I. INSTRUCTOR INFORMATION

Name: Jessica Wise
Telephone: (501) 771-6082
E-mail: jwise@pulaskitech.edu
Office Location: CHARTS 413
Mailbox location: CHARTS (4th Floor)
Office Hours: MW- 8:30-9:15/ TR- 7:30-8:00/ 9:15-10:45

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:
Course materials packet will be provided.
Flash Drive

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.

**Getting 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. 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.

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.

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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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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>0 to 69%</td>
<td>NC</td>
</tr>
</tbody>
</table>

Assignment Percentage of Overall Grade
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>
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<tbody>
<tr>
<td>1</td>
<td>Syllabus, Course Introduction Materials, Pre-Course Assessment</td>
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<tr>
<td>2</td>
<td>Journaling/MLA Format</td>
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<tr>
<td>3</td>
<td>The Writing Process: Brainstorming, Audience Awareness, and Drafting</td>
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<td>4</td>
<td>Paragraph Basics: Topic sentence, supporting details, and closing sentence</td>
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<tr>
<td>5</td>
<td>Narrative Writing Unit: Point of view, sensory details, and verb tense</td>
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<td>6</td>
<td>Grammar Workshop: Drafting/Peer Review</td>
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<td>7</td>
<td>Compare/Contrast Writing Unit: analyzing two subjects with clear points of comparison</td>
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<tr>
<td>8</td>
<td>Grammar Workshop: Drafting/Peer Review</td>
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<td>9</td>
<td>Group Teaching Presentations</td>
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<td>10</td>
<td>Spring Break</td>
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<tr>
<td>11</td>
<td>Argument Writing Unit: Readings, tone, and evidence</td>
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<tr>
<td>12</td>
<td>Grammar Workshop: Drafting/Peer Review</td>
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<tr>
<td>13</td>
<td>Analytical Paragraph Unit: Movie Theme Analysis</td>
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<td>14</td>
<td>Movie/Critical Thinking Questions</td>
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<tr>
<td>15</td>
<td>Analysis Drafting/Peer Review</td>
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<tr>
<td>16</td>
<td>Conferences</td>
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<td></td>
<td><strong>Finals</strong></td>
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<tr>
<td></td>
<td><strong>Final Paper Submission</strong></td>
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</table>

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

**Final Exam Schedule:** *Final paragraphs will be due by Monday, May 7th.*

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XVIII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Ms. Wise’s 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  