



Course Syllabus

ENG 102 - English Composition II

The session begins on the 1st day of the enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: Karen Wilson

UIU Faculty Email: wilsonk86@uiu.edu

Office Location: Virtual

Availability: As Needed

Course Description

Semester Credits: 3

Catalog Course Description: Advancing students' expository writing skills, this course emphasizes persuasive and argumentative writing techniques, critical evaluation, and the incorporation of research. A formal research paper is a key component, requiring students to integrate credible sources to support their arguments effectively. Meets the second requirement in the professional written communication outcome area in The Peacock Professional Experience ("general education").

Prerequisites: ENG 101

Credit Hour Policy: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour

Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

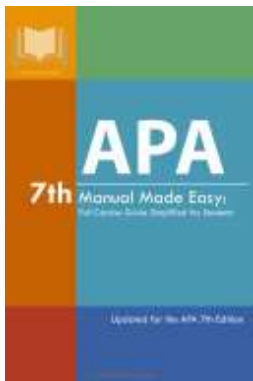
For more information on how specific instructional modes meet this requirement, please see UIU's Policy Guidelines for Instructional Time Expectations: [UIU Policies](#).

Writing for Success

This free, open source textbook is available through Brightspace and is the only textbook required for this course.

https://saylordotorg.github.io/text_writing-for-success/

Course Recommended Materials & Resources



APA 7th Manual Made Easy

Subtitle: Full Concise Guide Simplified for Students:
updated for the APA 7th Edition

Authors: Appearance Publishers

Publisher: Appearance Publishers

Publication Date: December 23, 2021

ISBN: 978-1716136351

This book is **OPTIONAL**, but it (or a similar handbook) will be a handy reference throughout this course. I highly recommend investing in any reputable APA 7 handbook if you do not already have one, especially if you are required to write APA formatted papers in other classes.

Course Outcomes

- Students will be able to integrate a variety of outside sources into a persuasive essay of 1,200 words.
- Students will be able to defend a thesis statement with different forms of evidence, including statistical evidence, testimonial evidence, anecdotal evidence, and analogical evidence

- Students will be able to distinguish the differences between credible and non-credible sources.
- Students will be able to locate and evaluate primary, secondary, and tertiary sources
- Students will be able to cite sources according to appropriate academic conventions
- General Education Outcome: Students will be able to communicate effectively and demonstrate critical thinking through thesis-driven, argumentative writing.

General Education Assessment

Upper Iowa University is committed to ensuring that all undergraduate students participating in its general education program receive a broad education, while gaining essential professional skills across multiple disciplines. The Peacock Professional Experience provides nine learning outcomes, each of which articulates a specific skill students should gain, and are supported by knowledge provided by the courses students choose to take within the guidelines of the program. The outcome assessed in this course is the last outcome listed under Course Outcomes.

Course Requirements and Grading Criteria

Course Requirements

As an extension of Composition 101, this course's main Assignments will involve writing essays, but the reading and analysis of essays will also be important experiences. Most Units will involve these two components. In addition, because I believe it is important for students to just write to see what happens, I have included Journal Prompts in most Units to give you the chance to just write without being preoccupied with the future use of the writing in a formal response or essay.

You will notice each Unit contains numerous steps that should be accomplished BEFORE you begin drafting the assignments. These might involve additional reading or various ways to generate ideas upon which to base an essay. If we were

in a traditional classroom setting, these steps might be accomplished by classroom conversation, group activities, or instructor lectures. However, in this self-paced class, you must take these tasks on by yourself. The preparation for writing formal assignments is even more important in this class because you do not have the opportunity to receive feedback from classmates. So please, be diligent about completing all of the steps in each assignment, even though in many cases the result will not be submitted to me in that form.

Grading for the analysis of essays and writing of your own essays will be based on how well the final product meets the requirements of the assignment. In most Reading Responses, the grade will be dependent to a large degree on the correct use of APA citation format. For the major essays, the grading is dependent on the organization of the material and the strength of one's evidence.

These major essays will include a first draft for instructor comment, then a revised final draft for grading. It is assumed that the student can present a final draft in which the wording is not only grammatically correct but concise and accurate. This course does not focus on how to improve the accuracy and precision of one's writing, but on occasion, I may offer some suggestions.

Summary

Each Unit may contain the following components for you to complete:

1. Reading assignments
2. Response to reading assignments
3. Major written essay
4. Journal Responses and other short works

See each Unit for specific information as to how to complete the assignments and submit them.

Assignments

Composition II is divided into 6 Units covering various genres of writing that require content analysis and the use of rhetorical techniques. In the end, after several

shorter practice assignments, you are asked to write a research paper in which you pose a question and argue an answer, with an appropriate use of sources.

This course assumes you are already familiar with the fundamentals of writing. Certain stylistic features unique to research papers, such as the use of quotations and parenthetical citations, will be addressed. I am aware that early papers may be flawed in style and mechanics, and I will offer suggestions to improve your personal writing style. As you progress through the course, you will be held to higher standards of excellence.

We will not be covering all of the sections of our textbook. Chapters 2 through 4 and most of 10 and 15 are generally covered in Composition I. Chapters 6 and 7 will not be specifically assigned for this course, but these chapters contain valuable advice on the stages of the writing process which you should make use of. Finally, the textbook contains an extensive grammar reference section, so you should consult it on questions of grammar and mechanics.

Again, I would recommend that you NOT submit a Unit for grading until the previous unit has been returned. This procedure allows you to incorporate my suggestions and corrections in future work. Work submitted for grading cannot be resubmitted for a higher grade.

Course Policies

All written work must be typed and double-spaced using a standard 12-point font and one-inch margins, following APA 7 guidelines. Excellence in writing is a good way to show your professionalism. Assignments submitted should evidence significant investment of time, thought, and effort. Correct grammar, spelling, and punctuation should be demonstrated on all assignments.

Grading Criteria

Activity	Points
Unit 1: Student Autobiography, the Writing Process	40
Unit 2: Thesis Statements	80
Unit 3: Persuasion (2 parts)	120

Unit 4: Research	100
Unit 5: Developing your Research Essay (Rough Draft)	160
Unit 6: Research Essay Final Draft with Sources	250

Grading Scale

Grade	Percentages
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

Grades and Feedback

All graded work available must be posted in the uiuLearn Gradebook by Sunday at 11:59pm (CT) one week prior to the course drop date, as well as posted by Sunday at 11:59 pm prior to the final week.

Academic Misconduct Policy:

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive consequences based on the level of academic misconduct.

Cheating includes, but is not limited to:

- The use of unauthorized books, notes, or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking the words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics, tables, or images without proper citation.
- Dual-submission or self-plagiarism: This occurs when a student submits the same essay/assignment for credit in more than one course. Even though the words belong to the student it is unethical because it is "double dipping," or trying to receive credit twice for work that was done once.
- The use of Artificial Intelligence (AI) to produce a discussion post, paper, or other assignment and present it as your own is considered plagiarism and will not be tolerated.

Information about Generative AI Usage:

Use of generative AI is not permitted for any of the content of this course. Writing is an opportunity for personal growth, critical thinking, and applying your own knowledge. Your individual effort and creativity are essential in demonstrating your understanding of the course material. Dependence on AI undermines these objectives and compromises the integrity of the learning process. Your commitment to academic honesty and dedication to upholding this course's principles is appreciated and will be demonstrated in part by refraining from using generative AI in your work. The use of generative AI constitutes a violation of academic integrity and may fall under the Academic Misconduct Policy.

Levels of Academic Misconduct and Sanctions

The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being expelled from the university (Academic Misconduct Policy: Table 1). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in Academic Misconduct Policy: Table 1 should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty.

Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Extension Policy

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines
AND
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is \$99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.
- An 'X' grade posted to the student's official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can re-enroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit	Topics	Activities	Assessments
Unit 1	Become familiar with the Syllabus Write Student Autobiography Critical thinking Activities	Read: Chapter 8: The Writing Process. Focus especially on 8.1 and 8.2	Complete: - Student Autobiography - Journal prompt - Quiz - Textbook Exercises
Unit 2	Create Workable Thesis Statements	Read: Chapter 9	Complete: Textbook Exercises
Unit 3 Note: this Unit will be completed in two parts.	Write a Persuasive Essay	Read: Chapter 10.9 and Sample Essay in 15.10	Complete: Part 1: textbook exercises and Rough Draft. Part 2: Journal Prompts and Final Draft
Unit 4	Outline a Research Paper	Read: Chapter 12	Complete: - Initial template for persuasive research paper. - Journal prompts

Unit 5	Outlining a Solution Paper	Read: • Chapter 12: “Writing a Research Paper”	Complete: • Initial template for a persuasive /argumentative research paper • 2 journal prompts Draft, checklist, and final of Solution Paper
Unit 6	Documenting Research Final Draft	Read: • Chapter 11:	Complete: • Add sources from research to illustrate argument • Add APA References page and in-text citations • Edit final essay as needed; submit.

Schedule is subject to change.

Dates are subject to change throughout the self-paced period as the professor sees fit. All changes will be communicated via mail, email, and UIULearn. You are strongly

encouraged to complete the units in the order they are shown below. Completing units out of sequence could result in a loss of points and a reduced grade. Please see full, detailed description of all assignments on Brightspace.

Course Expectations

Email

Upper Iowa University employees and students are issued a UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

File Formatting

All papers/assignments must follow the current APA style formatting guidelines. Please review this link:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

If you are submitting unit materials via email for this class, the expectation will be that files are in Microsoft Word.docx format. Clearly label each assignment document with a title, your name, and the date. I do not accept .pdf, .pages or zip files.

Library Resources

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu/library. If you need assistance locating information or using the library's resources, please contact the library at library@uiu.edu, Phone: 563-425-5270.

To use any of the materials listed on the site, you can log in using your myUIU username and password. If you need help with your myUIU login credentials, please contact the UIU Help Center Desk at helpdesk@uiu.edu, Phone: 563-425-5876.

University Policies

Attendance

Even though you do not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular schedule. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and meet deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the [Student Handbook](#). Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Students who have registered for this course through our partnership are required to follow the withdrawal policy outlined on the partnership website. Please refer to the partnership site for official withdrawal procedures and deadlines.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro-rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financialaid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of \$99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

Upper Iowa University (UIU) provides closed captioning/transcriptions in acknowledgment of the Americans Disability Act, Rehabilitation Act, and various state laws. The information displayed is computer generated and not reviewed before being published. UIU makes no representations or warranties and expressly disclaims any responsibility or liability with respect to any errors or omissions in, or the accuracy, reliability, timeliness, or completeness of, any information that appears in a closed caption or transcript.

Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance. (Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.