I. Instructor Information
Name: Leslie O’Malley
Office: LRS 233 (adjunct office--first office on the left in Faculty Offices)
Office hours: After class or by appointment
Mailbox location: Within faculty offices
Email: lomalley@uaptec.edu (best way to reach me)

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 equivalent course) with a grade of “C” or better.

III. Course Resources
Required textbooks:
ISBN: 9780393938937

ISBN: 9780134586533

Supplies and other requirements:
Three-ring binder to hold handouts, journal entries, and loose-leaf notebook paper
Blue or black pen to complete in-class assignments and quizzes
Flash drive (or other method) to back up assignments
UA-PTC email address and access to the portal and Blackboard
*Students in this course are required to submit all formal writing electronically. Computer labs are available on campus for this purpose; students should familiarize themselves with their hours and policies. If you have questions or concerns about this requirement, discuss them with me as soon as possible.*
IV. Institutional Learning Outcomes
UA-PTC supports a college-wide institutional learning assessment program that 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 proofreading
   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

**UA-PTC policies:** 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.

**No show policy:** 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.

**Administrative drop policy:** Any student who misses two consecutive weeks of class (four classes for a MW course) may be administratively withdrawn 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 below.

**Instructor policies:** Consistent class attendance is vital to academic success, and attendance in this 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. Avoid making appointments that conflict with classtime.

**Recording attendance:** Attendance is taken starting the first day of the semester. A student who is on the roster and does not attend will be considered absent. Once the period for adding classes has ended, I will record absences in Blackboard. Students should use Blackboard to monitor their attendance record.

**Absences:** Every absence will lower the student’s participation grade for the semester. If a student has to miss class, it is the student’s responsibility to get any assignments and handouts before the next class through Blackboard and any class notes from a classmate. (The Blackboard page is a supplement, not a replacement for class.) Students can email me with specific questions about the assignments.

*I am not in the position to excuse absences; for this reason, absences are not considered excused or unexcused. The only exceptions are UA-PTC absences with documentation.*

An absence is not an excuse for missing an assignment or submitting it late, and an absence will not change a due date. All late work is subject to penalty (see IX. Grading). Quizzes and in-class assignments missed because of an absence cannot be made up. If a student knows about an absence in advance, he or she should meet with me to see if work can be submitted early. Otherwise, the student should submit the assignment by email to me before the next class meeting. Students will submit final versions of formal writing assignments through Blackboard; any assignment submitted after the due date will lose points.

**Excessive absences:** Missing more than two weeks total (only four classes) often keeps students from completing the course. Once a student is dropped, I will only consider reinstatement if the student has submitted all required assignments.
Late arrivals: If a student arrives late and misses the attendance check, it is the student’s responsibility to sign the late arrival sheet after class. If you don’t sign in, you are considered absent for the day. Quizzes and other in-class assignments missed because of tardiness cannot be made up. Frequent or habitual late arrivals will be considered a classroom behavior problem and will be addressed as such.

Leaving the classroom: Students should avoid leaving the classroom during class if at all possible. Try to take care of any personal issues before class starts. Class is over when I dismiss the students.

*In addition, every late arrival and early departure counts as a half-absence and will lower the student’s participation grade for the semester.

Inclement weather: If travel is hazardous due to ice or snow, do not risk your personal safety to attend class. Please check the college website or local media for closings, and sign up for the text alert system. I will also post any announcements or schedule changes on our Blackboard page. If the college is open but hazardous weather keeps you from attending, please contact me that day.

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 paragraphs below.

Preparation and participation: The goal for everyone in this classroom (including me) is for each student to improve his or her writing, editing, and research skills, to earn at least a “C” in this course (prerequisite to take literature courses or to transfer credit), and to be prepared for 2000-level courses. To achieve this goal, everyone has to work. I expect students to arrive on time with all their course materials. Any out-of-class assignments should be complete and ready to submit. Students should be ready to participate in class discussion and group activities and should leave the classroom only for emergencies.

*How to succeed in this class (short version):
Show up for class prepared and on time.
Turn in all assignments, and turn them in on time.

Distractions: To limit distractions, we should silence electronic devices and put them away before class starts. [Translation: No phones or ear buds during class!] Any exception to this policy (for a certain assignment or extenuating circumstance) will be announced or approved by me. Students should put away texts or notes for other courses before this class starts. Visitors, especially children, are not allowed in the classroom without permission from the instructor in advance. If you must arrive late or leave early, do it as quietly as possible.
**Classroom behavior:** Students should show respect to their classmates by listening to one another and speaking to one another in a professional, courteous way at all times. Disruptive behavior (including, but not limited to, excessive side conversations or phone usage) will not be tolerated. If disruptive or objectionable behavior persists after a warning, the student will be asked to leave class for the day and will be marked as absent. Behavior issues (including sleeping in class) will also affect participation grades.

**Communications:** Appropriate language and behavior is expected for all communications, including any notes, email messages, or telephone conversations. Any emails from me will go to the student’s UA-PTC email address, and email to me should come from the student’s UA-PTC email account due to FERPA laws. Check your email regularly, if not daily.

**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>
</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>
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</tbody>
</table>

Grades will be weighted according to the following scale:

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>% of Final Grade</th>
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<tbody>
<tr>
<td>Short fiction analysis</td>
<td>15%</td>
</tr>
<tr>
<td>Analytical essay (essay 1)</td>
<td>20%</td>
</tr>
<tr>
<td>Analytical essay with outside source (essay 2)</td>
<td>20%</td>
</tr>
<tr>
<td>Research essay (final essay)</td>
<td>25%</td>
</tr>
<tr>
<td>Classwork</td>
<td>15%</td>
</tr>
<tr>
<td>(includes homework, quizzes, conference, journals, outlines, drafts, annotated bibliography, poetry presentation)</td>
<td></td>
</tr>
<tr>
<td>Class participation</td>
<td>5%</td>
</tr>
</tbody>
</table>

The short fiction analysis and the final versions of essay 1, essay 2, and the research essay will be graded out of 100 possible points.

*An essay can be considered unacceptable if it does not meet the basic requirements of the assignment (topic, minimum word count, source requirements) or if it has mechanical issues that make it very difficult to follow. **An unacceptable essay will receive a 0 and must be rewritten for credit.** In these cases, the student should make an appointment with me immediately. I will assign a due date for the rewritten essay. **Finals cannot be rewritten.**

- Annotated bibliography will be worth 50 points.
- Poetry presentation will be worth 50 points.
- Drafts of essays will be worth 20 points.
- Classwork (homework, informal writing assignments, semester conference, quizzes) 10-20 points each.

*Sometimes I will pick up and grade classwork; other times, we will use it in class. It will not always be graded, and students won’t know ahead of time.

**I plan to drop the two lowest 10-point classwork grades this semester because in-class assignments (including quizzes) cannot be made up.**
***All classwork should be in blue or black ink, not pencil. I prefer any writing completed out of class to be typed with printouts brought to class.

***All formal writing must be submitted electronically through Blackboard.

**Semester conference:** Students will be required to meet with me at least once during the semester to discuss a formal writing assignment. This requirement must be completed before the last day of class. The conference is worth 10 points.

**Class participation:** percentage of classes attended on time. *Absences, tardiness/leaving early, and lack of classroom participation will lower this grade. [3 absences out of 29 classes/good participation=approximately 90 percent]

**Late work:** Every formal writing assignment must be submitted electronically through Blackboard, and each assignment will include a due date. Writing turned in late will be docked five points a day. If an assignment is one week late, it will lose 25 points. Students must get permission from the instructor to submit an essay that is more than one week late (rare, extenuating circumstances only!), and the late penalty will still apply. If a student does not submit an essay, the student will receive a zero for the assignment in Blackboard. Research essays cannot be submitted late.

*Please note, it is nearly impossible to make a C or higher with a zero on a major assignment. If this happens before the drop deadline (April 20), the student may want to withdraw from the class. If a student wants to discuss this option with me first, he or she should make an appointment.

If you have to be absent, submit any homework or assignments due by email before class to avoid a penalty. **Work submitted late will receive half credit, and I will not accept any classwork that is more than one week late.**

**Grades on Blackboard:** I will use Blackboard through the UA-PTC portal to record attendance and grades. Once I start grading assignments, check your grades frequently. Always double-check your grades with the papers I return.

If you have questions about your grade, please make an appointment.

If you don’t submit an acceptable formal writing assignment within a week of the due date, I will post a zero.

**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.

**Academic integrity and grading:** Cheating and plagiarism (see Sec. XI) will not be tolerated. If you are caught cheating, you will receive a zero on the assignment or assessment and possibly a failing grade for the course. Any plagiarized assignment is not
acceptable, will not receive credit, and will not be graded. The student may be dropped immediately from the class with a failing grade for the course, in addition to other consequences including notification to the Dean of Students.

XI. 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.

All formal writing assignments will be submitted to Safe Assign, a program that checks for plagiarism issues, before they are graded. For this reason, 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.

XII. 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.

XIII. 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/.

XIV. Course Evaluations

Students may be asked to evaluate their instructor and the 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.

XV. 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.
## XVI. Course Content/Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>1/17 Course introduction and syllabus; assign informal writing</td>
</tr>
</tbody>
</table>
| 2    | 1/22 Introduction to fiction (Lit 12-17)  
*Last day to change schedule online (add/drop)  
1/24, “The Shabbat” (Lit 20-29) by Marjane Satrapi |
| 3    | 1/29 “Jesus Shaves” (Lit 433-37) by David Sedaris  
1/31 Assign short fiction analysis; academic writing (DK 4-7), summary vs. analysis, using direct quotations (DK 58-59), avoiding plagiarism |
| 4    | 2/5 “Interpreter of Maladies” (Lit 344-62) by Jhumpa Labiri  
2/7 **Short fiction analysis due**; “A Very Old Man with Enormous Wings: A Tale for Children” (Lit 362-68) by Gabriel García Márquez; assign essay 1 |
| 5    | 2/12 “Cathedral” (Lit 33-46) by Raymond Carver, sample essay (Lit 53-56), thesis statements, topic sentences, and outlines (DK 80-83)  
2/14 First draft of essay 1 due; peer response/draft workshop |
| 6    | 2/19 Return drafts; review transition (DK 84-6) and major usage errors  
2/21 **Final version of Essay 1 due**; introduction to drama (Lit 768-71) |
| 7    | 2/26 *Trifles* by Susan Glaspell (Lit 771-83)  
2/28 *Trifles*, assign essay 2 (Lit 792), introduction to secondary sources |
| 8    | 3/5 Using other sources in your writing: summary, paraphrase (DK 55-57)  
3/7 First draft of essay 2 due; peer response/draft workshop  
*Midterm |
| 9    | 3/12 Return drafts; recognizing citation issues  
3/14 **Final version of Essay 2 due**; introduction to poetry (Lit 450-55) |
| 10   | 3/19 Spring Break—class will not meet  
3/21 Spring Break—class will not meet |
| 11   | 3/26 Intro to poetry (continued); assign research project  
3/28 Intro to poetry (continued); assign annotated bibliography (DK 60-61); choose research topic; preliminary poetry response |
| 12   | 4/2 Evaluating sources; research day  
4/4 Review format for annotated bibliography; research day |
| 13   | 4/9 **Annotated bibliography due**; assign research draft  
4/11 Developing working thesis and outline |
| 14   | 4/16 Draft work day  
4/18 **Research draft due**; assign poetry presentation  
*Last day to drop or withdraw |
| 15   | 4/23 Poetry presentations  
4/25 Poetry presentations |
| 16   | 4/30 Poetry presentations; peer editing  
5/2 Makeup presentations, research tracker and works cited page due, course evaluations  
*5/4 **Final version of research essay due** |

**Final Exam Week:** May 7-11—class will not meet. Monitor email for questions on final.  
**Semester grades:** Available online May 17

*The instructor reserves the right to amend the schedule as necessary. If and when significant changes are necessary, the instructor will provide a revised schedule.*
XVII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Leslie O’Malley’s English 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

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