I. Instructor Information
Name: Dr. Sonya Russ
Office: LR-South, room 247
Office Telephone: 812-2769
Mailbox location: LR-South, room 251
Email: sruss@uaptc.edu
Office hours: Monday and Wednesday 10:45 a.m. – 12:15 p.m. and Tuesday and Thursday 8:25 a.m. – 9:25 a.m.

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
   (NOTE: If you purchase a new grammar book from the UA-PTC bookstore, this will be packaged with your book; however, if you purchase the book elsewhere or you purchase or are using a used book, you may have to purchase this separately.)

Optional (but highly recommended) course materials:

1.) Flash drive (or some other device used for saving written work)
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</th>
<th>Dropped When Number of Absences Reached</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once per week M or T or W or R or S</td>
<td>Three (3)</td>
</tr>
<tr>
<td>Twice per week MW or TR</td>
<td>Five (5)</td>
</tr>
<tr>
<td>Fast Track MW or TR</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 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 in the paragraphs below.
Any classroom disruption may result in the student(s) causing the disruption being asked to leave and being counted absent for that day and/or the number of points deemed appropriate by the instructor being deducted from the student’s final grade in the course. Class disruption includes, but is not limited to, the following:

- cell-phone ringing
- text messaging
- use of ANY electronic devices
- disrespect
- rudeness
- sleeping
- inattentiveness to subject at hand
- excessive talking
- interrupting the instructor and/or other students
- talking loudly
- working on things unrelated to the course

Student Responsibility:

- Conduct yourself in an adult manner.
- Please use language appropriate to a classroom setting.
- Please raise your hand if you have a question or would like to answer a question.
- Please do not talk unless you are called upon or the entire class is engaged in open discussion.
- Please come to class on time and remain present during the entire class period. Being tardy or leaving class early will result in a half an absence. Leaving class during the middle of class and being gone for more than ten minutes will result in a half an absence.
- Do not sleep in class.
- Do not put your head on your desk or otherwise recline.
- Please clear your work area of anything except the book(s) and notebook required for your participation in this class. Place backpacks and purses on the floor at your feet.
- Please do not get your cell phone out during class for any reason. If you have a potential emergency that requires that your cell phone be left on during class time, be sure it is on vibrate and discuss it with me before class begins.

Instructor Policies:

- The instructor reserves the right to create a seating chart at any time during the semester.
- Children are not allowed in the classroom.
- Beverages are allowed in class. Within reason, snacks such as fruit, vegetables, cookies, crackers, and snack bars are also allowed in class. However, please do not bring any foods that are smelly or make loud noises into the classroom. Please deposit all trash or uneaten food in the trash receptacle prior to leaving.
In-Class Exercises:
As it is the nature of in-class writing and group exercises to take place during class, make-up work is not an option. If you miss class, you have missed in-class and group work.

Homework and Quizzes:
Most homework assignments and quizzes for this class will be found in Maple T.A. The directions for registering for Maple T.A. can be found on the inside cover of your grammar book (Maps for Grammar and Writing). For your convenience, I have provided a link to the Maple T.A. login page in Blackboard. You can use this link AFTER you have successfully registered for Maple T.A. The quiz names and due dates can be found on the Maple T.A. Assignment Checklist.

You must meet all posted deadlines for all homework and quiz assignments. No late work will be accepted.

Class Participation:
Class participation is part of your grade and everyone is encouraged to participate in class discussions. Class participation is partly objective (based on actual classes attended) and subjective (based on the instructor’s observations of actual participation during class discussion, peer review, or other class activities, etc.). Disruptive class behavior will result in deductions to the class participation score. Participation will also determine a borderline grade.

Essay Submission Policies:
- Any essays submitted late will receive point deductions as follows. If the essay is up to 24 hours late, I will deduct 10 points from the overall grade. I will deduct an additional 10 points from the essay grade for every day the essay is late after the first 24 hours.
- In addition to the print copies of each essay that you will submit in class on the due date, you will also need to submit each essay in Blackboard as a document file in a standard word processing format (.DOC or .DOCX is preferred). If you are using any word processor other than Microsoft Word, then you should consider reformatting to Rich Text Format (.RTF) because there is a chance I might not be able to open your document and thus not be able to give it points. Please be aware also that all essay response files will be submitted to SafeAssign, a plagiarism program, to check for plagiarized passages. All essay responses will be checked for plagiarism. I will not score any paper until it has been checked. DO NOT PLAGIARIZE. DO NOT COPY OR PASTE OFF THE INTERNET. This is a serious offense. You WILL be caught if you do this. You WILL be reported to the Dean of Students of the college. You have been warned.
- All essays must be 500+ words in length. If the essay is between 450 and 499 words, I will deduct 10 points from your overall grade. If the essay is between 400 and 449 words, I will deduct 20 points from your overall grade. If the essay is between 350
and 399, I will deduct 30 points from your overall grade, and if the essay contains 349 or fewer words, you will receive an “NC” as your grade on the essay.

- You must follow assignment directions. For each essay, I give you specific topic choices. You must choose from the given topics. You cannot choose your own topic. I will deduct 50% from your essay grade if you fail to follow assignment directions.

Example Rubric Used for Essays:

The following is an example of the rubric that I will use to grade your essays.

<table>
<thead>
<tr>
<th>Grading Rubric</th>
<th>Pts.</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Statement</td>
<td>10</td>
<td>Must be in the introduction and must be clear and concise</td>
</tr>
<tr>
<td>Topic Sentences</td>
<td>15</td>
<td>Five points for each correct topic sentence</td>
</tr>
<tr>
<td>Supporting Info</td>
<td>15</td>
<td>Five points for sufficient detail in each body paragraph</td>
</tr>
<tr>
<td>Introduction and Conclusion</td>
<td>20</td>
<td>Ten points for a proper introduction; ten points for a proper conclusion</td>
</tr>
<tr>
<td>Major Grammatical Errors</td>
<td>20</td>
<td>Five points deducted for each fragment, fused sentence run-on, or instance of subject-verb disagreement (up to 20)</td>
</tr>
<tr>
<td>Minor Errors</td>
<td>10</td>
<td>One point deducted for mistakes in punctuation, spelling, word choice, etc.</td>
</tr>
<tr>
<td>MLA Format</td>
<td>10</td>
<td>Up to ten points deducted for mistakes in MLA format.</td>
</tr>
<tr>
<td>Meets Assignment Length and Directions</td>
<td>Varies</td>
<td>See explanation under “Essay Submission Policies” in syllabus</td>
</tr>
<tr>
<td>Total Points Possible</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Failure to complete all of the required course work 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:

- 90 to 100%  A
- 80 to 89%  B
- 70 to 79%  C
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>Essays</td>
<td>50%</td>
</tr>
<tr>
<td>Quizzes (in Maple T.A. and any others)</td>
<td>20%</td>
</tr>
<tr>
<td>Class Participation/Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
</tr>
</tbody>
</table>

Students in DEVE 0324 are required to complete a pre- and post-course assessment. Failure to take the post-course assessment will result in an automatic “NC” for the course.

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.

The Flexibility in Attendance accommodation allows for considerations regarding absences for students who have a documented, chronic, disabling condition. It applies only to disability-related absences. Non-disability related absences are not excused and are subject to the attendance policies outlined in the course syllabus. Students approved for this accommodation must not miss class due to regularly scheduled doctors’ appointments.

The Flexibility in Attendance accommodation does not excuse students from completing the requirements of the class as set forth by the instructor. Disability Services determines eligibility for the accommodation but does not establish course attendance policies. Instructors are responsible for determining the maximum number of allowable absences and the requirements for completing missed assignments and assessments. Disability Services staff is available for consultation at any point in the process.
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>
</table>
| 1    | **W:** Syllabus discussion, class introductions, Maple T.A., and Blackboard  

**Homework:**  
- Read the entire syllabus, fill out the **Course Agreement** form (found on the last page of the syllabus), and have the agreement form ready to return to me at the beginning of the next class meeting.  
- Sign up for Maple T.A. before the next class meeting. |
| 2    | **M:** Take syllabus quiz and pre-course assessment.  

**Homework:**  
- If you have not already done so, sign up for Maple T.A.  
- Read pages 49-57 in your grammar workbook (*Maps for Grammar and Writing*).  

**W:** Begin discussing parts of speech and subject-verb agreement. |
| 3    | **M:** Complete and discuss assignments in your grammar workbook.  

**W:** Complete and discuss more subject-verb agreement exercises.  

**Homework:**  
- Read pages 139-141, 143-144, and 149-150 in your grammar workbook. |
| 4    | **M:** Discuss phrases, clauses, coordinating conjunctions, subordinating conjunctions, and pronoun-antecedent agreement. Complete and discuss assignments in your grammar workbook.  

**W:** Complete and discuss assignments in your grammar workbook.  

**Homework:**  
- Read pages 41 and 59-61 in your grammar workbook. |
<p>| 5    | <strong>M:</strong> Discuss sentence fragments, run-on sentences, and comma splices; complete exercises in grammar book. |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 February 19-23</td>
<td><strong>M:</strong> Discuss comma and apostrophe usage. <strong>W:</strong> Complete and discuss assignments in your grammar workbook. <strong>Homework:</strong> • Read pages 73-75 and 113-115 in your grammar workbook.</td>
</tr>
<tr>
<td>7 February 26-March 2</td>
<td><strong>M:</strong> Discuss correct word choice and usage and capitalization. <strong>W:</strong> Complete and discuss assignments in your grammar workbook. <strong>Homework:</strong> • Read chapters 1 and 10 through 16 in your textbook, <em>Foundations for Writing: Building Paragraphs and Essays</em>.</td>
</tr>
<tr>
<td>8 March 5-9</td>
<td><strong>M:</strong> Begin discussing the writing process. <strong>W:</strong> Finish discussing the writing process. <strong>Homework:</strong> • Read pages 3-5 in your grammar workbook.</td>
</tr>
<tr>
<td>9 March 12-16</td>
<td><strong>M:</strong> Discuss MLA format; complete MLA format chapter in grammar book; discuss first essay assignment (process). <strong>W:</strong> Work on process essay. <strong>All Maple T.A. assignments must be completed by 11:59 P.M. on Sunday, March 25.</strong></td>
</tr>
<tr>
<td>10 March 19-23</td>
<td><strong>Spring Break. We will not have class this week.</strong></td>
</tr>
<tr>
<td>11 March 26-30</td>
<td><strong>M:</strong> Review day for process essays. <strong>Your process essay is due at the end of the class period today.</strong> <strong>Homework:</strong> • Read chapters 1 through 8 (pages 1-65) in <em>The Wizard of Oz</em>.</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>W:</strong> Discuss the first 8 chapters of <em>The Wizard of Oz.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Homework:</strong> Read chapters 9 through 13 (pages 66-120) of <em>The Wizard of Oz.</em></td>
</tr>
<tr>
<td>12 April</td>
<td><strong>M:</strong> Discuss chapters 9-13 of <em>The Wizard of Oz.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Homework:</strong> Finish reading <em>The Wizard of Oz.</em></td>
</tr>
<tr>
<td></td>
<td><strong>W:</strong> Discuss the final chapters of <em>The Wizard of Oz</em>; discuss essay assignment.</td>
</tr>
<tr>
<td>13 April</td>
<td><strong>M:</strong> Work on <em>The Wizard of Oz</em> essay.</td>
</tr>
<tr>
<td></td>
<td><strong>W:</strong> Review day for <em>The Wizard of Oz</em> essay. <strong>Your essay is due at the end of the class period today.</strong></td>
</tr>
<tr>
<td>14 April</td>
<td><strong>M:</strong> Begin watching <em>The Wizard of Oz</em> movie.</td>
</tr>
<tr>
<td></td>
<td><strong>W:</strong> Finish watching <em>The Wizard of Oz</em>; discuss compare/contrast essay assignment.</td>
</tr>
<tr>
<td>15 April</td>
<td><strong>M:</strong> Complete and discuss post-course study guide; work on compare/contrast essay.</td>
</tr>
<tr>
<td></td>
<td><strong>W:</strong> Review day for compare/contrast essay.</td>
</tr>
<tr>
<td>16 April</td>
<td><strong>M:</strong> Work on compare/contrast essay. <strong>Your compare/contrast essay is due at the end of class today.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>W:</strong> Review day.</td>
</tr>
<tr>
<td>Final Exam</td>
<td><strong>Post-Course Assessment</strong></td>
</tr>
</tbody>
</table>

**Disclaimers:**
- Additional homework assignments may be given daily. It is the student’s responsibility to keep up with all homework that is assigned in class. If the student is absent, he/she needs to contact the instructor or a classmate to find out what he/she missed. Please check the policy on missed/late work for further information.
- Pop quizzes could be given on any day over reading or other homework assignments.
- This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
COURSE AGREEMENT FORM

Read, complete, and return to instructor:

I have read the course syllabus for Dr. Sonya Russ’s English Composition Fundamentals course 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          ____________
Print name    __________________________
Signature     __________________________
Email address _________@students.pulaskitech.edu
               (please use your UA-PTC email address)
Telephone     __________________________