I. Instructor Information

Name: Mark Barnes
Office: CHARTS 420
Telephone: (501)812-2841
Office hours: 9:30-10:30 am and 1:30-3:00 pm, Monday and Wednesday
Email: mbarnes@pulaskitech.edu

II. Catalog Description

3 Credit Hours (3 hours lecture per week)

Principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking.

PREREQUISITE: Students enrolled in ENGL 1311 must meet one of the following requirements:
- Completion of DEVE 0324 (Composition Fundamentals) with a grade of "C" or better
- A score of 19 or above on the English section of the ACT
- A score of 45 or above on the ASSET Language Usage Test
- A score of 75 or above on the COMPASS Writing Placement Test

III. Course Resources

Required textbooks:

Also required: Access to a computer with word processor software (You can get Microsoft Office for free through PTC) and Internet access for Blackboard. If you do not have a computer at home, you will need to use the computers provided on campus. You
will also be required to regularly check your PTC email account, as it will be used to conduct all official class communication.

IV. Institutional Learning Outcomes

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

For more information, please consult the following website:
http://www.pulaskitech.edu/sla/mission.asp

V. Department/Program Learning Outcomes

The English department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and creative thought
2. Effective argumentation with a focus on tone, purpose and audience
3. Academic Integrity
4. Independent thinking and learning
5. Written communication on a collegiate level
6. Exposure to various cultures and subcultures
7. The influence of culture on individuals and their work
8. Collaborative study and writing
VI. Course Outcomes

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

Composition I focuses on communicating ideas clearly. 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 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 assignments, including a research paper that incorporates material from quality sources.

VII. Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class may be administratively withdrawn from the class.

Any student who does not attend 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.

Teachers have the right to enforce PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraphs below.
I will be taking attendance each day at the beginning of class starting from the first day of the semester. This means that if you are not present at the beginning of class, you may be counted absent. I may also count you absent if you leave early or aren’t adequately prepared for class (i.e., if you don’t have your book or other necessary materials). Please be respectful of your fellow students and me by arriving on time and prepared for class.

Partial credit may be awarded for tardiness at my discretion, and will be based on how late you arrive or how early you leave as well as how much you participate while in class. Warming a seat for an hour isn’t enough. Any in-class assignments you miss due to tardiness or absence cannot be made up. It will be your responsibility to follow up with me or with one of your classmates to get caught up on any information you missed.

You may use a perk to excuse yourself from a single day of class and still receive your full attendance points; however, you must communicate with me either before or after your absence in order to use your perk (See “Course Policies” for more information).

All that being said, I have been a student myself, and I understand extenuating circumstances. If you have a situation that keeps you from being able to attend class, and you communicate with me about it, we can most likely work something out to keep you from falling behind in your work. If I don’t hear from you, there is nothing I can do.

VIII. Course Policies

The 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. Particulars as determined by the instructor are detailed in the paragraphs below.

Online Communication and Assignments

We will be using the Internet a great deal in this class; assignments and instructional materials will be published on Blackboard, essays must be submitted via Blackboard or email, and occasionally situations will arise that prevent us from meeting in class, in which case, we will use Blackboard to continue instruction. I encourage you to check your PTC email daily and Blackboard at least once a week to stay abreast of assignments, to keep up with any class news or announcements, and to check the Cultural Event calendar. If you don’t have a reliable home Internet connection, be sure to make time to access the Internet elsewhere (the PTC Library and computer labs are a great resource).
Perks

For every 200 points that you earn in the class through attendance or completion of assignments, you will receive one perk that you may use any time in the semester; you will also begin the semester with one perk available. These perks allow you to do one of three things: to skip a single class and still receive full attendance points (Freebie), to skip a short writing assignment and still receive half credit (Skip), or to receive a one week extension on an essay deadline (Extension). Your perks will allow you a certain amount of flexibility in your class work and attendance, but I encourage you to use them judiciously, as you can receive, at most, five of them during the semester. You may use perks any way you please, including doubling them up (e.g., if you miss an essay deadline by two weeks, you can use two Extensions to remove the late penalty, or if you miss a day of class and a short writing assignment is due, you can use a Freebie and two Skips to get full credit).

Deadlines

Strict deadlines are one of the harsh realities of the academic and professional world. With that in mind, most of the assignments in this class will feature deadlines that require you to submit them by a certain date and time. You will not receive credit for short writing assignments or reading responses that are not submitted in-class by the deadline. If you miss a deadline for an essay, you will lose 5% of your total possible points for the assignment for each day that it is late.

If there are extenuating circumstances, I may consider extending a deadline on an assignment, but this will be done at my discretion and based largely on your prior work in the class. You may also use a perk to extend an essay deadline with no penalty.

Mutual Respect and Differences of Opinion

Everyone has opinions, and not everyone in this class will agree 100% of the time. Freedom of expression is one of the founding principles of the country in which we live and will be observed in our classroom at all times. If you disagree with anything written or said by the instructor, another student, or contained in the texts we read, you are allowed and even encouraged to voice your disagreement, but it must be done in a respectful manner and only after considering what the other person has to say. I will not tolerate any harassment in or outside of this class based on our physical differences or our differences of opinion. If you fail to treat anyone in the class with respect, you will be given one warning. If this behavior continues, you will be removed from the class. If any subjects covered in class offend you, I encourage you to talk to me about it in private. You have the right to voice your disapproval and abstain from the reading or discussion; however, this will affect your grade on any associated assignments.

Appropriate and professional behavior is expected for all communications, including any notes, email messages, or telephone conversations.
IX. Grading

I base your grades on how well you’ve met or exceeded my expectations on each assignment in the class, and I’ll do my best to explain those expectations clearly throughout the semester. A big part of my job as your instructor is to comment on ways that you can improve your writing, so I will also always do my best to provide a clear and thorough explanation for why you received the grade you did on an assignment, especially if your writing needs improvement. This doesn’t mean that I’m going to mark or comment on every problem in your work, because ultimately I want you to learn to identify and correct problems yourself; however, I will make sure to give you feedback on any major issues that I see.

If I criticize your writing, it is not a personal attack, nor does it mean that I think you’re a bad writer, or that I dislike you as a person; however, none of us are perfect, and we all need helpful, constructive criticism to improve. Read any criticism you receive with an open mind and be prepared to apply it to revisions or to future essays you write.

Grading Procedure

Grading in this class is calculated a bit differently than other courses you may have taken at Pulaski Tech. Your final grade is not an average, but the sum of all of the points you receive over the course of the semester from essays, attendance, and other assignments. It’s kind of like a game of football or (if you’re a nerd like me) a video game. Your points will always go up and there is no way to lose points. This means that once you have a particular grade, you will never drop below that grade. For example, if you’re satisfied with mediocrity, and all you want out of your English class is a C, you can stop working once you get that C, and you can be sure that you’ll receive that grade at the end of the class.

Point Progression and Final Grades

The following table shows how many points you need to achieve each possible final grade:

<table>
<thead>
<tr>
<th>Points</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 600</td>
<td>F</td>
</tr>
<tr>
<td>600 to 699</td>
<td>D</td>
</tr>
<tr>
<td>700 to 799</td>
<td>C</td>
</tr>
<tr>
<td>800 to 899</td>
<td>B</td>
</tr>
<tr>
<td>900 or greater</td>
<td>A</td>
</tr>
</tbody>
</table>
Since everyone starts the course with no points, everyone starts with an F; in fact, you’ll probably find that you’ll have an F for most of the semester. As long as you’re successfully completing work, you should find yourself moving out of the F range and into a passing grade without much trouble in the last few weeks of the class. I recognize that this has been a source of anxiety to students in past semesters, but it shouldn’t be; think of it this way: if you have an A average in a class, but you quit halfway through the semester, will you still get an A? Of course not. In this class, your grade is a running total, so if you quit mid-semester, you shouldn’t be surprised by what ends up on your transcript.

Earning Points

You have five primary point-earning avenues: essays, reading response assignments, short writing assignments, class attendance, and cultural events. In order to pass the class you must do a combination of these things; however, there are different combinations that you can use to achieve success. For example, if you miss a reading response or a few days of class, you could use a perk to regain the points for one of those missed opportunities (see “Course Policies”), or you could attend a couple of cultural events to try to make up some of those points. Just be aware that many assignments cannot be made up if they are missed, so make sure to take advantage of every point-earning opportunity that is presented.

I’ve included a chart below to detail how many points each assignment is worth:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Total Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>Essay One: 100 points</td>
</tr>
<tr>
<td></td>
<td>Essay Two: 150 points</td>
</tr>
<tr>
<td></td>
<td>Final Essay: 250 points</td>
</tr>
<tr>
<td>Class attendance</td>
<td>18 points per week</td>
</tr>
<tr>
<td>Reading responses and short writing assignments</td>
<td>50 points each</td>
</tr>
<tr>
<td>Cultural events</td>
<td>30 points each</td>
</tr>
</tbody>
</table>

The chart above is only a list of the total possible points for each assignment type. The actual amount of points you earn will be based on your success in meeting or exceeding the requirements for an assignment. Requirements for each assignment type will differ: some of these requirements can be found in this syllabus, while the rest will be published in individual assignment handouts and on Blackboard.
Grade Questions or Disputes

If you ever disagree with a grade I have given you for an assignment, give yourself at least a day to read back over your work, my comments, and any related course materials before bringing it to me. Your best bet is to email me, give me a call, or set up a time to come and meet me at my office so that we can sit down and discuss your grade at length. This will give us plenty of time to go over your work in detail. If you approach me immediately before or after a class, we'll both be rushed, and I won't be able to give you the most helpful feedback.

Assignments

Over the course of this semester, I will be asking you to complete a number of different kinds of assignments as a way of learning and practicing new skills, honing your reading and writing abilities, and assessing your progress toward the course objectives. Your success on these assignments will depend on the amount of time and thought that you put into your work and will determine your overall success in the class. Below are descriptions of the kinds of assignments you will come across in this class.

Reading Responses and Short Writing Assignments

This being an English class, I hope you came prepared to read. During the semester, you should always be reading something new, and I'll expect you to be ready to write intelligently and in depth about whatever I've asked you to read. To help you with this, I'll be asking you to complete short, informal writing exercises as you read. Sometimes this may be as simple as taking notes and highlighting interesting passages; other times, I may expect you to write a few paragraphs or answer questions in response to what you've read.

These reading responses will be worth 30 points per assignment, which may not seem like a lot in comparison with other assignments, but they add up quickly, and skipping them will ultimately hurt your chances at a good final grade.

I will also assign in-class writing assignments during the semester in order to assess your class participation. These will be graded in the same way as the reading response assignments. While these assignments do not need to be typed or submitted in MLA format, they must be neat and legible.

Reading responses and short writing assignments are connected to your attendance and must be submitted in-class. If you miss a class, you cannot make up these assignments; however, at any time during the semester, you may use a perk to skip a single reading response or short writing assignment and still receive half credit for it (See “Course Policies” for more information).
The following chart shows the criteria I use to grade these assignments:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion</td>
<td>Follow all of the instructions for the assignment and respond thoroughly,</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>using complete sentences and paragraphs.</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td>Organize your ideas consistently and logically.</td>
<td>5</td>
</tr>
<tr>
<td>Grammar, spelling, &amp;</td>
<td>Proofread your writing, avoiding any spelling, grammar, or punctuation</td>
<td>5</td>
</tr>
<tr>
<td>punctuation</td>
<td>errors.</td>
<td></td>
</tr>
</tbody>
</table>

**Essays**

Again, since this is an English class, you will be expected to write extensively throughout the semester. This writing will take several forms, but the most important will be your essays. Detailed instructions, requirements, and grading criteria for each essay will be made available on Blackboard and will be discussed in class. If you want to be successful in this class, you need to follow these guidelines closely.

You will be required to write three essays over the course of the semester. Grading criteria for your essays will be published and discussed in class. This information will also be attached to each essay I grade along with detailed comments, so that you can see what areas of your essays are strong and what areas need improvement.

Good writing involves extensive revision. To that end, I will provide you with opportunities throughout the semester to receive feedback on drafts of your essays from both me and your peers so that you can revise your writing before submitting it for a grade. I will also give you the opportunity to revise and resubmit essays that have already been graded in order to receive a higher grade. **In order to be allowed to resubmit an essay, the essay must be complete and must be turned in on time.**

You will be submitting all of your essays electronically through Blackboard or your PTC student email. **All essays must be submitted as a file attachment, and due to software limitations, you may use ONLY the following file formats when submitting essays: .pdf, .doc, .docx, or .rtf.** Other formats may not be compatible with my computer, meaning I won’t be able to grade them. If an essay is submitted in a format other than those listed, it will not be counted, and you’ll have to resubmit it, which is a hassle for both of us and can lead to delays in your work being graded.
Cultural Events

There are a great number of cultural events that happen on campus and around Central Arkansas every semester: poetry readings, plays, musical performances, art shows, political rallies and protests, etc. As a graded assignment in this class, you may attend and write about up to four such events. Each event that you attend and write about will earn you up to 30 points toward your final grade. These assignments are not required in order to pass the class but can be a great way to boost your score if needed. I maintain a calendar that lists some of these events, which you can find on Blackboard with instructions for these assignments. Because I often am not aware of events happening in the area, please let me know if you are aware of an event that is not listed on the calendar, and I will make sure to add it.

X. Academic Integrity

It is expected that all students who attend PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The 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.”

Academic integrity is expected to be practiced both inside and outside of the classroom. In class, you are expected to be respectful to the teacher and other students at all times. Outside of class, you are expected to practice honesty in your work by avoiding plagiarism of any kind. Details about what constitutes plagiarism are included below.

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, they will receive a 0 for the assignment and will not be allowed to revise and resubmit the essay. 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 PTC code of conduct, as it is your responsibility to demonstrate good scholarship in your writing.

XI. Accommodation Policy

Services for Students with Disabilities: PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Coordinator of Disability Services in Counseling Services (501-812-2220 or www.pulaskitech.edu) prior to the semester of planned enrollment, and must provide recent documentation of medical, educational, and/or psychological records.

If you need accommodations for this class, you should inform me at the beginning of the course. Accommodations will only be provided if I receive a letter of approved accommodations from the Coordinator of Disability Services. Failure to provide sufficient notification may result in a delay of services.

XII. Sexual Misconduct

No person at 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 PTC Title IX Deputy Coordinator for Students:
XIII. Course Evaluations

You will be asked to conduct an online course evaluation through the MyPTC Portal near the end of the semester. These evaluations give you the opportunity to provide feedback on my teaching, and I take your comments very seriously. All evaluations are anonymous, and I will not see them until after the semester is over.

XIV. Information Literacy

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.

XV. Course Schedule

The following due dates apply to the three required essays in the class. More details about the schedule will be made available on Blackboard as the semester progresses.

Essay One: February 14
Essay Two: March 14
Final Essay: May 2

There will be no final exam in this class.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.