I. Instructor Information
Name: Jessica Wise
Office: CHARTS 413
Telephone: (501) 771-6082
Office hours: MW 8:30-9:15/ TR 7:30-8:00/ 9:15-10:45
Mailbox location: CHARTS (4th floor)
Email: jwise@uaptc.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 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. Simply logging in does not count as attendance for an online course. Students must actually complete an assignment (quiz, discussion posting, or journal).

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.

Any student who goes 14 days (or longer) without logging in and making progress in the course will be administratively dropped.

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.

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 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.
Please be respectful of your peers when responding to discussion postings.

Please make every effort to write professionally when responding to discussion postings.

Make sure to stay active in our classroom by participating in our weekly assignments.

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

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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</thead>
<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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Course Weight</th>
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</thead>
<tbody>
<tr>
<td>Narrative Essay</td>
<td>15%</td>
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<tr>
<td>Analytical Essay</td>
<td>15%</td>
</tr>
<tr>
<td>Review Essay</td>
<td>15%</td>
</tr>
<tr>
<td>Homework/In-class quizzes/Assignments/Peer Editing Days</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam-Argument/Research Essay</td>
<td>30%</td>
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- Discussion postings must be submitted by Thursday evenings at midnight, and responses to your peers must be submitted by Sunday evenings at midnight (within the Unit week). I will not be able to give you credit if you are late.
- For essay assignments, please submit your essay on time. I will still grade essays up to three days late, but I will not grade any submitted past that extension.
- For rough draft/peer editing discussions, I will not accept late submissions for this, as peers would not have time to benefit from your feedback.

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>
</tr>
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</table>
| 1    | Specific directions for ALL assignments listed on this course schedule are within the Course Content on Blackboard and are organized by the unit week. Also, all discussion postings are due by Thursday of the Unit week as listed on this schedule. Responses to other learners (for discussion postings) are always due on Sunday of the unit week.  
Discussion 1—due by Thursday, 1/18  
Quiz 1—due by Sunday, 1/21  
Assignment 1- due by Sunday, 1/21 |
| 2    | Discussion 2- due by Thursday, 1/25  
Assignment 2- due by Sunday, 1/28  
Quiz 2- due by Sunday, 1/28 |
| 3    | Discussion 3- due by Thursday, 2/1  
Assignment 3- due by Sunday, 2/4 |
| 4    | Discussion 4- due by Thursday, 2/8  
Assignment 4- due by Sunday, 2/11 |
| 5    | Discussion 5—due by Thursday, 2/15  
Quiz 3- due by Sunday, 2/18 |
| 6    | Essay 1 (Narrative Writing, Assignment 6) – due by Tuesday, 2/20  
Discussion 6- due by Thursday, 2/25 |
| 7    | Discussion 7, due by Thursday, 3/1  
Assignment 7- due by Sunday, 3/4 |
Final Exam Schedule:  *Final paper must be submitted through Blackboard by Tuesday, May 8th at midnight.*

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.

*Note: All essays are submitted through Safe Assign; if your paper is plagiarized, you will receive a zero for the assignment.*
XVII. Course Agreement Form

Read, complete, and return to instructor: *(Note: For online students, please feel free to simply send me an email stating that you agree to the course policies.)*

I have read the course syllabus for Jessica Wise’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 PTC email address)

Telephone  ____________________________