



UNIVERSITY OF NEW YORK IN TIRANA

Course: COMPOSITION II (3 credit hours)

Professor: Barry Hall

Office Hours: Mon: 15:00-16:30, Tues: 12:00-13:30, Wed: 15:00-16:30, Fri: 15:00-16:30

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COURSE PURPOSE

This course will challenge students to master the vital writing skills necessary for academic writing, such as summarizing, paraphrasing, quoting, and citing sources. It will also provide an in-depth examination of the most common forms of academic essay and research writing, particularly longer essays and the research argument paper. Students are expected to have a solid understanding of the basic components of essay writing, as well as a mastery of paragraph-level English grammar and vocabulary. (Prerequisite: passing grade in Comp I)

COURSE OBJECTIVES

- To master the steps of writing academic essays: researching, organizing, pre-writing, drafting, revising, and editing
- To write essays that explain ideas, summarize readings, analyze topics, persuade audiences, and present solutions to problems
- To analyze and construct arguments
- To locate appropriate research resources and integrate them (without plagiarizing!) into written work using formal academic style (APA)
- To improve content and presentation of written work through revising and editing

REQUIRED TEXTS & MATERIALS

1. Fahnestock, J. & Secor, M. (Eds.). (2003). *A Rhetoric of Argument: Text and Reader*. Boston: McGraw Hill.
 2. UNYT Referencing & Citations Guide (you should already have a copy)
 3. Monolingual English dictionary (e.g. an advanced ESL Learner's dictionary)
 4. Additional handouts (distributed in class)
- Please bring the textbook, distributed handouts, a folder (to store the handouts), a good amount of paper (or notebook), and a pen to each class.

COURSE REQUIREMENTS

Attendance & punctuality: I will keep track of your attendance and punctuality every hour of class. You may miss up to 2 hours without penalty. If you miss 3-4 hours, you will receive an A-; 5-6 hours = a B+. If you miss more than 6 hours, I will dock your attendance grade one letter grade for each hour you miss. In other words, 7 hours = a B; 8 hours = a C; and 9 hours = a D. If you miss more than 9 hours, you will fail the course in accordance with UNYT policy. Please note that these absences count whether or not you have a valid excuse. When you miss class, please do not ask me for copies of previous week's materials right before, during, or immediately after class; I expect you to gather materials from your classmates or to see me during office hours. In addition, for every fourth tardy (arriving late or leaving early), your

grade will be docked. And, if you show up late or miss class on the day an essay draft is due, you will be docked additional points. I expect you to attend class faithfully and punctually! In theory, attendance should be an easy grade.

Participation & effort: It is extremely important for your development as a writer, reader, and thinker to prepare for and participate in class actively. I expect you to engage in discussion EVERY class session, and I welcome any questions you might have about the material. Participation constitutes a considerable percentage of your grade. In addition to in-class participation, your participation grade includes your ability to follow instructions, class preparedness, extent of revision & editing on essay drafts, Peer Review feedback, in-class writing, homework, and quizzes: in other words, your overall effort!

Essays: You will write several drafts of two different essays. You will have one chance per essay to receive my extensive written comments; if you do not submit this draft on time, you will lose this chance. I will discuss the requirements of each essay as the semester progresses.

Exams: Two examinations will be administered: the mid-term and the final exam. I will discuss the format of each exam as the semester progresses.

GENERAL POLICIES

Conduct: Students are expected to behave with civility and appropriate etiquette toward faculty and one another. Non-compliance may lead to disciplinary action. Please note that I will ask you to leave class if you either fall asleep or act disrespectfully to your peers or to me. This includes talking while others are talking.

Conferences: I am here to help you improve your writing and do the best you can in this course, so please come to my office hours. I would especially encourage you to see me if you miss class, if you do not pass an essay, or if you fail to turn in the First Draft of either essay (and miss the chance to receive my written feedback).

Electronic devices (e.g. mobile phones, iPods, laptops, etc.): Please turn off all electronic devices before class begins and refrain from using them until class is officially over.

Food & drink: Please refrain from eating in class. A bottle of water or other beverage is acceptable.

Email: I will occasionally send messages to clarify an assignment or to inquire about your performance, so make sure to check your account regularly. Please note that I do not accept late assignments via email, and I will not provide feedback on your essays via email. (If you would like additional feedback, you are welcome to visit me during office hours.)

Format: Unless indicated otherwise, ALL written assignments must adhere to APA format: typed, font size 12 pt, double spaced with standard margins and page numbers. You should always check your work for spelling and grammar. For essay drafts, you will need a title page and a references page; you do not need to include a title page for homework.

Learning Difficulties: If you feel that you have special learning difficulties, please make an appointment with Anxhela Gramo. Please also let me know how I can accommodate you.

Late Assignments: I do not accept late assignments without prior notification or without proper documentation (such as a legitimate doctor's note). In the event of an unavoidable absence, you must contact me IN ADVANCE to determine whether or not special arrangements

are possible. Otherwise, you should expect a zero on that particular assignment. Be aware that computers may not be available the hour before the start of the class, so make sure to prepare your work in advance; problems of this nature will not be accepted as legitimate excuses. Quizzes will be administered on an impromptu basis and there is *no opportunity to make them up*, even if you miss only that hour.

Academic Dishonesty (e.g. cheating, plagiarizing, submitting false information, etc.): Our University does not tolerate academic dishonesty. *The penalty for plagiarism and cheating is an automatic grade of F for the course and a letter stating so in your college file.* Plagiarism is using the words or ideas of another author (including a fellow student) or text (printed or electronic) without properly acknowledging and citing the source. Please read the UNYT's Student Honor Code for a more detailed description of plagiarism and cheating. Remember, you are accountable for this information. If you have any questions, do not hesitate to ask me. Plagiarism and cheating are never worth the risk!

CRITERIA FOR DETERMINATION OF GRADE, INCLUDING EVALUATION METHODS

Attendance	5%
Participation	15%
Initial Drafts of Essay One	5%
Final Draft of Essay One	15%
Initial Drafts of Essay Two	5%
Final Draft of Essay Two*	20%
Midterm	15%
Final*	20%

** In order to pass Composition II, you must receive a passing grade on both the Final Draft of Essay Two and the Final Exam.*

Please note that I will inform you should I need to modify any of the policies stated above.