other way—only on Blackboard and on time. Be sure you understand how to do so before the due date so you don’t run into any technical difficulties. Late work will not be accepted.

If you turn in the wrong file or wish to turn in more than one essay before the due date due to some other error, you may do so. Try to keep it to a minimum, but you may turn in more than one submission for the same assignment before the due date. The latest submission will be graded.

Usually, you will have a chance to revise your essay based on the feedback from your instructor. You will be notified by email announcement when grades and feedback are complete and when you may revise and turn in your edited essays. You will be given 48 hours to complete this revision and turn the essay back in on Blackboard in the same way and place you turned in the original essay submission.
E-copies of all essays will be submitted to a plagiarism detection program.

Essays will not be graded until they are submitted correctly. Essays must be turned in by the deadline to be accepted. If you submit a paper and do not receive a grade on it within two weeks of submitting the paper, contact your instructor.

LEARNING ASSISTANCE CENTER
Tutoring is available free of charge for this course through the Learning Assistance Center. Information about the LAC may be located through the following link:
http://www.uaptc.edu/lac/.

If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.

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.

Any student found to have plagiarized intentionally will be awarded a 0% F for the course. Any student who plagiarizes unintentionally will be assigned a 0% F for the assignment, and the student must complete extra tutoring outside of class in order to be eligible to pass the course. Any assignments associated with the tutoring must be completed along with all the usual requirements for the Comp II course.

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.uaptc.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.

If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.

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@uaptc.edu

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

If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.

XV. Course Schedule

<p>| Composition II Online Course Schedule and Due Dates |</p>
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Orientation Unit</td>
<td>Monday, Jan. 22, Noon</td>
</tr>
<tr>
<td>Module I: Introduction to Poetry</td>
<td>Tuesday, Jan. 29, Noon</td>
</tr>
<tr>
<td>Module II: Reading Poetry</td>
<td>Monday, Feb. 12, Noon</td>
</tr>
<tr>
<td>Module III: Writing about Poetry</td>
<td>Monday, Feb. 26, Noon</td>
</tr>
<tr>
<td>Module IV: Introduction to Fiction</td>
<td>Monday, Mar. 5, Noon</td>
</tr>
<tr>
<td>Module V: Reading Fiction</td>
<td>Monday, Mar. 19, Noon</td>
</tr>
<tr>
<td>Module VI: Writing about Fiction</td>
<td>Monday, Apr. 2, Noon</td>
</tr>
<tr>
<td>Module VII: Introduction to Drama</td>
<td>Monday, Apr. 9, Noon</td>
</tr>
<tr>
<td>Module VIII: Reading Drama</td>
<td>Monday, Apr. 23, Noon</td>
</tr>
<tr>
<td>Module IX: Researching and Writing about Drama (Final Exam Essay)</td>
<td>Monday, May 7, Noon</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** The final exam for this course will be the final research paper, which is due by noon on Monday, May 8.

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

**Final Exam Schedule:** Final Exam Essay (Researching and Writing About Drama) Due at Noon on Monday, May 7. Unless otherwise discussed and agreed by both student and instructor, there will be NO EXTENSIONS.
If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.

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.

If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.
XVII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus Logan M. Oliver’s Online 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 ____________________________