I. Instructor Information
Name: Dr. Sonya Russ
Office: LR-South, room 247
Office Telephone: 812-2769
Mailbox location: LR-South, room 251
Email: sruss@uaptc.edu
Office hours: Monday and Wednesday 10:45 a.m. – 12:15 p.m. and Tuesday and Thursday 8:25 a.m. – 9:25 a.m.

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

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 will be administratively withdrawn from the class.

Any student who does not attend class the first week of class in a fast-track class (such as this one) 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.

Regular class attendance is vital to academic success, and attendance in the course is mandatory. Your participation is required, and you cannot participate if you are not here. You are expected to attend each class, to be on time, and to remain until you are dismissed. If you arrive 30 or more minutes late to class, you may be considered absent. Leaving class early will also result in an absence (unless, in the case of emergency, cleared through me before class). Absences are not excused or unexcused, so use your absences wisely. Attendance will be taken daily.

VIII. Classroom Policies
The UA-PTC Catalogue rules and regulations will be enforced in this class at all times.

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraphs below.

Any classroom disruption may result in the student(s) causing the disruption being asked to leave and being counted absent for that day and/or the number of points deemed appropriate by the instructor being deducted from the student’s final grade in the course.

Class disruption includes, but is not limited to, the following:

- cell-phone ringing
- text messaging
- use of ANY electronic devices
- disrespect
- rudeness
- sleeping
- inattentiveness to subject at hand
- excessive talking
- interrupting the instructor and/or other students
- talking loudly
- working on things unrelated to the course
Student Responsibility:
- Conduct yourself in an adult manner.
- Please use language appropriate to a classroom setting.
- Please raise your hand if you have a question or would like to answer a question.
- Do not talk while someone else is talking, especially the instructor.
- To facilitate classroom discussion, please be respectful during conversations and raise your hand for a turn to speak.
- Do not sleep in class.
- Do not put your head on your desk or otherwise recline.
- Please clear your work area of anything except the book(s) and notebook required for your participation in this class. Place backpacks and purses on the floor at your feet.
- Please do not get your cell phone out during class for any reason. If you have a potential emergency that requires that your cell phone be left on during class time, be sure it is on vibrate and discuss it with me before class begins.

Instructor Policies:
- The instructor reserves the right to create a seating chart at any time during the semester.
- Children are not allowed in the classroom.
- Beverages are allowed in class. Within reason, snacks such as fruit, vegetables, cookies, crackers, and snack bars are also allowed in class. However, please do not bring any foods that are smelly or make loud noises into the classroom. Please deposit all trash or uneaten food in the trash receptacle prior to leaving.

In-Class Work/Homework/Quizzes:
We will complete several in-class assignments, and you will occasionally have homework and quizzes. There will be no make-up work for any of these assignments. If you miss in-class work or a quiz because you are absent, you will receive a zero for the missed work. You will also receive a zero for any homework assignment you fail to turn in on the appropriate due date.

Class Participation:
Class participation is part of your grade and everyone is encouraged to participate in class discussions. Class participation is partly objective (based on actual classes attended) and subjective (based on the instructor’s observations of actual participation during class discussion, peer review, or other class activities). Disruptive class behavior will result in deductions to the class participation score. Participation will also determine a borderline grade.

Essay Submission Policies:
- Any essays submitted late will receive point deductions as follows. If the essay is up to 24 hours late, I will deduct 10 points from the overall grade. I will deduct an
additional 10 points from the essay grade for every day the essay is late after the first 24 hours.

- In addition to the print copies of each essay that you will submit in class on the due date, you will also need to submit each essay in Blackboard as a document file in a standard word processing format (.DOC or .DOCX is preferred). If you are using any word processor other than Microsoft Word, then you should consider reformatting to Rich Text Format (.RTF) because there is a chance I might not be able to open your document and thus not be able to give it points. Please be aware that all essays will be submitted to SafeAssign, a plagiarism program, to check for plagiarized passages. I will not score any paper until it has been checked. DO NOT PLAGIARIZE. DO NOT COPY OR PASTE OFF THE INTERNET. This is a serious offense. You WILL be caught if you do this. You WILL be reported to the Dean of Students of the college. You have been warned.

- All essays must meet the minimum length requirement (the requirement can be found on each assignment sheet). If you fail to meet the minimum length requirement, points will be deducted (details will be included on the grading rubric).

- You must follow assignment directions. For each essay, I give you specific topic choices. You must choose from the given topics. You cannot choose your own topic. I will deduct 50% from your essay grade if you fail to follow assignment directions.

Failure to complete all of the required course work 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.

VIX. Grading

Letter grades will be based on the following scale:

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

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Work/Homework/Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Essays</td>
<td>50%</td>
</tr>
</tbody>
</table>

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

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.

Regardless of intent, any paper that contains any form of plagiarism will earn a 0% for the assignment and, in cases of blatant academic dishonesty, an “F” for the course. Examples of blatant academic dishonesty, which is defined as an attempt to deceive, include:

- submitting part or whole of material from the Internet as if it is the student’s original composition;
- copying material from a source with no attempt at using quotation marks and/or documentation of the source;
- paraphrasing material from a source with no attempt at documentation of the source;
- recycling material from previous classes;
- 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.

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 UA-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.uaptc.edu/sexual_misconduct_policy/policy.

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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T: Syllabus discussion and class introductions</td>
</tr>
<tr>
<td></td>
<td><strong>Homework:</strong></td>
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<tr>
<td></td>
<td>• Read the entire syllabus, fill out the <strong>Course Agreement</strong> form (found on the last page of the syllabus), and have the</td>
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</table>
agreement form ready to return to me at the beginning of the next class meeting.

**R:** In-class writing assignment

**Homework:** Read pages 79-89 (“Managing the Writing Process”) in your textbook (*Everyone’s an Author*).

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 January 22-26</td>
<td><strong>T:</strong> Take syllabus quiz; begin discussing the writing process.</td>
<td><strong>R:</strong> Finish discussing the writing process. <strong>Homework:</strong> Read pages 159 - 174 (“‘Here’s What Happened’: Writing a Narrative”) in your textbook.</td>
</tr>
<tr>
<td>3 January 29-February 2</td>
<td><strong>T:</strong> Discuss narrative essay writing; discuss first essay assignment.</td>
<td><strong>R:</strong> Work on narrative essay.</td>
</tr>
<tr>
<td>4 February 5-9</td>
<td><strong>T:</strong> Work on narrative essay.</td>
<td><strong>R:</strong> Work on narrative essay.</td>
</tr>
<tr>
<td>5 February 12-16</td>
<td><strong>T:</strong> Workshops for narrative essay.</td>
<td><strong>R:</strong> Workshop for narrative essay. <strong>Homework:</strong> Read chapters 1 – 7 in <em>Dracula</em> before next Thursday.</td>
</tr>
<tr>
<td>6 February 19-23</td>
<td><strong>T:</strong> Finish narrative essay. <strong>Your narrative essay is due by the end of class today.</strong></td>
<td><strong>R:</strong> Take quiz over first seven chapters in <em>Dracula</em>; discuss first seven chapters of <em>Dracula</em>. <strong>Homework:</strong> Read chapters 8 – 13 in <em>Dracula</em>.</td>
</tr>
<tr>
<td>7 February 26-</td>
<td><strong>T:</strong> Take quiz over chapters 8 – 13 in <em>Dracula</em>; discuss chapters 8 – 13 of <em>Dracula</em>.</td>
<td><strong>Homework:</strong> Read chapters 14– 19 in <em>Dracula</em>.</td>
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<tr>
<td>Date</td>
<td>Monday</td>
<td>Tuesday</td>
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<tr>
<td>March 2</td>
<td>R: Take quiz over chapters 14 – 19 in <em>Dracula</em>; discuss chapters 14 – 19 of <em>Dracula</em>.</td>
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<tr>
<td></td>
<td><strong>Homework:</strong> Finish <em>Dracula</em>.</td>
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<tr>
<td>March 5-9</td>
<td>T: Take quiz over final chapters of <em>Dracula</em>; discuss final chapters of <em>Dracula</em>.</td>
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<td></td>
<td>R: Discuss analysis essay writing; discuss <em>Dracula</em> essay.</td>
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<tr>
<td>March 12-16</td>
<td>T: Work on <em>Dracula</em> essay.</td>
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<tr>
<td></td>
<td>R: Work on <em>Dracula</em> essay.</td>
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<tr>
<td>March 19-23</td>
<td><strong>Spring Break. We will not have class this week.</strong></td>
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<tr>
<td>March 26-30</td>
<td>T: Workshops for <em>Dracula</em> essay.</td>
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<td></td>
<td>R: Workshops for <em>Dracula</em> essay.</td>
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<tr>
<td>April 2-6</td>
<td>T: Work on <em>Dracula</em> essay. <strong>Your <em>Dracula</em> essay is due by the end of class today.</strong></td>
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<td></td>
<td><strong>Homework:</strong> Skim pages 535-590 (&quot;MLA Style&quot;) in your textbook; read pages 116-145 (&quot;‘This Is Where I Stand’: Arguing a Position&quot;), pages 379-418 (&quot;Analyzing and Constructing Arguments: Those You Read, Those You Write&quot;), pages 419-441 (&quot;Strategies for Supporting and Argument&quot;), and pages 445-511 (this section deals with various information on conducting research), pages 512-526 (&quot;Quoting, Paraphrasing, Summarizing&quot;) and pages 527-534 (&quot;Giving Credit, Avoiding Plagiarism&quot;).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R: Begin discussing argument essay writing; discuss argument essay and annotated bibliography assignments.</td>
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<tr>
<td>April 9-13</td>
<td>T: Library day.</td>
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<td></td>
<td>R: Work on argument essay and annotated bibliography.</td>
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<tr>
<td>Date</td>
<td>Schedule</td>
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<tr>
<td>14 April</td>
<td><strong>T:</strong> Work on argument essay and annotated bibliography.</td>
<td></td>
</tr>
<tr>
<td>15 April</td>
<td><strong>T:</strong> Work day for annotated bibliography. <strong>Your annotated bibliography is due by the end of class today.</strong></td>
<td></td>
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<tr>
<td>16 April</td>
<td><strong>T:</strong> Workshops for argument essay.</td>
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<tr>
<td>Final Exam</td>
<td><strong>Your argument essay is due by 12 P.M. on Tuesday, May 8.</strong></td>
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</tbody>
</table>

Disclaimers:
- Additional homework assignments may be given daily. It is the student’s responsibility to keep up with all homework that is assigned in class. If the student is absent, he/she needs to contact the instructor or a classmate to find out what he/she missed. Please check the policy on missed/late work for further information.
- Pop quizzes could be given on any day over reading or other homework assignments.
- This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
COURSE AGREEMENT FORM

Read, complete, and return to instructor:

I have read the course syllabus for Dr. Sonya Russ’s English Composition I course 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  __Spring 2018__

Date  ______________

Print name  __________________________

Signature  __________________________

Email address  _______________@students.pulaskitech.edu
            (please use your UA-PTC email address)

Telephone  __________________________