Course Syllabus
ENGL 1311
English Composition I - Section 17
Spring 2018

I. Instructor Information
Name: Jessica Wise
Office: CHARTS 413
Telephone: 501-771-6082
Mailbox location: CHARTS (4th floor)
Office hours: MW- 8:30-9:15/ TR- 7:30-8:00/ 9:15-10:45
Email: jwise@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 75 or above on the COMPASS Writing Placement Test
• A score of 83 or above on the ACCUPLACER Placement Exam

III. Course Resources
Required textbooks:

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 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 UA-PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraph below.

If you miss two consecutive weeks, you will be administratively dropped from the course.

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.

- Students will show respect to each other at all times and show respect to the instructor
- Students will not only attend the class but will actively engage and participate
- No sleeping is permitted in the classroom
- Excessive exits from the classroom will result in an absence for the day
- Cell phones will be set to silent, off or vibrate and students are not permitted to answer the phone during class
- Text messaging is not permitted during the classroom session
- Students will not conduct “side-bar” conversations while instructor is engaging the class or while a student is leading a discussion
- No children will be allowed in the classroom, and no adults who are not enrolled in the course are allowed in the classroom
- Small snacks and drinks are permitted, but you may not bring full course meals or smelly foods; in addition, no food or drinks are allowed in computer rooms.

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.

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.
• When emailing your instructor, make sure to always use your UA-Pulaski Tech email account.
• Also, when emailing your instructor, please include your course number within the email.
• If you have a problem or need extra help in class, please feel free to email me, so I can best assist you.

IX. Grading

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
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<tr>
<td>80 to 89%</td>
<td>B</td>
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<tr>
<td>70 to 79%</td>
<td>C</td>
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<tr>
<td>60 to 69%</td>
<td>D</td>
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<tr>
<td>0 to 59%</td>
<td>F</td>
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<tr>
<th>Course Requirements</th>
<th>Course Weight</th>
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<tr>
<td>Narrative Essay</td>
<td>15%</td>
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<tr>
<td>Analytical Essay</td>
<td>15%</td>
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<tr>
<td>Review Essay</td>
<td>15%</td>
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<tr>
<td>Homework/In-class quizzes/Assignments/ Peer Editing Days</td>
<td>25%</td>
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<tr>
<td>Final Exam- Argument/Research Essay</td>
<td>30%</td>
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Class Work

Students who miss in-class assignments will not be able to make it up, as it is deemed in-class work.

Late work

Late work is highly discouraged. For your benefit, you need to submit your essays on time to avoid late credit (or no credit) and to receive timely feedback. Your paper will lose ten points per day it is late up to three days. Once you are beyond three days of the due date, your paper will NOT be accepted.

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 UA-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. For this course, if a paper is found to be plagiarized, you will receive a zero. If you plagiarize for a second time, you will be referred to the dean of students.
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 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.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>Date</th>
<th>Activity</th>
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| 1    | 1/16     | Syllabus Review- Introductions  
**Homework Assignment: Journal- Current News/Reflection- Due on 1/18** |
|      | 1/18     | Think Rhetorically, pp. 1-17, *Everyone’s an Author*  
Fragment Errors, Read pp. 712-725, *Everyone’s an Author*  
MLA Format Explanation/Handout |
| 2    | 1/23     | Run-on Errors/Comma Splices  
Read pp. 700-701, *Everyone’s an Author*  
**Homework Assignment: Read pp. 180-184 and write a reaction journal- Due on 1/25** |
|      | 1/25     | Comma Usage- pp. 690-699, *Everyone’s an Author*  
Writing Process- pp. 18-39, *Everyone’s an Author*  
Narrative Writing- pp. 159-174, *Everyone’s an Author* |
| 3    | 1/30     | Rhetorical Situation: Narrative Writing- pp. 185-189  
**Homework Assignment: Read pp. 196-200 and answer the questions on p. 200 – Due on 2/1** |
|      | 2/1      | Thesis Statements-- **Homework Assignment: Read pp. 856-861, The Sanctuary of School and answer the questions- Due on 2/6** |
| 4    | 2/6      | Discuss the homework/answers  
Brainstorm ideas for Narrative Essay  
**Homework Assignment: Read pp. 876-883 Tell Me Something and answer the questions- Due on 2/8** |
|      | 2/8      | Bring in topic selection and Thesis Statements  
*Work in groups or alone on paper development* |
| 5    | 2/13     | Workshop Day—Check in On Essay 1- Share an excerpt from your work in progress  
**Homework Assignment: Prepare and bring in your TYPED rough draft for peer editing- Due on 2/15** |
<p>|      | 2/15     | Rough Drafts/Peer Editing –In-class Activity and Feedback Day |</p>
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<tr>
<th><strong>Homework: Finish proofreading and editing Essay 1, Narrative Piece- Final Draft is due on 2/20</strong></th>
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| **Week 6**  
2/20 | Submit Essay 1- Share Time!  
Lecture shifts to our second essay, Analytical Writing  
In- Class Reading-- pp. 201-239, *Everyone’s an Author*  
**Homework Assignment:** Read pp. 240-251 – answer questions on p. 245 and the questions on p. 251  
Also, please bring in several Magazines! – Due on 2/22 |
| 2/22 | Discuss the Homework Assignment and comb through magazines to find/discuss ads  
Examples will be presented. |
| **Week 7**  
2/27 | *Designing what you write,* pp. 570-590, *Everyone’s an Author*  
Discussion on ads and comparing two that you have selected  
**Homework Assignment:** Bring in a working thesis statement |
| 3/1 | Discussion on descriptive writing and organization of ad analysis  
In-class work day—alone or with a group |
| **Week 8**  
3/6 | Workshop day- share an excerpt from your work in progress  
**Homework Assignment:** Prepare your TYPED rough draft for peer review- Due on 3/8 |
| 3/8 | Rough Draft/Peer Editing Day—Feedback Day!  
**Homework Assignment:** Proofread and Edit your second essay, which is due on 3/13  
For HW, read pp. 331-335 and answer the questions on p. 335. Due on 3/14 |
| **Week 9**  
3/13 | Submit Essay 2 at the beginning of class, 3/13  
Lecture shifts to our third essay, Review Writing  
*Writing a Review,* pp. 297-316, *Everyone’s an Author*  
**Homework Assignment:** What did you think of the Monopoly review? Explain what was good or bad about it. Bring this in for 3/15 |
| 3/15 | Discuss the homework and look over some examples/handouts  
Group Activity: Share Review Topic Ideas |
| **Week 10**  
3/20  
3/22 | ☺ SPRING BREAK ☺  
**NO CLASSES** |
| **Week 11**  
<p>| 3/29 |  |</p>
<table>
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<tr>
<th>Week 12</th>
<th>4/3</th>
<th>Workshop day—type and prepare your third essay – <strong>Homework Assignment:</strong> Rough Drafts are due on 4/3</th>
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<td>4/3</td>
<td>Rough Draft/Peer Editing Day—Feedback time! - <strong>Homework Assignment</strong>- Prepare and edit your third essay, which is due on 4/5</td>
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<td>4/5</td>
<td><strong>Read pp. 374-418- make notes while reading</strong></td>
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|         | 4/5 | **Essay 3, Review Writing**—Due on 4/10  
Introduction of the Research/Argument Paper  
Discuss notes from previous night’s reading assignment  
**Homework Assignment:** Read about the various types arguments and write about the one you find most appealing |

| Week 13 | 4/10 | Organization of Arguments and Ways to Approach, pp. 301-324  
Starting Research and Finding Sources  
**Homework Assignment:** Bring in your claim statement (thesis) and argument/research topic for approval |
|---------|------|--------------------------------------------------------------------------------------------------|
|         | 4/12 | Strategies for supporting an argument, pp. 419-441  
Starting Research, pp. 445-454  
Finding Sources- pp. 455-484 |

| Week 14 | 4/17 | MLA Citations—Avoiding Plagiarism—pp.527-534  
Workshop day—Find sources!!  
**Homework Assignment:** Type your Annotated Bibliography for approval- Due on 4/19 |
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<td>4/19</td>
<td>Workshop Day—Look over the annotated bibliographies and continue researching and developing your essay</td>
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| Week 15 | 4/24 | Work day – develop your argument, source check, get feedback on any part of your essay (pp. 485-503)  
Remember, you can always use pp. 535-590 to find the source type and see how to properly create the citation  
**Homework Assignment:** Bring in at least two pages of your argument essay for review on 4/26 |
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<tr>
<td></td>
<td>4/26</td>
<td>1st Peer Editing Review of Research Essays</td>
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<tr>
<th>Week 16</th>
<th>5/1</th>
<th>Conferences</th>
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<tr>
<td></td>
<td>5/3</td>
<td>Conferences</td>
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Final Exam Schedule: *Final paper must be submitted through Blackboard by Tuesday, May 8th.*

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 Jessica Wise’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 ____________________________