Instructor Information

Instructor: Aubrey Pangle
Office: CHARTS Building
Mailbox: *email me
Hours: *email me
Phone: 501-812-2338
Email: apangle@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Logan Oliver 501-812-6060 loliver@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

Catalog 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, and one of the following requirements:

- A score of 19 or above on the Reading section of the ACT
- A score of 78 or above on the ACCUPLACER Reading Comprehension Placement test
- A score of 83 or above on the COMPASS Reading Placement
- Completion of READ 0300 (Foundations of Literacy) with a grade of “C” or better

Course Materials

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

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: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Languages and Communication 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

Student Learning / Course Outcomes

ACTS #ENGL 1023

The student will:

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 focuses on communicating ideas clearly. 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 at least four major compositions that address higher-order critical thinking skills (evaluation, analysis, and synthesis), including a research paper that incorporates material from quality sources.

**Policies**

**Report a Complaint or Concern**

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

**UA-PTC Attendance Policy**

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.
Departmental 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.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog

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

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.

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.

COMMUNICATION

I prefer you use course Messages in Blackboard to contact me. You may also email me. 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. Please do not expect to receive responses during the weekend or during holiday hours.

OTHER

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

Grading 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.
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

**Course Requirements**

Quizzes, Blogs, and Other Assignments—approximately 150 points

- Essay I—100 points
- Essay II—100 points
- Essay III—100 points

*Approximately 450 points possible*

Point totals for quizzes, homework, and assignments are approximate.

**BLOGS**

Every blog prompt should have a thoughtful answer and follow the guidelines set forth in the blog instructions.

**LATE WORK POLICY**

No late work will be accepted in this course. In addition, missed work, including missed quizzes, missed essays, activities, and discussion board posts, will not be made up. 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 at least one week before the following essay is due.
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.” 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.

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.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.
**English faculty have two weeks to provide feedback and post grades for papers 1000 words or more.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

*Accidental Plagiarism will be handled on a case-by-case basis.
*Blatant Plagiarism will receive zero credit.

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 catalog 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 is in the UA-PTC code of conduct.
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.

*Accidental Plagiarism will be handled on a case-by-case basis.
*Blatant Plagiarism will receive zero credit.

Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register
with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student’s responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. https://www.uaptc.edu/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2

**Sexual Misconduct**

No person at UA-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, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

**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.

**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.
### Tentative Course Schedule

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<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>August 20-26</td>
<td>Unit 1: Short Stories</td>
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<tr>
<td>August 27-2</td>
<td>Unit 1: Short Stories</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day—Campus Closed</td>
</tr>
<tr>
<td>September 10-16</td>
<td>Unit 1: Short Stories</td>
</tr>
<tr>
<td>September 17-23</td>
<td>Unit 1: Short Stories</td>
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<tr>
<td></td>
<td><strong>Short Story Essay Rough Draft Due</strong></td>
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<tr>
<td>September 24-30</td>
<td>Unit 2: Poetry</td>
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<tr>
<td></td>
<td><strong>Short Story Essay Final Draft Due</strong>, begin Poetry unit</td>
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<tr>
<td>October 1-7</td>
<td>Unit 2: Poetry</td>
</tr>
<tr>
<td>October 8-14</td>
<td>Unit 2: Poetry</td>
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<tr>
<td></td>
<td><strong>Poetry Essay Rough Draft Due</strong></td>
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<tr>
<td>October 15-21</td>
<td>Unit 3: Drama</td>
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<tr>
<td></td>
<td><strong>Poetry Essay Final Draft Due</strong>, begin Drama unit</td>
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<tr>
<td>October 22-28</td>
<td>Unit 3: Drama</td>
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<tr>
<td>October 29-November 4</td>
<td>Unit 3: Drama</td>
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<tr>
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<td><strong>Drama Essay Rough Draft Due</strong></td>
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<tr>
<td>November 5-11</td>
<td>Unit 4: Research Methods</td>
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<td>Date</td>
<td>Unit</td>
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<td>November 12-18</td>
<td>Unit 4: Research Methods</td>
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<td>November 19-25</td>
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<tr>
<td>November 26-December 2</td>
<td>Unit 4: Research Methods</td>
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<tr>
<td>December 3-9</td>
<td>Unit 4: Research Methods</td>
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<tr>
<td>December 10</td>
<td>Final Research Essay Due as Final Exam</td>
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**Final Exam Schedule:** The final exam for this course will be the final research paper, which is due by noon on Monday, December 10.

Disclaimer: 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 Aubrey Pangle's English Composition II 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

____________________________________
UA-PTC Email address

____________________________________
Telephone