I. INSTRUCTOR INFORMATION

Name: Mrs. Lois Moore
E-mail: lmoore@pulaskitech.edu
Office Location: Little Rock South Campus, Room 225
Office Hours: By appointment

II. CATALOG DESCRIPTION

3 lecture hours.

English Skills provides an intensive review of grammar and practice in spelling, punctuating, capitalizing, identifying sentence structures, and basic writing.

Prerequisite: A COMPASS Writing Skills Placement Test score between 1-40, an Accuplacer Sentence Skills Test score between 0-49, or a score of 13 or below on the English section of the ACT.

Final grade will be A, B, C, or NC (no credit).

III. COURSE RESOURCES

Required course materials:

1.) Foundations for Writing: Building Paragraphs and Essays

2.) Online Foundations for Grammar and Writing

3.) Foundations for Writing: Grammar Tools
Optional course materials: Students should purchase a flash drive to reliably save their work. Students may also want to purchase a binders to store their textbooks.

Tutoring Services in the Learning Assistance Center:
Walk-in tutoring is available free of charge for this course in the Tutoring Center in the Learning Assistance Center, located in Campus Center 302 (math/science) and 305 (reading/writing) on the North Little Rock campus and in room 220 at LR-South.

Other services provided by the Learning Assistance Center include Learning Strategy Workshops, which include note-taking strategies, time management techniques, and methods for succeeding in college classes.

There is also a computer lab for your needs on the North Little Rock campus in CC303 and at LR-South in room 203.

How to get the most out of a tutoring session:
Start right away. Students who begin tutoring from the beginning of the semester typically do better than those who wait.

Come prepared. Please bring your class notes and textbook. Look over the readings and try the problems if the class is mathematics centered. If you can, bring a list of specific questions. The more you prepare, the more you will get out of the session.

If you miss a class, please get notes from a classmate before your session. Tutoring is not a substitute for attending class.

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 Developmental Writing 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. Understanding tone, purpose, and audience
3. Academic Integrity
4. Independent thinking and learning
5. Written communication on a collegiate level
6. Collaborative study and writing

VI. **Course Outcomes**
*Upon completion of this course, the student will demonstrate an understanding of:*

1. Basic paragraph structure
2. Different methods of developing the paragraph
3. Demonstrate command of basic grammatical and mechanical conventions of Standard American English
4. MLA format
   A. Identification of parts of speech
   B. Subject-Verb Agreement
   C. Correct Comma Usage
   D. Correct Apostrophe Usage
   E. Sentence construction and avoiding fragments and run-on sentences
   F. Consistent Verb Tense and Usage
   G. Spelling
   H. Abbreviations
   I. Capitalization

*To meet the above objectives, the student will study:*

1. How to write the paragraph
   a. three well-developed papers of at least 250 words
2. MLA format
3. The parts of speech
4. The parts of the sentence
5. Methods of creating complex sentences
6. Common trouble spots, specifically punctuation; capitalization and numbers; spelling and troublesome words; fragments, run-ons, and comma splices; subject-verb agreement and verb tense; parallel structure and avoiding shifts in person, number, and tense; plurals and possessives
7. How to avoid plagiarism and how to detect plagiarism by using Safe Assign in Blackboard
VII. ATTENDANCE POLICY

No Show Policy
Students are expected to attend all class sessions. Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Any student who does not attend class within the first two weeks of class will be considered a “no show” and reported to the registrar’s office and dropped from the class.

The Division of Academic Success will use a policy that is based on number of absences and academic performance. A student who is maintaining a 60% or above and who reaches the maximum number of absences may remain in the course with the instructor’s permission. (See below for additional information). A student who has a 59% or lower will be dropped according to the chart below.

16-Week Classes: The Division of Academic Success mandates that students will be administratively withdrawn from the course after missing two weeks of class, which means a student may miss no more than four (4) days in a TR or MW class; if/when a fifth (5) absence is reached, the student will be administratively withdrawn from the class. The absences do not have to be consecutive.

Please note the following:
- If a student has been permitted to remain in the course with instructor’s permission (as detailed above), the student’s performance will be evaluated for additional absences AFTER that point. A student may be administratively withdrawn from the course at the instructor’s discretion at any point that a student continues to violate the attendance policy.
- Students who are dropped from the course will receive a WX on their transcript.
- Students who miss more than the allowed number of absences after the last day for an instructor to drop may receive an F or N/C in the course.

Attendance Policy Exceptions: Attendance for students receiving Veterans Administration benefits will be reported to the VA representative in Veterans Services. When a student drops a course or is administratively dropped by the instructor, the Department of Veterans Affairs will be notified of the last date of attendance and directed to end benefits for the course for the remainder of the term. In the event of an unavoidable absence (such as jury duty or military duties), the student must notify the instructor before the absence and must provide written documentation upon return to class.

Financial Assistance: Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Instructor Specific: Instructors may establish additional attendance requirements for their classes that may include, but are not limited to, information on tardiness, early departure from class, and going in and out of class. Students have the responsibility to know those policies and
to comply with them. Instructors have the right to lower a student’s grade based on attendance. Additionally, makeup work for classes or tests missed will be arranged only with the instructor’s consent, and instructors are not obligated to allow work to be made up.

VIII. CLASSROOM POLICIES

The UA-PTC Catalog 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.
- 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
0 to 69% NC
Grades will be weighed according to the following scale:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage of Overall Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragraphs</td>
<td>50%</td>
</tr>
<tr>
<td>Maple Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Homework/In-Class Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
</tbody>
</table>

X. ACADEMIC INTEGRITY

It is expected that all students who attend UA-Pulaski Technical College conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC Catalog states: “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog 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.”

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 UA-PTC Student Handbook, as it is your responsibility to demonstrate good scholarship in your writing.

The complete Academic Integrity Policy can be found in the UA-PTC Academic Catalog.
XI. ACCOMMODATION POLICY

Services for Students with Disabilities:

UA-Pulaski Technical College 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. This is true even if the student has had the instructor in a previous semester and provided the accommodation letter to the instructor in that semester. A new letter must be presented to every instructor each semester. It is also the student’s responsibility to discuss the accommodations with the instructor.

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. NEW STUDENT PHILOSOPHY STATEMENT

UA-Pulaski Technical College is committed to the academic, personal, and professional development of its students. The quality of the new student experience is critical to the achievement of the college’s mission and lays the foundation upon which future educational successes will be built. This commitment obligates the PTC community to cooperatively and intentionally structure programs, activities, and services to promote the success of new students.

XVI. UA-PTC STUDENT EMAIL POLICY

UA-Pulaski Technical College provides email for all students. Students must activate and use their UA-PTC email accounts. UA-PTC Faculty will not respond to or communicate with students through outside email accounts due to student confidentiality issues. Instructions are provided for students regarding their email accounts.

XVII. COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MLK Holiday and Inclement Weather – Classes Cancelled</td>
</tr>
<tr>
<td>2</td>
<td>Introductions/ Syllabus/ Books/ Maple TA Setup/Pre-Course Assessment</td>
</tr>
<tr>
<td>3</td>
<td>Parts of Speech, MLA, Maple TA/Pre-Course Assessment</td>
</tr>
<tr>
<td>4</td>
<td>Phrases and Clauses/Writing Process/Maple TA</td>
</tr>
<tr>
<td>5</td>
<td>Subject-Verb Agreement/Topic Sentences/Maple TA</td>
</tr>
<tr>
<td>6</td>
<td>Comma Usage/Supporting Details/Maple TA</td>
</tr>
<tr>
<td>7</td>
<td>Punctuation/Arrangement of Details, Closing Sentences/Titles/ Maple TA</td>
</tr>
<tr>
<td>8</td>
<td>Apostrophes/Sentence Fragments/Writing Narrative</td>
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<tr>
<td>Page</td>
<td>Topic</td>
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<tr>
<td>------</td>
<td>----------------------------------------------------------------------</td>
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<tr>
<td>9</td>
<td>Coordinating Conjunctions/Subordinating Conjunctions/Writing Narrative Paragraphs Assignment/Maple TA</td>
</tr>
<tr>
<td>10</td>
<td>Fused Run-On Sentences/Comma Splice Errors/Writing Descriptive Paragraphs/Maple TA</td>
</tr>
<tr>
<td>11</td>
<td>Consistent Verb Tense/Consistent Point of View/Writing Process Paragraphs/Maple TA</td>
</tr>
<tr>
<td>12</td>
<td>Transition Words and Phrases/Frequently Misused Words/Writing Comparison and Contrast Paragraphs/Maple TA</td>
</tr>
<tr>
<td>13</td>
<td>Abbreviations/Numbers/Writing Comparison and Contrast Paragraphs Assignment/Maple TA</td>
</tr>
<tr>
<td>14</td>
<td>Parallelism/Capitalism/Writing Cause and Effect Paragraph/Writing an Analytical Paragraph/Maple TA</td>
</tr>
<tr>
<td>15</td>
<td>Mock Post Test/Analytical Paragraph Writing Workshop</td>
</tr>
<tr>
<td>16</td>
<td>Finals – Post Assessment/Analytical Paragraph Due</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** *Monday, May 7 or Wednesday May 9.*

**Disclaimer:** This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
XVIII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Mrs. Lois Moore/English Skills 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  Spring 2018
Date       January 22, 2018
Print name ________________________________
Signature  ________________________________
Email address ________________________________
   (please use your UA-PTC email address)
Telephone ________________________________