I. INSTRUCTOR INFORMATION

Name: Meredith Stanton  
Telephone: 771-6042  
E-mail: mstanton@pulaskitech.edu  
Office Location: CHARTS 417 (4th floor)  
Mailbox location: CHARTS 4th floor  
Office Hours: Monday & Wednesday 10:45 a.m. to 1:00 p.m./Tuesday & Thursday 10:15 a.m. to 10:45 a.m.

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.) Course materials packet will be distributed
2.) Flash drive (strongly recommended)
**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

**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. Students will identify major and minor grammatical errors.
2. Students will develop a written paragraph using analytical skills for the final paper of the course, demonstrating an understanding of purpose, tone and audience.
3. Students will develop a written paragraph using analytical skills for the final paper of the course, demonstrating a clear understanding of usage and style, exhibiting appropriate sentence structure.
4. Students will demonstrate academic integrity.

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. FOUR 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

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

VIII. CLASSROOM POLICIES

The UA-PTC Catalog 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 below.

Class Disruption:
1. Cell phones must be turned on silent during class (if you are expecting an important call that you will need to answer, let me know before class and quietly step outside to take the call)
2. Excessive texting or answering the phone is not tolerated and students may be asked to leave class (and will be counted as absent)
3. Excessive late arrivals of more than ten minutes will result in a deduction from the student’s participation grade for the course
4. Disrespect in any form towards the instructor or fellow students is not tolerated, which could result in a student being asked to leave the class and the Dean of Students contacted
5. Children are not allowed in the classroom under any circumstances

Communication:
6. Let me know if there is anything I can do for you outside of class by coming by my office during my office hours, calling my office phone, or emailing me
7. If we need to meet outside of my office hours, I will be happy to make an appointment with you
8. I will respond as quickly as possible to any voicemails or emails (within 24 hours during the work week and within 48 hours during holidays)
9. Students must use their UA-PTC email addresses
10. Please compose all of your emails professionally, using proper email etiquette and being as specific as possible.

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>Assignment</th>
<th>Percentage of Overall Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paragraphs</td>
<td>50%</td>
</tr>
<tr>
<td>Final Paragraph</td>
<td>20%</td>
</tr>
<tr>
<td>In-Class Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
</tbody>
</table>

Submission of Assignments:
- All paragraphs (including rough drafts) must be submitted correctly to receive grading
- All paragraphs should meet the minimum requirements and students may receive their work back ungraded and asked to be redone if failing to adhere to the directions
- Any paragraph proven to be plagiarized (not the student’s original work) will earn a 0
- Plagiarism and its consequences are described in detail under the Academic Integrity section

Make-Up/Late Work:
- In-Class Assignments and homework cannot be made up or turned in late
- Rough drafts cannot be submitted late
- Final drafts can be submitted late but only up to one week and up to 25 points off

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**

**English Skills 16-Week Course Schedule**

**Spring 2018**

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Syllabus, Course Introduction Materials</td>
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<tr>
<td>Jan. 15-19</td>
<td></td>
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<tr>
<td>2</td>
<td>The Writing Process, Pre-Course Writing Assessment</td>
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<tr>
<td>Jan. 22-26</td>
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<tr>
<td>3</td>
<td>Parts of the Paragraph</td>
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<tr>
<td>Jan. 29-Feb. 2</td>
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<tr>
<td>4</td>
<td>Grammar Basics Review</td>
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<tr>
<td>Feb. 5-9</td>
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<tr>
<td>5</td>
<td><em>Narrative Writing Unit:</em> Using Sensory Details &amp; Vivid Descriptions</td>
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<tr>
<td>Feb. 12-16</td>
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<tr>
<td>6</td>
<td>Grammar Workshop over Narrative Paragraphs</td>
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<tr>
<td>Feb. 19-23</td>
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<tr>
<td>7</td>
<td><em>Argument Writing Unit:</em> Readings, Tone/Audience Analysis</td>
</tr>
<tr>
<td>Feb. 26-Mar. 2</td>
<td></td>
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<tr>
<td>8</td>
<td>Argument Paragraph Drafting &amp; Peer Review</td>
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</tbody>
</table>


<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mar. 5-9</td>
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<tr>
<td>9</td>
<td>Grammar Workshop/Group Teaching Presentations</td>
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<tr>
<td>Mar. 12-16</td>
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<tr>
<td>10</td>
<td>Spring Break!</td>
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<tr>
<td>Mar. 19-23</td>
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<tr>
<td>11</td>
<td>Compare/Contrast Writing Unit: Modes of Organization</td>
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<tr>
<td>Mar. 26-30</td>
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<tr>
<td>12</td>
<td>Compare/Contrast Drafts &amp; Grammar Workshop</td>
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<tr>
<td>Apr. 2-6</td>
<td></td>
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<tr>
<td>13</td>
<td>Analytical Writing Unit: Movie Theme Analysis</td>
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<td>Apr. 9-13</td>
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<td>14</td>
<td>Analysis Workshop</td>
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<tr>
<td>Apr. 16-20</td>
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<tr>
<td>15</td>
<td>Analysis Drafting &amp; Peer Review</td>
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<tr>
<td>Apr. 23-27</td>
<td></td>
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<tr>
<td>16</td>
<td>End-of-the Semester Conferences</td>
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<tr>
<td>Apr. 30-May 4</td>
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<tr>
<td>May 7-11</td>
<td>Final Exam TBA</td>
</tr>
</tbody>
</table>
XVIII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Meredith Stanton’s 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  _____________
Date  _____________
Print name  ____________________________
Signature  ____________________________
Email address  ____________________________  (please use your UA-PTC email address)
Telephone  ____________________________