I. Instructor Information
Name: Sonya Russ, Ed.D.
Office: LR-South, room 247
Telephone: (501) 812-2769
Mailbox location: LR-South, room 251
Email: sruss@uaptec.edu
Office hours: Monday and Wednesday 10:45 a.m. – 12:15 p.m.; Tuesday and Thursday 8:25 a.m. – 9:25 a.m.

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:


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
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 attend class within the first two weeks 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.

Each absence after THREE absences lowers your final grade for the class by TEN points. Absences are NOT excused or unexcused, so use your three absences wisely. 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 bad weather, do not risk your personal safety to attend class. If the college is open but bad weather keeps you from attending, please contact me that day. If you have SIX consecutive absences at any point in the semester, you will be dropped from the class.

VIII. Classroom Policies
The UA-PTC Catalog rules and regulations will be enforced in this class at all times.

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraphs below.

Class disruption includes, but is not limited to, the following:

- cell-phone ringing
- text messaging
- use of ANY electronic devices
- disrespect
- rudeness
- sleeping
- inattentiveness to subject at hand
- excessive talking
interrupting the instructor and/or other students
never talking loudly
never working on things unrelated to the course

Student Responsibility:

- Conduct yourself in an adult manner.
- Please use language appropriate to a classroom setting.
- Please raise your hand if you have a question or would like to answer a question.
- Please do not talk unless you are called upon or the entire class is engaged in open discussion.
- Please come to class on time and remain present during the entire class period. Being tardy or leaving class early will result in a half an absence. Leaving class during the middle of class and being gone for more than ten minutes will result in a half an absence.
- Do not sleep in class.
- Do not put your head on your desk or otherwise recline.
- Please clear your work area of anything except the book(s) and notebook required for your participation in this class. Place backpacks and purses on the floor at your feet.
- Please do not get your cell phone out during class for any reason. If you have a potential emergency that requires that your cell phone be left on during class time, be sure it is on vibrate and discuss it with me before class begins.

Instructor Policies:

- The instructor reserves the right to create a seating chart at any time during the semester.
- Children are not allowed in the classroom.
- Beverages are allowed in class. Within reason, snacks such as fruit, vegetables, cookies, crackers, and snack bars are also allowed in class. However, please do not bring any foods that are smelly or make loud noises into the classroom. Please deposit all trash or uneaten food in the trash receptacle prior to leaving.

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

<table>
<thead>
<tr>
<th>Course requirements</th>
<th>Approx % of final grade</th>
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<tbody>
<tr>
<td>Essays</td>
<td>45%</td>
</tr>
<tr>
<td>Final Essay</td>
<td>25%</td>
</tr>
<tr>
<td>Quizzes and Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>15%</td>
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</tbody>
</table>

Class participation is part of your grade and everyone is encouraged to participate in class discussions. Class participation is partly objective (based on actual classes attended) and subjective (based on the instructor’s observations of actual participation during class discussion, peer review, or other class activities). Disruptive class behavior will result in deductions to the class participation score. Participation will also determine a borderline grade.

All assignments and essays will be promptly collected at the beginning of class on the scheduled due date. Any assignment submitted after class begins will be considered late. A late assignment is subject to point deductions. All homework assignments, including essays, are to be typed in 12-point Times New Roman font with a correct MLA header.

There will also be announced (and unannounced) reading quizzes; be sure to read all assigned readings prior to class.

The final essay will not be accepted, for any reason, after the due date. If you do not submit the final essay by class time and due date, it is an automatic “zero,” or failure, for the assignment. If you miss a quiz, you may be able to take the quiz if you missed due to “extenuating circumstances,” but you must provide documentation and must take the quiz before the graded quiz is returned in class.

Essays must be typed, double spaced, and in 12-point Times New Roman font. Essays MUST follow MLA format. A heading must appear in the upper left-hand corner of the first page with one item per line: YOUR NAME, INSTRUCTOR’S NAME, COURSE TITLE, and THE DATE. 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. You should also indicate page numbers on in-class essays to avoid confusion in case of paper shuffling. Please staple all out-of-class assignments. Margins should be 1” (inch). Sloppily presented essays that do not follow these simple formatting guidelines will face point penalties, particularly if it affects overall size requirements.

All essays with sources also require a proper Works Cited page that cites the primary source (from the textbook) and any secondary sources that might be cited in the text. I will not grade any paper that does not have a properly formatted Works Cited page.
In addition to the print copies of each essay that you will submit in class on the due date, you will also need to submit each essay in Blackboard as a document file in a standard word processing format (.DOC or .DOCX is preferred). If you are using any word processor other than Microsoft Word, then you should consider reformatting to Rich Text Format (.RTF) because there is a chance I might not be able to open your document and thus not be able to grade it.

Be aware that all essay response files will be submitted to SafeAssign, a plagiarism program, to check for plagiarized passages. I will not score any essay until it has been checked.

If, for a very good reason, you cannot attend class the day an assignment is due, you may avoid the late policy by e-mailing the assignment or essay to me by the beginning of regular class time. If you choose to do this, you are responsible for confirming that I received the assignment on time. If you submit your essay electronically, you are responsible for bringing me all paper material by the next class period to avoid deductions.

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 catalog 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.

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.

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
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

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
<td>January 16-19</td>
<td><strong>W:</strong> Syllabus discussion, class introductions, and Blackboard</td>
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<tr>
<td></td>
<td><strong>Homework:</strong></td>
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<td></td>
<td>• Read the entire syllabus, fill out the <strong>Course Agreement</strong> form (found on the last page of the syllabus), and have the agreement form ready to return to me at the beginning of the next class meeting.</td>
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<tr>
<td></td>
<td>• Read pages 1279-1294 (Chapter 19) in your textbook.</td>
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<td>2</td>
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<tr>
<td>January 22-26</td>
<td><strong>M:</strong> Take syllabus quiz; discuss the writing process (Chapter 19)</td>
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<tr>
<td></td>
<td><strong>Homework:</strong></td>
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<tr>
<td></td>
<td>• Read pages 1255-1278 (Chapter 18) in your textbook.</td>
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<tr>
<td></td>
<td><strong>W:</strong> Discuss writing about literature (Chapter 18).</td>
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<tr>
<td></td>
<td><strong>Homework:</strong></td>
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<tr>
<td>Date</td>
<td>Activity</td>
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<tr>
<td>January 29-February 2</td>
<td><strong>M:</strong> Discuss paraphrasing, summarizing, and describing (Chapter 17).</td>
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</tbody>
</table>
|           | **Homework:**  
|           |   - Read pages 1309-1331 (Chapter 21) in your textbook.  |
|           | **W:** Discuss quoting, citing, and documenting (Chapter 21).  |
|           | **Homework:**  
|           |   - Read the following pages in your textbook: 57-63, 110-114, 130-138, 164-166, 213-218, and 249-253.  |
| February 5-9 | **M:** Begin discussing the elements of literature.  |
|           | **W:** Finish discussing the elements of literature.  |
|           | **Homework:**  
|           |   - Read “Hills Like White Elephants” (pgs. 122-137) by Ernest Hemingway and “The Tell-Tale Heart” (handout) by Edgar Allan Poe.  |
| February 12-16 | **M:** Take a reading quiz; discuss “Hills Like White Elephants” and “The Tell-Tale Heart.”  |
|           | **Homework:**  
|           |   - Read “A Good Man Is Hard to Find” (pgs. 412-425) by Flannery O’ Conner and “Everyday Use” (handout) by Alice Walker.  |
|           | **W:** Take a reading quiz; discuss “A Good Man Is Hard to Find” and “Everyday Use.”  |
|           | **Homework:**  
<p>|           |   - Read “A Rose for Emily” (pgs. 308-316) by William Faulkner.  |
| February 19-23 | <strong>M:</strong> Take a reading quiz; discuss “A Rose for Emily.”  |
|           | <strong>W:</strong> Discuss fiction essay assignment.  |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday (M) Activities</th>
<th>Tuesday (W) Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 26-March 2</td>
<td><strong>M:</strong> Work on fiction essay.</td>
<td><strong>W:</strong> Workshops for fiction essay. <strong>Your fiction essay is due at the beginning of class on Monday, March 5; remember that you must also submit an electronic copy by Monday.</strong></td>
</tr>
<tr>
<td>March 5-9</td>
<td><strong>M:</strong> Discuss writing about poetry.</td>
<td><strong>W:</strong> Take a reading quiz; discuss “The Road Not Taken,” “Stopping by Woods on a Snowy Evening,” and “Because I Could Not Stop for Death.”</td>
</tr>
<tr>
<td>March 12-16</td>
<td><strong>M:</strong> Take a reading quiz; discuss “The Raven,” “My Last Duchess,” and “Hollow Men.”</td>
<td><strong>W:</strong> Discuss poetry essay assignment.</td>
</tr>
<tr>
<td>March 19-23</td>
<td><strong>Spring Break. We will not have class this week.</strong></td>
<td></td>
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<tr>
<td>March 26-30</td>
<td><strong>M:</strong> Work on poetry essay.</td>
<td><strong>W:</strong> Workshops for poetry essay. <strong>Your poetry essay is due at the beginning of class on Monday, April 2; remember that you must also submit an electronic copy by Monday.</strong></td>
</tr>
<tr>
<td>April 2-6</td>
<td><strong>M:</strong> Take a reading quiz; discuss Acts I and II in <em>Hamlet</em>.</td>
<td><strong>Homework:</strong></td>
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<td></td>
<td><strong>Read Acts I and II (pgs. 1101-1145) in <em>Hamlet</em> by William Shakespeare.</strong></td>
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<td></td>
<td></td>
<td><strong>Read Acts III and IV (pgs. 1146-1191) in <em>Hamlet</em>.</strong></td>
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<tr>
<td>Date</td>
<td>Monday Activities</td>
<td>Wednesday Activities</td>
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<tr>
<td>13 April 9-13</td>
<td>M: Discuss Act V in <em>Hamlet</em>; discuss research writing; discuss annotated bibliography and <em>Hamlet</em> essay assignment.</td>
<td>W: Library day.</td>
</tr>
<tr>
<td>14 April 16-20</td>
<td>M: Do research and work on annotated bibliography.</td>
<td>W: Do research and work on annotated bibliography. Your annotated bibliography is due at the beginning of class on Monday, April 23.</td>
</tr>
<tr>
<td>15 April 23-27</td>
<td>M: Work on research essay.</td>
<td>W: Work on research essay.</td>
</tr>
<tr>
<td>16 April 30-May 4</td>
<td>M: Work on research essay.</td>
<td>W: Work on research essay.</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>Your research essay is due by 9:15 A.M. on Wednesday, May 9.</td>
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</table>

**Disclaimers:**
- Additional homework assignments may be given daily. It is the student’s responsibility to keep up with all homework that is assigned in class. If the student is absent, he/she needs to contact the instructor or a classmate to find out what he/she missed. Please check the policy on missed/late work for further information.
- Pop quizzes could be given on any day over reading or other homework assignments.
- This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
COURSE AGREEMENT FORM

Read, complete, and return to instructor:

I have read the course syllabus for Dr. Sonya Russ’s English Composition II course 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 __Spring 2018__

Date ________________

Print name __________________________

Signature __________________________

Email address ____________ @students.pulaskitech.edu (please use your UA-PTC email address)

Telephone __________________________