Instructor Information

Instructor: Jonathan Purkiss-Jones
Office: CHARTS 450
Mailbox: The School of Fine Arts, Humanities, and Social Sciences (CHARTS)
Hours: MW (8-9 and 12:30-2:30) / TR (9:30-10:30 and 12:30-1:30)
Phone: 501-812-2794
Email: jpurkiss@uaptc.edu
Remind: Text the message @comp2purk to the number 81010 on your smartphone

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

Chair: Logan Oliver 501-812-2378 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

The campus class meets Mondays and Wednesdays – 9:25 a.m. to 10:40 a.m.

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

No textbook is required. Course resources will be provided. A writing handbook is recommended.

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
Discipline Learning Outcome

The English discipline in the Department of Languages and Communication, consistent with the College’s mission and the objectives of the School of Fine Arts, Humanities, and Social Sciences, encourages the success of its students in all technical fields and academic disciplines by promoting the following learning outcomes:

1. Students will demonstrate the ability to analyze different contexts and audiences and then to act on that analysis in comprehending and creating texts.

2. Students will demonstrate the ability to analyze, synthesize, interpret, compose, and evaluate ideas, information, situations, and texts.

3. Students will use multiple strategies to conceptualize, develop, and finalize projects and adapt their composing processes to different contexts and occasions.

4. Students will develop knowledge of conventions, including linguistic structures such as grammar, punctuation, and spelling as well as citation and documentation, through practice in composing and revising.

5. Students will investigate significant literary and cultural developments as well as the interaction of various literary and cultural traditions and illustrate how literature reflects history, culture, and society.

6. Students will read and analyze texts and identify various techniques, genre characteristics, movements, methods, or themes.

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

The course will continue English Composition I’s focus on voice, tone and style, awareness of audience, and various writing strategies, including peer review, drafting, editing, researching, and incorporating multiple sources. 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.

Note: Blackboard will be used significantly in this class.
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

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.

Regular class attendance is vital to academic success, and attendance in the 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. If you arrive 15 or more minutes late to class, you may be considered absent. Leaving class early will also result in an absence (unless, in the case of emergency, cleared through me before class).

If you have to miss an excessive number of weeks of class that would negatively affect your grade, you should contact me as soon as possible to alert me to the situation (or have a family member contact me) to make arrangements for assignments and other missed work and provide a time frame to re-establish regular attendance. In this event, you will be expected to also submit proper documentation to me regarding the extenuating circumstances.

I reserve the right to make decisions regarding excessive absences on a case-by-case basis. My decision will take into account the amount of class and/or assignments missed, the nature of the extenuating circumstances, the documentation offered for the absences, the time period in which I was contacted, the time frame to re-establish regular attendance, and overall performance in the class up to that point. All students will be held to the same policies and requirements regarding late work, class participation, types of assignments, and grading criteria as other students, regardless of extenuating circumstances.

Course Policies

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.

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. This includes, but is not limited to, the following:

1. Turn off all cell phones/pagers. In case of emergency, please see the instructor before class for arrangements to keep your cell phone on a vibrating setting.

2. Please do not cheat or plagiarize. If you are caught cheating or plagiarizing, you will automatically be given a failing grade for the assignment (a score of zero) and may also be assigned a failing grade for the course as well. "Plagiarism" would be noted on the official drop request. Any evidence of cheating on exams will be handled in the same manner; students will receive a zero on the exam and may be immediately dropped from the class with a final grade of “F”. “Cheating"
would be noted on the official drop request.

3. Please not disturb other students by carrying on private conversations, or adversely affect the learning environment in any other way. If you disturb the learning environment, you will be asked to leave and will, therefore, and be counted absent for the day. I reserve the right to define what constitutes “disturbing behavior.”

4. I reserve the right to handle incidents of suspected cheating on a case-by-case basis as I see fit, particularly involving cases of copied homework and/or cheating on exams or quizzes.

Grading Policy

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

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<thead>
<tr>
<th>Course requirements</th>
<th>Rough % of final grade</th>
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<tbody>
<tr>
<td>Writing Assignments</td>
<td>60%</td>
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<tr>
<td>Assignments/Quizzes</td>
<td>20%</td>
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<tr>
<td>Peer Reviews/Rough Drafts</td>
<td>10%</td>
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<tr>
<td>Class Participation/Attendance</td>
<td>10%</td>
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</tbody>
</table>

Blackboard

You will be using Blackboard significantly in this class. Once you activate your Portal account, you can access Blackboard by following the directions below. To find your course:

1. Log into the MYUA-PTC Student Portal
2. Click the Blackboard icon at the top
3. Click the title of your course to enter it (ENGL 1312)

Assignments

Your grade for the course will be determined by completing assignments in the following categories:

- A. Major Writing Assignments
- B. Planning Assignments/Quizzes
- C. Rough Drafts/Peer Reviews
- D. Class Participation/Attendance

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 1,000 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.
A. Major Writing Assignments

There are five major writing assignments in the class. Each of the major writing assignments requires you to respond to a different rhetorical situation and involves different strategies as part of the writing process. The major writing assignments include the following:

1. The Critique (100 pts)
2. The Analysis (100 pts)
3. The Annotated Bibliography (50 pts)
4. The Research Paper (100 pts)
5. The Portfolio and Reflection (75 pts)

All writing assignments must be typed and submitted on Blackboard on the due date indicated on the course schedule. You will need to submit each writing assignment as a document file in electronic format (Microsoft Word format - .DOCX). This format is required in order to receive detailed feedback from me.

All major assignments will be submitted to SafeAssign, a plagiarism program, to check for plagiarism.

I am happy to address any specific questions or concerns that you have before you submit your work for a grade. However, any corrections or comments I may make about your paper prior to official submission for grading does not necessarily guarantee a successful final grade on the assignment.

Any assignment that is submitted to me after class on due date will be considered late. All late assignments are subject to possible point penalties. The penalties vary according to the size of and total points possible for the assignment.

Revision is an important step in the writing process. For this reason, many of the major writing assignments are eligible for revision. Please consult the instructions and guidelines for each major writing assignment to determine if the assignment is eligible for revision. The deadline for revisions is indicated on the course schedule.

B. Assignments/Quizzes

In addition to the major assignments, there will also be other smaller writing assignments called planning assignments that will help you with planning your major writing assignments. I will provide important feedback on all planning assignments to guide you through the writing process toward the goal of a successful composition. Most of these assignments will be submitted on Blackboard and must be submitted before the final draft of the major writing assignment in order to receive credit. Once you have submitted a final draft of a major writing assignment for evaluation, you will not be able to go back and submit missing planning assignments associated with that paper for credit, so please pay attention to due dates for these assignments. All assignments are due on the dates indicated on the official course schedule (unless otherwise changed by me). Failure to submit assignments on the official due dates may result in late deductions.

In addition to occasional homework assignments, there will also be announced reading quizzes; be sure to read all assigned readings prior to class.

C. Rough Drafts / Peer Review

No draft is perfect. Multiple drafts are necessary to refine your compositions. You will be required to submit rough drafts of four of the six major writing assignments. You will receive feedback from me on each rough draft that will help you in proofreading and revising for your final draft. Rough drafts must be submitted on the due date indicated on the course schedule (prior to the submission of each final draft) to receive points. You must have at least one full page of the major writing assignment typed on the due date to receive full credit for the rough draft. You can work on rough drafts on Drafting Days, which are designated on the course schedule. On these days, you can also receive one-on-one feedback from me on your rough drafts during class time.
Writing is also collaborative and feedback is crucial, so you will also participate in peer review throughout the semester. During peer review, you will switch papers with other students in the course and receive feedback from them on your major writing assignments. You will receive points for participating in these peer review sessions. These peer review sessions can only be completed on designated days, and you must have at least one full page typed in order to participate. If you do not have a rough draft or are absent on these days, you will not be able to participate in peer review and will not be eligible to receive points for peer review.

D. Class Participation

Class participation is part of your grade, and everyone is encouraged to participate in class discussions and group activities. Disruptive class behavior will result in deductions to the class participation score. Participation will also help determine a borderline grade. Class attendance is factored into points for class participation. You are given three excused absences over the course of the semester. Please use these absences wisely. After the third excused absence, all other absences, regardless of reason, will be considered unexcused and will be factored into your points for class participation.

LINC Policy

This course is specially designed to complement a specific Speech Communications course. You should be willing to dedicate yourself to successfully completing the coursework for both classes. In this course, the instructor will be regularly sharing information pertaining to your academic performance in this course with the instructor of the linked speech course. Be aware that the instructor may share information about academic progress, grades, assignments, attendance, and contact information with the linked instructor.

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 is 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.

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.


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.
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<thead>
<tr>
<th>Monday, Jan. 7</th>
<th>Wednesday, Jan. 9</th>
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<tbody>
<tr>
<td>NO CLASS</td>
<td>Introduction to the Course / Syllabus / Blackboard Introduction</td>
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<td>Monday, Jan. 14</td>
<td>Wednesday, Jan. 16</td>
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<tr>
<td>U - The Writing Process / The Rhetorical Situation / Critical Thinking Skills</td>
<td>Unit 1 - Elements of Composition / Focus, Development, and Organization (HOCs)</td>
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<tr>
<td><strong>Assigned</strong>: The Critique</td>
<td><strong>Due</strong>: Planning Assignment 1.1 (Topic)</td>
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<td><strong>Due</strong>: Class Introduction</td>
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<tr>
<td>Monday, Jan. 21</td>
<td>Wednesday, Jan. 23</td>
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<tr>
<td>NO CLASS</td>
<td>Unit 1 – Elements of Composition / Formatting, Grammar, and Clarity (LOCs)</td>
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<td><strong>Due</strong>: Planning Assignment 1.2 (Outline)</td>
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<td>Monday, Jan. 28</td>
<td>Wednesday, Jan. 30</td>
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<tr>
<td><strong>Unit 1</strong>— Drafting Day / Peer-Review Workshop</td>
<td><strong>Unit 2</strong> – The Analysis</td>
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<tr>
<td><strong>Due</strong>: Unit 1 Rough Draft / Peer-Review Worksheet</td>
<td><strong>Assigned</strong>: The Analysis</td>
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<tr>
<td><strong>Due</strong>: Unit 1 Rough Draft / Peer-Review Worksheet</td>
<td><strong>Due</strong>: The Critique</td>
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<tr>
<td>Monday, Feb. 4</td>
<td>Wednesday, Feb. 6</td>
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<tr>
<td><strong>Unit 2</strong> – Focus and Development of an Analysis</td>
<td><strong>Unit 2</strong> - Organization and Formatting of an Analysis</td>
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<tr>
<td><strong>Read</strong>: “The Veldt”</td>
<td><strong>Read</strong>: “The Lottery”</td>
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<tr>
<td>Monday, Feb. 11</td>
<td>Wednesday, Feb. 13</td>
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<tr>
<td><strong>Unit 2</strong> - Citation and Documentation of an Analysis</td>
<td>Unit 2 – Conventions of an Analysis</td>
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<td><strong>Read</strong>: “The Black Cat”</td>
<td><strong>Read</strong>: “Where Are You Going? Where Have You Been?”</td>
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<td><strong>Due</strong>: Planning Assignment 2.1 (Topic)</td>
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<td>Monday, Feb. 18</td>
<td>Wednesday, Feb. 20</td>
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<tr>
<td><strong>Unit 2</strong> - In-Class Workshop</td>
<td><strong>Unit 2</strong> - In-Class Workshop</td>
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<tr>
<td><strong>Due</strong>: Planning Assignment 2.2 (Thesis and Outline)</td>
<td><strong>Due</strong>: Planning Assignment 2.3 (Citation and Documentation)</td>
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<tr>
<td>Monday, Feb. 25</td>
<td>Wednesday, Feb. 27</td>
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<tr>
<td><strong>Unit 2</strong> – Drafting Day / Peer-Review Workshop</td>
<td>Unit 3 – The Research Process / Research Topic Selection</td>
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<tr>
<td><strong>Due</strong>: Unit 2 Rough Draft / Peer-Review Worksheet</td>
<td><strong>Assigned</strong>: The Research Paper</td>
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<td><strong>Due</strong>: The Analysis</td>
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<tr>
<td>Monday, Mar. 4</td>
<td>Composing an Annotated Bibliography</td>
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<td><strong>Assigned:</strong> The Annotated Bibliography</td>
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<td>Monday, Mar. 11</td>
<td><strong>Unit 3 - Finding Sources</strong></td>
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<td><strong>Due:</strong> Planning Assignment 3.1 (Topic)</td>
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<td>Monday, Mar. 18</td>
<td>NO CLASS</td>
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<tr>
<td>Monday, Mar. 25</td>
<td><strong>Unit 3 – Incorporating Sources</strong></td>
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<td><strong>Due:</strong> Planning Assignment 3.2 (Tracker)</td>
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<td>Monday, Apr. 1</td>
<td><strong>Unit 3 – In-Class Workshop</strong></td>
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<tr>
<td>Monday, Apr. 8</td>
<td><strong>Unit 4 - Synthesizing Sources / Developing a Thesis</strong></td>
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<td><strong>Due:</strong> The Annotated Bibliography</td>
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<tr>
<td>Monday, Apr. 15</td>
<td><strong>Unit 4 – Documenting Sources / Developing Citations from Documentation</strong></td>
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<td><strong>Due:</strong> Planning Assignment 4.2 (Documentation)</td>
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<td>Monday, Apr. 22</td>
<td><strong>Unit 4 - In-Class Workshop</strong></td>
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<td>Monday, Apr. 29</td>
<td><strong>Unit 4 – Assembling a Portfolio and Composing a Reflection</strong></td>
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<td><strong>Assigned:</strong> The Final Portfolio and Reflection</td>
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<td><strong>Due:</strong> The Research Paper</td>
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</table>
FINAL - Due: All Revisions and Final Portfolio and Reflection due by Monday, May 6, by midnight on Blackboard.

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 Jonathan Purkiss-Jones' 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

______________________________
UA-PTC Email address

______________________________
Telephone