I. Instructor Information
Name: John Gregan
Office: 3rd Fl Adjunct Office
Office Telephone: NA
Mailbox location: 3rd Fl Academic Success
Email: jgregan@pulaskitech.edu
Office hours: generally available before and after class; contact for an appointment if necessary

II. Catalog Description
3 Credit Hours (3 hours lecture per week)

English Composition Fundamentals provides practice in writing, from paragraph construction to essay writing, and an overview of correcting and identifying common writing errors.

Prerequisite: DEVE 0322 with a grade of “C” or better, a COMPASS Writing Skills Placement Test score between 41 – 79 (score must be less than five years old), Accuplacer Sentence Skills Test score between 50 – 82, or a score between 14 and 18 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.) Maps for Grammar and Writing (2nd edition)

2.) Foundations for Writing: Building Paragraphs and Essays

3.) Online Foundations for Grammar and Writing

4.) 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 essay using analytical skills for the final paper of the course, demonstrating an understanding of purpose, tone, and audience.
3. Students will develop a written essay 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. Basic essay structure
3. Different methods of developing the essay
4. Command of basic grammatical and mechanical conventions of Standard American English
   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
5. MLA format

To meet the above objectives, the student will study:

1. How to write the paragraph and essay
   a. three well developed essays of at least five hundred 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, avoiding shifts in person, number, and tense, and 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.

<table>
<thead>
<tr>
<th>Frequency of Class Meetings</th>
<th>Dropped when this number of absences is reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>One day per week</td>
<td>Three (3)</td>
</tr>
<tr>
<td>Twice per week</td>
<td>Five (5)</td>
</tr>
<tr>
<td>Fast Track (8 week)</td>
<td>Three (3)</td>
</tr>
</tbody>
</table>

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 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 paragraphs below.

All assignments are expected at the beginning of the class on the dates they are due. I will not accept late work except in cases of serious illness or personal emergency. Please notify me immediately in case of such problems and request a revised due date. All writing assignments must be completed and submitted by the appropriate due date.

All written assignments must be word processed and follow the directions of the assignment and MLA format. Print these assignments one sided and stapled.

There are no excused or unexcused absences. Absences may be consecutive or accumulative. Students will be administratively dropped from the course on the fifth absence.

This class is activity oriented; your attendance is necessary. If you do miss a class, you should get your assignments from a fellow student.

Please arrive at class on time and plan to stay until class dismissal. Late arrival to class is rude and disruptive to both the instructor and the other students. Do not wander in and out of the classroom during class time.

Tardiness over 45 minutes is equal to an absence. Likewise, leaving class early is equal to an absence. Two tardies are equivalent to an absence.

Notify me of any anticipated absences. If extreme, unforeseen circumstances interfere with your continued attendance, contact me as soon as possible.

While in class, students are expected to discuss reading, journal, and in-class assignments, actively and constructively participate in class discussions, and be respectful of classmates’ ideas and opinions.

Please do not sleep or put your head on your desk.

Please turn all cell phones and other electronic devices off to avoid disruption of the classroom environment. If you cannot wait until class break or after class to answer or return a call, you will be excused for the remainder of class and be counted absent. Do not use cell phones in the classroom (for example, to receive or send calls or to check messages or calls) during lectures, tests, breaks, in-class assignments, or any other time except to call 911 or PTC's Public Safety Office (626-7152). Before and after class, you should use your phone outside of the classroom.

Disruption of class and disrespect of others in classroom may lead to removal from the class and roster.
Circumstances may arise outside of the classroom that interfere with a student performing his or her best in the classroom. PTC provides the services of professionally trained counselors to all students. The telephone number for Counseling Services is 812-2220.

We may have guest speakers during the semester. Please be respectful and attentive to classroom visitors.

The instructor maintains an open-door policy to all students at all times. This means students who are concerned about their abilities or progress in the course are welcome to come discuss the matter with the instructor. In the event that a student experiences a problem with another student in the class, the student should notify the instructor immediately.

Failure to complete all of the required course work (including all essays and assessment and final examinations) 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.

IX. Grading

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
</tr>
<tr>
<td>NC</td>
<td>0 to 69%</td>
</tr>
</tbody>
</table>

Students are encouraged to keep track of all their grades for the course by using this table.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay 1</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Essay 2</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Essay 3</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Maple TA</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Mid-Term Examination</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Final Examination</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Class participation</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>1,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
Grades will be weighed according to the following scale:
A  900 points to 1000 points
B  800 points to 899 points
C  700 points to 799 points
D  600 points to 699 points
F  Less than 600 points
### Matrix for Class Participation Grade

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Grade A</th>
<th>Grade B</th>
<th>Grade C</th>
<th>Grade D</th>
<th>Grade F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Up to one absence or equivalent</td>
<td>Up to two absences or equivalent</td>
<td>Up to three absences or equivalent</td>
<td>Four absences or equivalent</td>
<td>Five absences or equivalent will result in an Administrative Drop</td>
</tr>
<tr>
<td>Preparedness</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates except 1</td>
<td>Copies of word processed, reviewable and final essays missing on 2 or more due dates will result in an overall class participation grade of F</td>
</tr>
<tr>
<td>Class Discussions</td>
<td>Able to discuss reading and class assignments with ease and insight; actively and constructively participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Able to discuss reading and class assignments with ease and some insight; periodically and constructively participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Able to discuss reading class assignments with some difficulty and little insight; periodically participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Discuss reading and class assignments with difficulty or no insight; rarely participate in class discussions; disrespectful of classmates’ ideas and opinions; disruptive behavior in class will result in an overall class participation grade of F or possible removal from class roster</td>
<td>Discuss reading and class assignments with difficulty or no insight frequently; rarely participate in class discussions; disrespectful of classmates’ ideas and opinions; disruptive behavior in class will result in an overall class participation grade of F or possible removal from class roster</td>
</tr>
</tbody>
</table>

Except when the class participation grade is an automatic F due to reasons stated above, the class participation grade will be an average of the corresponding grade for how you met each of the stated criteria.
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 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 this course, 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 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 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. 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 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>Jan 17</td>
<td>Syllabus/Assessment</td>
</tr>
<tr>
<td>Jan 22/24</td>
<td>Foundations Ch. 1-4, 10-16</td>
</tr>
<tr>
<td>Jan 29/31</td>
<td>Foundations Ch. 17, 18, 26, 27/Maps Ch. 1, 2</td>
</tr>
<tr>
<td>Feb 5/7</td>
<td>Foundations Ch. 19, 20, 25/Maps Ch. 4, 5</td>
</tr>
<tr>
<td>Feb 12/14</td>
<td>Foundations Ch. 21, 22, 23, 24/Maps Ch.6-8, 27, 28</td>
</tr>
<tr>
<td>Feb 19/21</td>
<td>Maps Ch. 9, 10, 22-25; Essay 1 due</td>
</tr>
<tr>
<td>Feb 26/28</td>
<td>Maps Ch. 26</td>
</tr>
<tr>
<td>Mar 5/7</td>
<td></td>
</tr>
<tr>
<td>Mar 12/14</td>
<td>Mid-Term Exam</td>
</tr>
<tr>
<td>Mar 19/21</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar 26/28</td>
<td>Maple TA half-point milestone; Essay 2</td>
</tr>
<tr>
<td>Apr 3/4</td>
<td></td>
</tr>
<tr>
<td>Apr 9/11</td>
<td></td>
</tr>
<tr>
<td>Apr 16/18</td>
<td></td>
</tr>
<tr>
<td>Apr 23/25</td>
<td>Maple TA completed</td>
</tr>
<tr>
<td>Apr 30/May 2</td>
<td>Essay 3 due</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** May 9, 6:30 pm to 8:30 pm

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

Read, complete, and return to instructor:

I have read the course syllabus for Mr. Grgean’s Comp Fundamentals 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