Course Syllabus
ENGL 1311-28
English Composition I
Fall 2017

I. Instructor Information
Name: John Gregan
Office: 4th Floor Adjunct Office, CHARTS
Telephone: --
Office hours: Generally available before and after class or by appointment
Mailbox location: 4th Floor, CHARTS
Email: jgregan@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 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.

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.

There are no excused or unexcused absences. Absences may be consecutive or accumulative. Students will be administratively dropped from the course on the fifth absence.

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 paragraphs below.

All assignments are expected at the beginning of the class on the dates they are due. I will not accept late work except in cases of serious illness or personal emergency. Please notify me immediately in case of such problems and request a revised due date. All writing assignments must be completed and submitted by the appropriate due date.

All written assignments must be word processed and follow the directions of the assignment and MLA format. Print these assignments one sided and stapled.
There are no excused or unexcused absences. Absences may be consecutive or accumulative. Students will be administratively dropped from the course on the fifth absence.

This class is activity oriented; your attendance is necessary. If you do miss a class, you should get your assignments from a fellow student.

Please arrive at class on time and plan to stay until class dismissal. Late arrival to class is rude and disruptive to both the instructor and the other students. Do not wander in and out of the classroom during class time.

Tardiness over 45 minutes is equal to an absence. Likewise, leaving class early is equal to an absence. Two tardies are equivalent to an absence.

Notify me of any anticipated absences. If extreme, unforeseen circumstances interfere with your continued attendance, contact me as soon as possible.

While in class, students are expected to discuss reading, journal, and in-class assignments, actively and constructively participate in class discussions, and be respectful of classmates’ ideas and opinions.

Please do not sleep or put your head on your desk.

Please turn all cell phones and other electronic devices off to avoid disruption of the classroom environment. If you cannot wait until class break or after class to answer or return a call, you will be excused for the remainder of class and be counted absent. Do not use cell phones in the classroom (for example, to receive or send calls or to check messages or calls) during lectures, tests, breaks, in-class assignments, or any other time except to call 911 or PTC’s Public Safety Office (626-7152). Before and after class, you should use your phone outside of the classroom.

Disruption of class and disrespect of others in classroom may lead to removal from the class and roster.

Circumstances may arise outside of the classroom that interfere with a student performing his or her best in the classroom. PTC provides the services of professionally trained counselors to all students. The telephone number for Counseling Services is 812-2220.

We may have guest speakers during the semester. Please be respectful and attentive to classroom visitors.

The instructor maintains an open-door policy to all students at all times. This means students who are concerned about their abilities or progress in the course are welcome to come discuss the matter with the instructor. In the event that a student experiences a
problem with another student in the class, the student should notify the instructor immediately.

Failure to complete all of the required course work (including all essays and assessment and final examinations) or failure to comply with any/all policies in this syllabus may result in any penalty deemed appropriate by the instructor, including possible failure of the course.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

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

Students are encouraged to keep track of all their grades for the course by using this table.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay 1</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Essay 2</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Essay 3</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Annotated bibliography</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Essay 4</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Journal</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Portfolio review</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Class participation</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>1,000</strong></td>
<td></td>
</tr>
</tbody>
</table>

Grades will be weighed according to the following scale:

- A  900 points to 1000 points
- B  800 points to 899 points
- C  700 points to 799 points
- D  600 points to 699 points
- F  Less than 600 points
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td></td>
<td>Up to one absence or equivalent</td>
<td>Up to two absences or equivalent</td>
<td>Up to three absences or equivalent</td>
<td>Four absences or equivalent</td>
<td>Five absences or equivalent will result in an Administrative Drop</td>
</tr>
<tr>
<td>Preparedness</td>
<td></td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates except 1</td>
<td>Copies of word processed, reviewable and final essays missing on 2 or more due dates will result in an overall class participation grade of F</td>
</tr>
<tr>
<td>Class Discussions</td>
<td></td>
<td>Able to discuss reading and class assignments with ease and insight; actively and constructively participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Able to discuss reading and class assignments with ease and some difficulty and little insight; periodically and constructively participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Able to discuss reading class assignments with some difficulty and little insight; periodically participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Discuss reading and class assignments with difficulty or no insight; rarely participate in class discussions; disrespectful of classmates’ ideas and opinions; disruptive behavior in class will result in an overall class participation grade of F or possible removal from class roster</td>
<td>Discuss reading and class assignments with difficulty or no insight frequently; rarely participate in class discussions; disrespectful of classmates’ ideas and opinions; disruptive behavior in class will result in an overall class participation grade of F or possible removal from class roster</td>
</tr>
</tbody>
</table>

Except when the class participation grade is an automatic F due to reasons stated above, the class participation grade will be an average of the corresponding grade for how you met each of the stated criteria.
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.

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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</thead>
<tbody>
<tr>
<td>Jan 16/18</td>
<td>Introduction to Course/Syllabus/Unit 1</td>
</tr>
<tr>
<td>Jan 23/25</td>
<td>Unit 1</td>
</tr>
<tr>
<td>Jan 30/Feb1</td>
<td>Unit 1/Unit 2</td>
</tr>
<tr>
<td>Feb 6/8</td>
<td>Unit 2; reviewable drafts of Essay 1</td>
</tr>
<tr>
<td>Feb 13/15</td>
<td>Unit 2/Unit 3; final version of Essay 1 due</td>
</tr>
<tr>
<td>Feb 20/22</td>
<td>Unit 3</td>
</tr>
<tr>
<td>Feb 27/Mar 1</td>
<td>Unit 3/Unit 4 reviewable drafts of Essay 2 due</td>
</tr>
<tr>
<td>Mar 6/8</td>
<td>Unit 4; final version of Essay 2 due</td>
</tr>
<tr>
<td>Date</td>
<td>Unit</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>Mar 13/15</td>
<td>Unit 4</td>
</tr>
<tr>
<td>Mar 20/22</td>
<td></td>
</tr>
<tr>
<td>Mar 27/29</td>
<td>Unit 5</td>
</tr>
<tr>
<td>April 3/5</td>
<td>Unit 5</td>
</tr>
<tr>
<td>Apr 10/12</td>
<td>Unit 5</td>
</tr>
<tr>
<td>Apr 17/19</td>
<td>Unit 5</td>
</tr>
<tr>
<td>Apr 24/26</td>
<td>Unit 5</td>
</tr>
<tr>
<td>May 1/3</td>
<td>Unit 5</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** Thursday May 10, 6:30 pm to 8:30 pm (Portfolio Review)

**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 \textit{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 John Gregan’s English 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 UA-PTC email address)

Telephone