

Course Syllabus – RHET 1312 Composition II
Fall 2009 – Web-based/Online
University of Arkansas at Little Rock
Department of Rhetoric & Writing

Instructor: Stephanie Haley Williams, J.D., M.B.A.

Consultations: Online or by appointment only

Dept. Phone: 501-569-3160

Email: For all communication about our course, please use the Blackboard email. Use shwilliams1@ualr.edu as backup only.

Textbook: You do not need to buy a textbook for our class. All readings and materials will be posted on Blackboard. At some point in the semester, particularly if you are having difficulties, there is a small chance that I may ask you to consult a handbook if I think it will be best for you.

How Blackboard is set up: The Blackboard site for our class is set up with a course menu on the left side of the screen. There is a link to “Course Assignments” where you will find the course syllabus, assignments, and readings. You will find all the materials I want to give to you under “Course Assignments.” Please be sure to send me email via Blackboard email at any time when you need help. I check my email very often, and I will get back to you, in most cases, the same day. If I do not have time to fully answer your question, I will send you an estimate of when I have enough time.

General Information

Composition II is a continuation of Composition I. Students will continue to concentrate on critical thinking, reading, and, most importantly, writing. Students will continue to learn and practice techniques that will make them competent and confident writers in their academic work and afterward in their professional and personal lives. In addition, students will improve skills in mechanics such as grammar, sentence structure, and forming paragraphs; and become more fluent in technical aspects such as word processing, Internet research, and library searches.

We will continue focusing on the “process” method for writing, which you most likely learned in Composition I. The “process” teaches students strategies on how to get started writing, then elaborating, revising, and editing their work. Students will work alone, participate in group discussions, and read and revise their assignments in small intensive workgroups.

We will work hard to keep a brisk pace during our online semester, and I hope overall the course will seem exciting and rewarding to students. There are a great many skills I am eager to help you learn and practice during the course. The skills you will be taught in this course will help

you in every other class you take at UALR. Everyone can learn to write better, and everyone improves with practice.

In order to improve during the semester, you must make a serious commitment to this class. For maximum achievement, please turn in each assignment on time, and give each assignment your very best effort at each stage of the process. Please do not allow yourself to get behind in class. You are expected to work just as hard in this class despite its online format as you would in the classroom.

Course Policies

Please understand that our course is really online: If you want to travel, connect to Blackboard, and work from any location, that is up to you. My only concern is your commitment to our course and the work I assign. **You are responsible for checking Blackboard for your assignments, reading the materials, posting to the discussion board when asked to do so, taking a quiz on Blackboard if requested, and posting your assignments when they are due.** Please make the commitment to check Blackboard each day and complete your work on time by the due dates I assign! This commitment is a good predictor of your success in the course.

Formatting your assignments – very important – NO EXCEPTIONS: All written assignments saved to files and submitted as attachments must be saved as .doc files or .rtf files ONLY. Those are the only two acceptable types of files. This means NO .docx files or .pdf files for assignment submissions. Please use standard margins, double-spacing, Times New Roman font, and 12-pt font size for your papers.

I hope you will get in the habit of checking our Blackboard site regularly. If I do not see any Blackboard activity for you for one entire week, I will assume you have left the course. *If you are inactive on Blackboard for one entire week, I reserve the right to drop you from the course.* If you have plans and you know you will be away from Blackboard for more than two days, please email me to discuss this prior to your absence. If you have an emergency, please email me to let me know as soon as possible. Please contact me if you do not log in to Blackboard for a full week, but you intend to remain in the course.

Course Grading:	Writing Assignments (Four papers and one reflective essay)	70%
	Drafts, Discussions, Peer Reviews, and Quizzes	30%

Grade Scale	A	=	100 – 90
	B	=	89 – 80
	C	=	79 – 70
	NC	=	69 – 0

Deadlines are not approximations. I assign specific deadlines because I expect you to meet them. **If you fail to meet more than *three* deadlines, you will receive an NC for the course.**

If you anticipate missing a deadline as it approaches, you must let me know by emailing me as soon as possible. In your email, please explain why you missed the deadline and tell me when you will be able to submit the late work. There may be a penalty to your grade, and we will discuss what seems fair and appropriate.

University Policies

Students with disabilities: It is the policy of UALR to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also welcome to contact the Disability Resource Center, telephone 501-569-3143 (v/tty). For more information, visit the DRC website at <http://ualr.edu/disability/>.

Plagiarism / Academic Dishonesty: College and University regulations regarding academic dishonesty, as set forth in the UALR student handbook and other University documents and publications, will be strictly enforced in this class. Any student caught in the act of cheating will be assigned a grade of zero points (F) for the assignment in question. If written work does not appear to be your own, you will be questioned about it and appropriate action will be taken.

University Writing Center (UWC): The UWC offers writing assistance to any UALR student. Help with word processing and typing-tutor programs are also available if needed. Appointments are not necessary, and services are free to registered UALR students. Services are available five days a week; hours of service vary by semester. Call 569-8343 or stop by SUB 116 for more information.

Welcome to Composition II Online Fall 2009!

Online courses are reading-intensive by their very nature. Since we never meet in person, I will not be there to verbally emphasize “the important parts.” The first measure of your commitment to our course starts right now. If you have read this far in our syllabus, congratulations! If you have read this far, please send me an email via Blackboard and tell me whether you agree to check Blackboard regularly and if you have any planned travel that may interfere with your work for the course.

Writing Schedule for Comp II

Schedule for submitting assignments through Blackboard: I will post each week's assignment on Monday (after week 1), and all assignments will be due on the following Sunday night no later than 11:59.p.m.

Wk #	Beginning (Mon)	Topic & Assignment	Due (Sun)
Classes begin mid-week, Thursday 8/20			
1	8/24	Review of Audience and Purpose Writer's Introduction (50 pts)	8/30
2	8/31	Critical Reading Exercise: Understanding What You Read (20 pts) Exercise: Plagiarism (30 pts)	9/6
3	9/7	Thesis Statements Paper #1 – Memoir Narrative (100 pts)	9/13
4	9/14	Research and Sources Exercise: Summarizing a Paragraph (30 pts) Exercise: Finding & Selecting Sources (20 pts)	9/20
5	9/21	Research and Sources Paper #2 – Ethnographic Interview (100 pts)	9/27
6	9/28	Analyzing Sources Exercise: Evaluating Web-Sites (20 pts) Exercise: Compiling Working Bibliography (30 pts)	10/4
7	10/5	Analyzing Sources Draft of Paper #3 (See below) (50 pts)	10/11
8	10/12	Quoting Sources Exercise: Quoting Sources (30 pts)	10/17

		Exercise: Using Ellipses and Brackets (20 pts)	
9	10/19	Citing Sources Paper #3 – Review of Professional Journals (100 pts)	10/25
10	10/26	Citing Sources Exercise: Citations (TBD) (50 pts)	11/1
11	11/2	Using Sources Draft of Paper #4 (See below) (50 pts)	11/8
12	11/9	Using Sources Exercise: Preparing the Bibliography (50 pts)	11/15
13	11/16	Using Sources Paper #4 – Interview with Professionals (100 pts)	11/22
14	11/23 & 11/30 Holiday break 26-29	Review and Summary Exercise: Review (TBD) (50 pts)	12/6
15	12/7 Last day of regular semester	Paper #5 (Reflective Essay) – Reflection on Writings (100 pts)	12/9 1 st day of final exam period
Final grades due to be posted by Noon on Friday 12/17			