I. Instructor Information
Name: Rob Moritz  
Office: ---  
Email: rmoritz@uaptc.edu  
Telephone: 501-912-6397  
Office hours: call or email me anytime  
Mail box: Fine Arts and Humanities Division  
3000 West Scenic Drive, North Little Rock, Ar. 72218

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 does not attend 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.

Any student who misses two consecutive weeks of class may be administratively
withdrawn from the class. Teachers have the right to enforce PTC’s administrative drop
policy for days of consecutive nonattendance.

There is no such thing as an excused absence; however, I do ask that you notify me via
email if you must be absent for more than two classes due to circumstances beyond
your control. Such circumstances would include a death in the family, prolonged illness
of yourself or a loved one, major catastrophic events such as fire, flood, tornado. If you
should miss four consecutive class period without attempting to contact me concerning
the reason for your absences, you will be administratively dropped and will not be
allowed to attend class for the rest of the semester. You are allowed to miss two class
periods without penalty this semester. For any absence after the second, your grade will
be deducted a one letter grade per absence. If your absences exceed six class periods for
the semester, you will be automatically fail the course.

While I value punctuality, I understand this is an early class and you are coming from
home, and rush hour traffic and other factors may prevent you from arriving to class on
time. If you must be late,

- Enter class discreetly, drawing as little attention to yourself as possible.
- Do not interrupt the flow of the class to ask what you have missed.
- At an appropriate pause in instruction or class discussion, you ask a classmate.
- See me after class if you still have questions about what you have missed.
**Tardiness will be marked** and the issue will be addressed with student if it becomes a problem. It is important for the student to keep in contact with instructor, using UAPTC email, phone or text, if he or she will be absent, tardy, or must leave class early. Not letting instructor beforehand may hurt your grade for the class.

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.

No texting, facebooking, talking on the phone, or any other form of cyber socializing.
You may drink water or soft drinks in class. This rule may be changed if there are problems.
You are expected to stay on topic and on task in any group situation, whether it is a whole-class discussion or small group projects.
You will complete all in-class assignments during the time allotted for the assignment.
You will communicate with your classmates and your instructor with the respect due to them.
Any aggressive behavior, such as yelling, name calling, insulting, or belittling will not be tolerated and will result in immediate dismissal from the classroom. Your admission to future class meetings will be determined by the instructor.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69%</td>
</tr>
<tr>
<td>F</td>
<td>0 to 59%</td>
</tr>
</tbody>
</table>

Course requirements

- 4 essays: 60%
- 1 research paper: 20%
- Peer-Edit: 10%
- Participation: 10%
Students will write a minimum of 15 pages of formal writing (double-spaced, 12 point font, 1 inch margins), divided between 4 assignments of 750-word minimum and a research paper of at least 1,000 words. At a minimum the essays will include the modes of description, comparison, and argument. Students will be given an opportunity to redo their essays (not the research paper) if they do not like the grade they received. Those rewrites, however, must be turned in within 1 week or the original grade stands.

Students must be familiar with Blackboard. That is where attendance will be kept, as well as grades, and periodic reminders of assignments. Check Blackboard regularly. Students also must have, and must use, their uaptc email. Students must check their uaptc email regularly, as well.

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 handbook 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------

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

(During one class – will let everyone know in advance – the class will meet in library to learn how to do research for research paper)

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-- Jan. 22</td>
<td>Intro/review syllabus</td>
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<tr>
<td></td>
<td>Intro to narrative essay--approach/idea/topic</td>
</tr>
<tr>
<td></td>
<td>Reading assignment for next two weeks (Textbook-EAA- 1-39 and)</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
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<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
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<tr>
<td>2 --Jan. 29</td>
<td>Plagiarism discussion</td>
</tr>
<tr>
<td>3--Feb. 5</td>
<td>More discussion of narrative</td>
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<tr>
<td></td>
<td>Continue discussing reading assignments and handouts</td>
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<tr>
<td></td>
<td>--discuss grading criteria</td>
</tr>
<tr>
<td></td>
<td>--grammar/proof reading</td>
</tr>
<tr>
<td></td>
<td>--plagiarism</td>
</tr>
<tr>
<td>4--Feb. 12</td>
<td>Trip to library to learn what research resources are offered</td>
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<tr>
<td></td>
<td>More discussion narrative and grammar/proof reading</td>
</tr>
<tr>
<td>5--Feb. 19</td>
<td>Final Version of Narrative Essay is due. Turn in with rough draft and PEER-EDITs.</td>
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<tr>
<td></td>
<td>(Remember, any sources you use not your own must be cited..will discuss ...mla style, in-text citations, works cited page)</td>
</tr>
<tr>
<td></td>
<td>More talk on argumentative …ideas…organization</td>
</tr>
<tr>
<td>Date Range</td>
<td>Assignment/Activity</td>
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<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------</td>
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<tr>
<td>6-Feb. 26</td>
<td>Introduction to Research Paper</td>
</tr>
<tr>
<td>7-March 5</td>
<td>Rough draft of argumentative due--Peer Edit in class</td>
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<tr>
<td></td>
<td>Readings for next week -- Comparison/contrast handouts…</td>
</tr>
<tr>
<td>8-March 12</td>
<td><strong>Final Argumentative Essay due</strong></td>
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<tr>
<td></td>
<td>Discuss comparison/contrast …handouts</td>
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<tr>
<td></td>
<td>More on Research Paper…mla style, in-text citations and work cited</td>
</tr>
<tr>
<td>9-March 19</td>
<td>Spring break</td>
</tr>
<tr>
<td>10-March 26</td>
<td>Continue discussion of comparison</td>
</tr>
<tr>
<td>11-April 2</td>
<td><strong>Final Comparison/Contrast Essay Due</strong></td>
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<tr>
<td></td>
<td>Begin discussing descriptive</td>
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<tr>
<td></td>
<td>More on research paper/mla/in-text/works cited</td>
</tr>
<tr>
<td></td>
<td>Reading assignment --handouts</td>
</tr>
<tr>
<td>12-April 9</td>
<td>More descriptive</td>
</tr>
<tr>
<td></td>
<td>More on research paper/mla/in-text/works cited and plagiarism</td>
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<tr>
<td></td>
<td>Grammar/proof reading</td>
</tr>
<tr>
<td>13-April 16</td>
<td>More descriptive</td>
</tr>
<tr>
<td></td>
<td>More on research paper/mla/in-text/works cited</td>
</tr>
<tr>
<td></td>
<td>Grammar/proof reading</td>
</tr>
<tr>
<td>14-April 23</td>
<td></td>
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<tr>
<td>Date</td>
<td>Event</td>
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<td>-------------</td>
<td>----------------------------------------------------------------------</td>
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<tr>
<td>15-April 30</td>
<td>Descriptive rough draft due -- Peer Edit</td>
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<td></td>
<td>Last day of instruction --</td>
</tr>
<tr>
<td></td>
<td><strong>Final Version of Descriptive Essay is due</strong></td>
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<td></td>
<td>discussion on progress of research paper</td>
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<tr>
<td>16-May 7</td>
<td><strong>Research Paper is due at 6 p.m.</strong></td>
</tr>
</tbody>
</table>

**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.
Examples of accidental plagiarism, which is defined as sloppiness when working with sources, include

- word-for-word copying from a presented source without the use of quotation marks;
- failure to acknowledge all quoted material from a presented source;
- patchwork plagiarism;
- paraphrase without documentation or with incomplete documentation; and
- all other instances in which the student, through carelessness with punctuation and/or documentation, fails to demonstrate good scholarship.

Students should review the information about plagiarism in textbooks and the Academic Integrity Policy in the PTC Student Handbook, as it is the student’s responsibility to demonstrate good scholarship in his or her writing.

XVII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Rob Moritz's English Composition I class at 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.

Date

Print name

Signature
Email address __________________________

Telephone ____________________________

**Information about yourself:**

Do you work full or part-time? Where?

Where do you live?

How long has it been since you last took an English class?

Are you a traditional or non-traditional student?