I. Instructor Information
Name: Matthew Chase
Office: CHARTS 415
Telephone: 501-812-2346
Office hours: MW: 10:50-12:05  TR: 9:25-10:40
Mailbox location: CHARTS Office (4th floor)
Email: mchase@uaptc.edu
*e-mail and course messages are preferred communication

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 and completion of DEVE 0316 (College Reading) with a grade of "C" or better
- A score of 19 or above on the Reading and Writing sections of the ACT
- A score of 75 or above on the COMPASS Writing Placement Test and a score of 83 or above on the COMPASS Reading Placement Test
- A score of 83 or above on the ACCUPLACER Writing Placement Test and a score of 78 or above on the ACCUPLACER Reading Placement Test

III. Course Resources
Required textbooks:

IV. Institutional Learning Outcomes
UA-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 will focus on writing strategies such as invention, arrangement, drafting, and revision, including teamwork with the instructor and/or classmates in the writing process, fluency issues such as the use of transitions, and the correction of major usage errors. 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.

*If you do not complete an assignment for points in Blackboard in the first two weeks of class, you will be marked as never having attended even if you have communicated with me by email about the class and/or logged in to Blackboard. You have to actually complete work.*

*If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.*

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 class 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 paragraph below.

Consistent attendance is critical to the successful completion of this course. Students who are absent miss important information and can easily fall behind on the material. Attendance is taken starting the first day of the semester. A student tracking device will be used to monitor student attendance in an online course. It is recommended that a student log into an online course a minimum of three days per week in this course in order to be successful in the course. *If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.*

There are absolutely no excused absences other than military orders or jury duty for any reason, including but not limited to the following: illness, hospitalization, surgery, court, car trouble, and work. *Any rare exceptions to this policy will be determined on a case-*
by-case basis by the instructor; it is your responsibility to contact me immediately to inquire about an exception if such a situation occurs.

VIII. Classroom 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 paragraph below.

Class Disruption

Any disruption will result in the disruptive student(s) receiving a warning. Persistent or severe disruption will result in the student being referred to the Dean of Students, The Dean of Fine Arts and Humanities, and/or the Vice President for Instruction for appropriate disciplinary action before being allowed to return to class. Excessive class disruptions will result in the final grade being lowered or the student being dropped from the course.

*If at any point in the semester a student fails to log in for TEN consecutive days in an online class, the student will be administratively dropped from the course with a WX immediately.*

In an online class, disruptive behavior is categorized as behavior that is rude, disrespectful, or actions that could be qualified as flaming. Keep discourse civil

IX. Grading
Letter grades will be based on the following scale:

- 90 to 100% A
- 80 to 89% B
- 70 to 79% C
- 60 to 69% D
- 0 to 59% F

Classroom participation may be used when grades are on the fence in the form of some extra credit. No extra credit beyond that is planned at this time, though the instructor can change that at his discretion.

Grading Policy
I do my best to get essays back as quickly as I can, but I will also take the time to comment on each one so your writing and skills can improve. I know you look forward to receiving graded assignments as quickly as possible as well, so I’ll do the best I can. Please be patient as you wait, and do not flood my inbox with questions regarding when the assignment will appear. I will also have graded major assignments turned back before the following assignment is due. Please do not e-mail me until two weeks have passed requesting a grade.

**Essay requirements**

All formal assignments and essays must be submitted through Blackboard by the due date. They must be submitted as either .doc, .docx, or .rtf format. They must be written in Times New Roman 12 point font, and follow the conventions of MLA discussed in class. All essays must be the **full-page requirement. A paragraph on the third page of a three-page assignment will result in the essay failing to meet the requirement, leading to a deduction in points. If the essay is a full page short or more, the essay will receive a failing grade.**

*the Resume and Cover letter is the only assignment for which this will not apply, as you must consider the visuals outside of the MLA boundaries. Discussion posts, as they are not formal assignments, do not fall under this category*

Any essay not turned in through Blackboard will not be graded. If it fails to meet the formatting requirements mentioned above, it will not be graded. A tutorial is available in the course shell (course introduction), and handouts will go out. Your textbook also has up to date information on formatting guidelines for MLA. Please make use of these resources.

**X. Academic Integrity**

It is expected that all students who attend UA-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.”

The complete Academic Integrity Policy can be found in the UA-PTC code of conduct.

**Don’t plagiarize.** The grading criteria and the syllabus state the penalties for plagiarism. Please read all the material about plagiarism to protect you from committing it. It is **your** responsibility to avoid all forms of plagiarism in your writing for this course.
My plagiarism policy is fairly straightforward, so this section will detail (though class lectures will spell it out more specifically) what plagiarism constitutes and the penalties for committing an act of plagiarism. Plagiarism is defined by the Oxford English Dictionary as “The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft.” Any kind of this practice in any format will result in failure for the course. Misdocumentation of information will be a serious deduction of points, even accidental. It is imperative in this class that you master the documentation of your information. As you move on in school, you'll be asked to perform academic research, which includes compiling, analyzing, and essentially evaluating claims others have made based on evidence – a skill not limited to literature or writing courses, but applied in every subject.

We will go over thoroughly in class what constitutes plagiarism, how to avoid plagiarism, and the correct methods with which to document the evidence that you have gathered. We will discuss the use of primary sources, secondary sources, and MLA documentation material that will assist you in creating a well-balanced, well-thought out essay in response to your readings.

Be aware that instructors have methods by which they can determine if an essay is plagiarized. These methods will be used to their utmost in this class, and any student caught plagiarizing will fail this course. You will receive several assignments designed to prevent this from happening but after class discussions and readings on the subject, you should ask for clarification. Do not simply think that “it wasn't explained” will cut it. The above definition is broad enough that you should know that cutting and pasting work from the Internet or any other source into your essay to pass it off as your own will result in a failing grade for the course. Also, any previous papers (either yours or another student's) turned in for an assignment in this class will result in failure of the course. Please be aware that software stores other students submitted essays from previous semesters.

This policy does apply to portions of the essay; just because it was simply a sentence that was cut and paste doesn't mean it will be looked over. Each essay handed in will be subject to rigorous examination for plagiarism.

Please note this form of plagiarism especially: if you plagiarize by blocking and copying a paper or parts of a text from electronic sources (such as Internet sites) or paper sources (such as other students’ papers or your own papers from other classes) without any form of acknowledgment in any of your writing for this course, then the instructor may assign a more severe penalty. Please review the syllabus, the PTC Student Handbook, and our textbooks for more information about plagiarism.

Be advised that if you consider plagiarism for time constraints that the instructor is there to help you — don’t plagiarize in lieu of asking for help.

XI. Accommodation Policy
Services for Students with Disabilities: UA-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.

Students who need accommodations should inform the instructor at the beginning of the course. Accommodations will only be provided if the instructor receives 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 UA-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:

Michelle Anderson, Dean of Students
Campus Center Building Room 212
501-812-2756
manderson@pulaskitech.edu

Additional information, including the UA-PTC sexual assault policy, procedures, and resources may be found online at http://www.pulaskitech.edu/sexual_misconduct_awareness/.

XIII. Course Evaluations
Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

XIV. Information Literacy
UA-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

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<thead>
<tr>
<th>Content</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Week One: 1/14-1/20</td>
<td>Unit One: Course Introduction</td>
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<tr>
<td>Week Two 1/21-1/27</td>
<td>Begin Unit Two, Part I: Brainstorming for Resume</td>
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<tr>
<td>Week Three 1/28-2/3</td>
<td>Unit Two Part I: Purpose and audience</td>
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<tr>
<td>Week Four 2/4-2/10</td>
<td>Unit Two, Part II: Examining The Resume and Cover Letter</td>
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<tr>
<td>Week Five 2/11-2/17</td>
<td>Unit Two, Part II: Writing The Resume and cover Letter</td>
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<tr>
<td>Week Six 2/18-2/24</td>
<td>Unit Three, The Review</td>
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<td>Week Seven 2/25-3/3</td>
<td>Unit Three, The Review</td>
</tr>
<tr>
<td>Week Eight 3/4-3/10</td>
<td>Unit Four, The Annotated Bibliography — Finding sources</td>
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<tr>
<td>Week Nine 3/11-3/17</td>
<td>Unit Four, The Annotated Bibliography — Finding sources</td>
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<tr>
<td>Week Ten 3/18-3/24</td>
<td><strong>Spring Break No Class.</strong></td>
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<tr>
<td>Week Twelve 4/1-4/7</td>
<td>Unit Five, The Annotated Bibliography — Format and Evaluation</td>
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<tr>
<td>Week Thirteen 4/8-4/14</td>
<td>Unit Six, The Argument essay — learning the basics</td>
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<tr>
<td>Week Fourteen 4/15-4/21</td>
<td>Unit Six, The Argument essay — learning the basics.</td>
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<tr>
<td>Week Fifteen 4/22-4/28</td>
<td>Unit Six, The Argument essay — putting it together</td>
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<tr>
<td>Week Sixteen 4/29-5/5</td>
<td>Unit Six, The Argument essay — putting it together</td>
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Please keep up with the readings assigned. I’ll do my best to provide helpful handouts for each unit, but the readings will be the basis for many (most) of the assignments we do in class.

*note that weekly discussion posts may be required as well.*
Final Exam Schedule: The final essay will be your final exam, and it will be due Monday, May 7 via Blackboard by 12:00 p.m. (noon)

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

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, the instructor may choose a more severe penalty at their discretion. 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 Student Handbook, as it is your responsibility to demonstrate good scholarship in your writing.
XVII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Matthew Chase’s Composition I class at UA-Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

Email address

(please use your PTC email address)

Telephone

*note that the syllabus quiz contains a question that indicates your signature of this document.