

COM 112
Composition II

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REQUIRED TEXTS

Hacker, Diana. *A Writer's Reference*. 7th ed. Boston: Bedford/St. Martin's, 2011.

COURSE DESCRIPTION AND PURPOSE

A continuation of Composition I, this course is designed to develop the critical skills of argumentation in part through the study of selected essays, to develop the skill to write an effective research paper, and to provide a thorough understanding of the short story.

COURSE POLICIES

These policies apply to all students. All assignments must be turned in to pass this course. Attendance, which is your sole responsibility, is essential to doing well in this course, so attend every class if you want to succeed. Lack of attendance will show in the diminished quality of your work, and your work will be rewarded accordingly; I will lower your grade at my discretion for poor class attendance and participation. Participation is measured by successfully completing in-class activities, and you must be present for the entire class period and complete the required activity. **Students who miss three or more classes before midterm will be dropped at midterm.** However, when absences are unavoidable, you are solely responsible for finding out what you missed, and in-class writings and quizzes cannot be made up. Furthermore, I will not repeat instruction given during your absence but will try to summarize. **If you must miss more than one class in the same week, contact your professors. If you miss two or more classes in a row, I will not accept your work until we discuss the situation; I don't distinguish between excused and unexcused absences.** Furthermore, you will arrive on time and be ready for class when it begins, and you will stay the entire class period. If you must come late or leave early, discuss it with me beforehand when possible. If you arrive late without prior notice, see me at the end of class or you will be counted absent. Regardless of details, **late arrivals and early departures are rude and disruptive and count as half of an absence and will count toward absences for midterm dismissal from the class. Additionally, frequent late arrivals, early departures, or excessive absences will be grounds for dismissal from the class. Furthermore, each absence after the fifth, at any time in the semester, will cost you one full letter grade on your final grade for the semester**—this class is part of a schedule of your design, so make a commitment to this class or go elsewhere. Finally, you must be an active member of this class before I will accept your essays, so keep track of your absences. If your family has a vacation planned during this semester, drop this class or don't go on the trip.

Unless otherwise noted, all drafts will be typed or composed on a computer and printed to hand in. Composing on computer requires the use of flash drives. **Save your files to at least two flash drives or other devices.** Computer, printer, or disk problems, missing computer files or printed documents, and college activities do not constitute valid reasons for missing a deadline; your assignment will simply be

late. Furthermore, if you type your assignments on a typewriter, be sure to make a photocopy of each assignment before you submit it to me. Save all graded essays and quizzes when they are returned to you. **Handwritten copies will not be accepted unless you have a condition that has been documented by LLCC staff and that prevents use of a keyboard. Emailed essays will not be accepted for any reason. If you fail to turn in a paper because you haven't been coming to class, your best bet will be to drop the class. Furthermore, if you haven't been attending class regularly, I reserve the right to NOT accept your essay submissions. Late essays will be lowered in grade at my discretion if I choose to accept them. Have your notebook open and be ready to take notes each day when class begins, and re-read your notes to remember what we did in class. Record your grades, absences, late arrivals and early departures on the first page of your notebook for this class. You should keep a separate notebook for each class you attend.** Notes will be taken in writing with pen and paper—no laptops.

CONDUCT

SILENCE ALL ELECTRONIC DEVICES BEFORE YOU ENTER THE CLASSROOM.

You will conduct yourselves as adults in this class. To remain in this class, you must behave maturely, courteously, and responsibly. Bring your text to class, be attentive, take notes, and actively participate. If you engage in the following activities, **you will be dropped from this class:**

- hold a private conversation
- sprawl out on your desk
- doodle
- read outside materials
- use your cell phone for any purpose
- treat other class members rudely
- pack to leave before I dismiss class
- sleep
- pass or read personal notes
- study for other classes
- groom yourself
- wear earphones or ear buds (even in one ear or around your neck)
- wear sunglasses
- act in any other childish way

Finally, do not turn to look at the clock. I know how to tell time and will let you know when class is dismissed. If you are bored, drop the class. I reserve the right to extend this list if an unanticipated form of unacceptable behavior arises. I hope we will have some fun in class, but I will not tolerate the above behaviors. **This is the only warning on this matter.** Furthermore, I am not going to put up with immature people who don't want to do assigned work, so if you fall into that group, you will be better off dropping this class today.

Required supplies that must be brought to every class meeting include a folder or three ring binder, paper, pens (blue or black ink only), any materials pertinent to the current assignment, and your texts. You will also need access to a good dictionary. This list is subject to revision if our needs change.

COURSE WORK

All assignments must be turned in to pass this course. You will write five major assignments over the course of the semester. When an assignment is made, you will begin writing that assignment by the next class period, and you will bring all drafts and other pertinent materials to each class meeting. **Peer editing drafts will be required for each assignment and should be at least two full pages in length—short drafts will receive lower grades. If two copies of your peer draft are not brought to class on the**

assigned date, the grade assigned to the submission draft will be lowered by ten points (twenty points for the research essay). A separate Essay Submission Procedure page will be given to you, and it will be considered part of this policy statement. There will also be several in-class writings as well as quizzes and tests. Some of these assignments will require you to become more familiar with documentation of outside sources and with the services provided by the campus library. Library staff members are a major resource in a successful college career. Also, take advantage of the Writing Center on the lower level of the campus library. Writing Center staff members are skilled teachers—a resource that shouldn't be overlooked. We will read from our texts as well as several outside sources, and you will prepare for these as detailed in class. If you fail to prepare as instructed, you will be removed from class for the day, and you will be marked absent for the day. These readings will be designed to give us a look into the experiences of other writers and to help us see our connection to the greater world outside our own experiences. Conferences may be scheduled during the semester, and attending a scheduled conference is required for class participation. **Save all graded materials when returned.** Retaining these materials will be important for some students for the final assignment.

PLAGIARISM/ACADEMIC INTEGRITY

Be sure to read Lincoln Land's policy concerning these issues as presented in the current catalog. Cheating, lying, attempted intimidation, and plagiarism have serious consequences in this course, and any one of these actions could result in your dismissal from the course. Simply put, plagiarism consists of presenting someone else's work as your own. Copying and pasting from a source, for example, will automatically earn you an F for the semester. Since you survived COM 111, you should be capable of the work you will be doing in this class, and the consequences for academic dishonesty in any form will be severe. **If plagiarism or other academic dishonesty is proven, a grade of F will be assigned for the semester, and the college will be notified of the incident, and may take additional steps in the matter.** If you don't know what plagiarism is, see me in my office or find out some other way. Ignorance will not be an acceptable defense. Finally, I will retain the original copy of any paper or other documentation for which plagiarism is proven.

GRADING

Grades will be based on the five assignments, class participation, in-class writings, quizzes and tests, and other activities as described above. Do not ask for "extra credit" or a grade of incomplete. A detailed "grading criteria" can be found on my Web site; become familiar with its details. The following points scale will be used:

Assignment 1	100 points
Assignment 2	100 points
Assignment 3	100 points
Assignment 4	200 points
Assignment 5	100 points
Quizzes	100 points
 Total	 700 points

WHAT STUDENTS SHOULD LEARN IN COM 112

- Analyze, summarize and evaluate the main ideas of academic texts

- Select and correctly use the conventions of standard American written English
- Identify, evaluate and use elements of argument
- Choose effective rhetorical structures based on audience and purpose
- Identify, evaluate and use effective stylistic elements
- Assemble, evaluate, synthesize and use sources ethically (summary, paraphrase and quotation)
- Identify and use the conventions of MLA documentation and formatting

NOTICE

If you have a condition that has been documented at LLCC and that requires special accommodations, please let me know as soon as possible. I will help in any way I can. Also, problems sometimes arise which cannot be handled easily alone. If this happens to you, speak with someone who can help. Don't let things get out of hand before you look for assistance. If you want to speak with someone but don't know who to contact, see me, and I will assist you in making initial contact.

STAYING IN THE COURSE

By remaining in the course, you acknowledge you have read and agree to follow all the policies covered in this document. If you cannot live with the class policy, you must drop the class or accept the consequences.

DROPPING THE COURSE

You are responsible for understanding LLCC's procedure for dropping a class. If you stop attending but don't follow the proper procedure for dropping a class, you will receive a failing grade. Also consider your financial aid package and insurance matters before you withdraw from a class.

LAST WORD

Don't wait until the semester is half over to become concerned with what your final grade will be. If you aren't concerned from the beginning, you will probably not end up with the results you desire. **My class is a whine-free zone, and I simply will not tolerate immature or rude behavior.** If changes occur in my office hours, or if errors exist in this policy statement, you will be notified.

IMPORTANT DATES

January 19, 2012	Weekday classes begin
January 12, 2012	Last withdrawal date for tuition refund
January 13, 2012	Last day for adding classes
January 16, 2012	Martin Luther King Day (no classes)
March 2, 2012	Mid semester
March 3-11, 2012	Mid-semester break (college closed)
March 12, 2012	Classes resume
March 27, 2012	Professional Development Day (no classes)
April 27, 2012	Last withdrawal date for W grade
May 1, 2012	Graduation application deadline for Spring
May 4, 2012	Classes end
May 11, 2012	Commencement

THE FOLLOWING TOPICS WILL NOT BE ACCEPTABLE FOR WRITING ASSIGNMENTS THIS SEMESTER

- a Superbowl Game (or any other single sporting event)
- abortion/sex education
- ADD/ADHD or overprescribing
- affirmative action or quotas
- age of the Earth, humans co-existing with dinosaurs
- alternative energy/fuels
- animal rights/testing
- athletes/celebrities being overpaid
- autism
- cell phone issues
- cloning or stem cells
- creatures of legend
- death penalty
- digital piracy
- dreams/dreaming
- drinking age/drunk driving
- Electoral College
- euthanasia (mercy killing)/right to die
- evolution/creationism/intelligent design
- fad diets
- gambling
- gun control
- hazing—college or high school
- home schooling/prayer in school
- homeopathic medicines
- immigration
- Jack the Ripper, Marilyn Monroe, Tupac, Biggie, or Elvis
- legalization of Marijuana for any reason
- media-induced violence/problems
- near-death experience
- Nostradamus or other prophets
- obesity/fast food
- school uniforms/yearlong school
- school violence
- seatbelt/helmet laws
- serial killers
- smokers'/non-smokers' rights/tobacco-related issues
- spanking
- spirits/ghosts/haunting
- steroids or related topics
- the assassinations of Presidents Lincoln or Kennedy or any other topic that intends to prove a conspiracy
- the da Vinci Code
- the rainforest/pollution
- the Titanic
- the war on Terror/Iraq
- topics which require religious "proof," or other unarguable topics
- UFOs, Atlantis, crop circles, faked Moon landing
- "under God" in the Pledge of Allegiance
- Zero tolerance

These topics have been restricted because they have been overused, or because they don't lend themselves well to academic argument. However, I do want to see a wide variety of topics, so if you have an idea that interests you, run it by me—you would be surprised by what has been approved in the past.