Pulaski Technical College
Course Syllabus
ENGL 1312
English Composition II Online

I. Instructor Information

Name: Bradley Pierce  
Telephone: (501) 812-2734  
Office hours: CHARTS Building, 4th Floor, Room 451  
M-TR, 10:30am-11:30am, F, 10:30am-1:30pm or by appointment for outside of office hours (walk-ins welcome during office hours, though at your own risk!)  
Email: bpierce@pulaskitech.edu

(see “8 Simple Rules for Success” handout for further information about making appointments, feedback/response time, and email etiquette)

II. Course Description

3 Credit Hours (3 hours lecture per week)  
This course offers 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.

PREREQUISITE: Students enrolled in ENGL 1312 must meet one of the following requirements:

- Completion of ENGL 1311 (English Composition I) with a grade of "C" or better

III. Course Resources

Required:


and


Regular Online Access. We will be using Blackboard quite a bit for this class. All of our class lessons, handouts, and assignments will be available online through our
Blackboard course shell. You will be **required to submit most assignments through the “ASSIGNMENTS” tab in our online course shell.**

**Suggested:**

**On-Campus Tutoring.** A good resource to help you succeed in English Composition I is the on-campus tutoring available through the **Learning Assistance Center**, the **Collaboration Center**, and **TRIO Student Support Services**.

The **Learning Assistance Center** provides free drop-in tutoring services for English (and most other subjects taught on campus). The Learning Assistance Center has two locations for tutoring assistance: Main Campus, Campus Center Room 302; Little Rock-South, Room 220. The tutoring schedules vary from semester to semester. To see more information, including this semester’s schedule, see this link:

http://pulaskitech.edu/lac/

*Note*- The schedule for the **Collaboration Center** will be made available for you once the semester’s schedule is finalized. **TRIO Student Support Services** is only available to students who qualify. See me for details.

**IV. Institutional Learning Outcomes**

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  

Students are required to attend all scheduled class sessions. Attendance is absolutely vital for success in this class; you cannot succeed without attending. Students must arrive at scheduled time and stay for the duration of the period (tardiness/leaving early).  

-Student will receive a WARNING after a pattern of violations has been established (see Bonus Points - “Insurance Program” pg. 6). Withdrawal from class may be advised depending on overall performance. After two weeks of consecutive nonattendance without prior arrangements with instructor, student will be dropped.  

(Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid)
In an online class, eligibility for financial aid is based on student participation. Simply logging in to the course does not by itself constitute participation.

Examples of participation include, but are not limited to, posting to the discussion board, submitting an assignment, or emailing the instructor to make arrangements in cases of emergency or special circumstances.

*Note - If you fail to log-in to class and/or participate for 2 consecutive weeks, you will be administratively dropped from the course.

VIII. Online Decorum Policy

Rudeness in any fashion will not be tolerated—this behavior includes using the discussion board to make derogatory remarks about other students, sending insulting or offensive e-mails/messages to instructor and/or to others, or exhibiting any other behavior disruptive to the online classroom.

Guidelines for Communications

First and foremost, please be aware that the email function and the message function (both found under the course tools heading) here in Blackboard are different. The message function is only available inside blackboard. The email function is only available to your email outside of blackboard.

E-mail or message me if you have a unique and individual question that applies only to you (I prefer messaging). Otherwise, please post your question in the appropriate place on the Discussion Board so that everyone can benefit from it.

IX. Late Work/Missing Work

*Students are required to turn all tasks in by the due dates.* Meeting deadlines is an important skill that students must learn; work is considered “Late” after 11:59 PM of the DUE DATE; work will be considered “Missing” if not turned in within three days after the deadline. Students can turn in “Missing” work, however, instructor feedback on such work will only be available from a private, face-to-face conference.

Student will receive a WARNING after a pattern of violations has been established (see Bonus Points - “Insurance Program” pg. 6).

*Note- All due dates available in Blackboard via the “Course Schedule”*

Scale, Feedback, and Assignment Submission

At the end of the course, the overall numerical grade will be converted from a numerical scale to the following letter grade scale as indicated in the following graph:
<table>
<thead>
<tr>
<th>Final Grade</th>
<th>Point Range</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>450 - 500</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>400 - 449</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>350 - 399</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>300 - 349</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>0 - 299</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

All of our grades will be available to you through “My Grades” in our Blackboard course shell. Mid-Term and Final Grades only will be kept in “Academics” through your Campus Portal.

You will be responsible for checking your grades and accessing my feedback/comments through the “My Grades” tab in Blackboard; we will be going over this extensively in class.

You can expect feedback/grades from me:

- Emails, Messages, and Discussion Board Questions = 24 hours (M-F); 72 hours (weekends)
- Short Written Assignments and Checkpoints/Practice Assignments = About 1 week
- Major Essays = About 1-2 weeks (Basic Assignments Requirements scoring rubric only; email notification will be sent when personalized feedback and other rubrics are available close to revision time near Final Weeks)

*Note- All work must be submitted through the corresponding assignment dropbox in Blackboard; these assignments will not be accepted in hard copy, through my office door, mailbox, email, or by submitting through the wrong dropbox. Must be an attached MSWord file.

Submitting Assignments

READ THE DIRECTIONS FOR EACH ASSIGNMENT CAREFULLY. ALL ASSIGNMENTS WILL BE ACCESSIBLE THROUGH THE LABELED LINK ON THE COURSE MENU PRIOR TO THEIR DUE DATES.

All assignment information will be visible in your course menu through the “Assignments” tab; I will make you aware of their availability through the announcements tool. If you have any difficulty accessing this link, you must let me know as soon as possible. These links will be opened far in advance of any due date, so don’t wait until the last minute to review them.
• All First Full Draft submissions must use standard font (Times New Roman) in normal size (12 point), have one-inch margins on all sides, and be double-spaced.

• Follow MLA formatting: provide, in the upper right-hand corner of the first page, one item per double-spaced line: your name; instructor’s name (Mr. Bradley Pierce); course title (ENGL 1113) and assignment title; and finally, the date (day, month, year—no commas). The title should be a centered one double-spaced line after the heading. Sloppily presented essays will suffer a grade reduction.

***IMPORTANT***

All drafts of essays must be in a Word format. The DOC or DOCX format is the standard format for Microsoft Word. If you do not have an MSWord program, message me and I will send you a link to access a free download via the UA-PTC portal.

If you submit your assignment in any other format (such as .wps for example, or .odt, and even .rtf) it will be as if you didn’t submit the assignment at all; I will not be able to open it and therefore it cannot be graded.

Although there is a space provided for you to write-in your essay through the assignment dropbox (called “Text Submission” – “Write Submission”), do not fill that space in; you must attach your essay in a Word document for submission. Also do not submit assignments via the message function. I will not accept them in any other place but the dropbox assigned to each written assignment.

Extra Credit

🌼Bonus Points (“Insurance Program”)🌼

All students begin the semester with 50 bonus points (worth a full letter grade boost). Keeping these bonus points is contingent on following our 1. Attendance (A), 2. Classroom Behavior (CB), and 3. Late Work (LW/M) policies.

A total of up to three “freebies” (violations) altogether from any combination of these policies are allowed without penalty. After third violation, student will receive WARNING for establishing a pattern (see “My Grades” under “Violations”). Each violation thereafter will carry a 15-point deduction from bonus points. After sixth violation, all bonus points will be forfeited along with other corrective measures if necessary (details in each policy section).

Immediate 15-point deduction from bonus points will be issued WITHOUT warning for any of the following:

- Failure to complete any task before “Late” period expires (i.e., “Missing”)
- Dismissal from class due to disruption
- Disrespectful or inappropriate classroom comments, emails, or voicemails
- Missing a scheduled virtual or live instructor appointment without at least one hour’s notice

*Note*—Full bonus points will be completely deducted if *any one item* is missing from the “Final Weeks” tasks

(∗∗In any case, if you have an emergency or special situation, please let me know privately via email within three days and include reasonable documentation; a detailed email may suffice depending on the situation—I reserve the right to determine if more formal documentation is necessary based on the situation itself, or previous patterns of behavior. Waivers may be made on a case-by-case basis.∗∗)

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**Open Revision**

This class is a workshop; we have an open revision policy. As long as you turn in your work on time, you may revise as often as you like. All writing assignments will feature grading rubrics specifying general feedback. Everyone will also receive detailed, personalized feedback and revision notes on their “Checkpoint” and Practice items, and on their First Full Draft of Major Essay #1 Narrative Structure Analysis (which will include editing notes; Major Essay #2’s will be available upon request); if you want my detailed feedback and/or editing notes on any subsequent revisions you may complete, you must meet with me privately (virtual or face-to-face). You are only required to turn in a single Revised, Edited/Polished Draft of Major Essay #1 Narrative Structure (OR Major Essay #2 Symbolism if you received prior instructor approval), and an Edited/Polished Draft of the Final Paper in the Portfolio; no other revision work is required (though it is highly suggested).

Save your documents so that you can revisit them; revisions should demonstrate continuity and not include additional errors, otherwise, your grade cannot improve.

Students receiving an NRG (for “Needs Rewriting with Guidance”) on their First Full Draft submission must get guidance for rewriting the assignment ASAP, otherwise the grade is considered incomplete. Make an appointment to visit with me privately outside of class ASAP and/or seek help from the Learning Assistance Center, the Collaboration Center, or TRIO. Services.

**X. Academic Integrity**

It is expected that all students who attend PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The 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 PTC code of conduct.

My policy is as follows (See definitions below):

- Accidental plagiarism first offense: paper is returned to student ungraded until corrections are made
- Accidental plagiarism second offense: paper is returned to student ungraded until corrections are made, and an automatic 15 point deduction
- Accidental plagiarism third offense: paper is automatically graded no higher than 50%

- blatant plagiarism first offense: paper is returned to student as an automatic zero, no revision
- blatant plagiarism second offense: paper is returned to student as an automatic zero, and student’s status in class may be compromised

*Note- All of our assignments will be submitted in our online course shell through SafeAssign. SafeAssign is a plagiarism-checking software. I will explain this further when our first assignment to be submitted online is due.

XI. Accommodation Policy

Services for Students with Disabilities: 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 PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Dean of Students
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

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

*See separate handout*

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 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 Bradley Pierce’s English Composition I class at 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 PTC email address)

Cell Phone