Instructor Information

Instructor: Paul Bennett
Office: English Department, 4th floor CHARTS – no personal office
Mailbox: English Department, 4th floor CHARTS
Hours: By appointment ONLY – no permanent office on campus
Phone: (501) 812-2338 (English Department general contact number)
Email: pbennett@uaptc.edu Use this for all class-related communication.

*All emails and telephone calls will receive a response within two business days.

Chair: Logan Oliver 501-812-6060 loliver@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

This course meets in person, in a classroom, twice per week: Mon/Wed 6:00pm to 7:15pm. Blackboard will be used to support and supplement our coursework.

Catalog Description
3 Credit Hours (3 hours lecture per week)
This course teaches principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking.

PREREQUISITE: Students enrolled in ENGL 1311 must meet one of the following requirements:

- A score of 19 or above on the Reading and Writing sections of the ACT
- A score of 80 or above on the COMPASS Writing Placement Test
- A score of 83 or above on the ACCUPLACER Sentence Skills Placement test
- ENGL 0111 with a grade of “C” or higher

Course Materials

Mission Statement
University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.
Institutional Learning Outcomes and General Education

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: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Languages and Communication 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. Effective argumentation with a focus on tone, purpose and audience
3. Academic Integrity
4. Independent thinking and learning
5. Written communication on a collegiate level
6. Exposure to various cultures and subcultures
7. The influence of culture on individuals and their work
8. Collaborative study and writing

Student Learning / Course Outcomes

ACTS #ENGL 1013

The student will:

1. Respond appropriately to various rhetorical situations, purposes, and audiences
2. Use writing and reading for inquiry, learning, thinking, and communicating
3. Integrate original ideas with those of others
4. Develop flexible strategies for generating, revising, editing, and proof-reading
5. Use collaborative writing processes
6. Demonstrate knowledge of structure, paragraphing, tone, mechanics, syntax, grammar, and documentation
Composition I focuses on communicating ideas clearly. Students practice methods of drafting, including how to create a thesis and how to support and develop that thesis in a focused, thorough, and stylistically appropriate essay that demonstrates awareness of audience and the conventions of medium and genre. The class will focus on writing strategies such as invention, arrangement, drafting, and revision, including teamwork with the instructor and/or classmates in the writing process, fluency issues such as the use of transitions, and the correction of major usage errors. The class requires students to read texts critically and to practice good scholarship through the conventions of style and documentation. Students practice integrating summary, paraphrase, and quotation into their own original compositions. Students write a minimum of fifteen pages of formal writing to be divided among at least four major compositions that address at least four of the following six genres: argument, narrative, analysis, report, review, and proposal. One must be a research paper that incorporates material from quality sources.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

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 does not attend 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 may be dropped from the class.
Absences: The following policy applies to Mr. Bennett’s Comp courses only. Other teachers and other courses will have different specific attendance policies.

I allow each student six (6) “free” absences, no questions asked, and no notes/excuses accepted. There is no difference between “excused” and “unexcused” absences. If you are not in class during class, you are absent. Each additional absence (beyond the six allowed) will lower your final grade for the class by an entire letter grade (A drops to B, B drops to C, etc.). Once you have missed 6 or more classes, you have missed too much information and too many activities to be able to pass this class.

Each tardiness (late) counts as a “half absence.” (Two tardies equal one absence.) “Late” means you arrive to class after the scheduled start time—even by 1 minute! If you are late, get seated quickly and quietly. I will not repeat material you miss by being late. Leaving class early also counts as a tardy (half absence) unless you make arrangements with me before class.

If you have to miss an excessive number of classes due to medical emergencies, hospitalization, or military service, you should contact me before the absences or as soon as possible (or have a family member contact me) to make arrangements for assignments and provide a time frame for your coming back to class. In this event, you will be expected to submit proper documentation to me—doctor’s notes, jury summons, military papers, and so on.

I reserve the right to make revisions regarding excessive absences on a case-by-case basis. I will consider the number of classes and assignments missed, the nature of the extenuating circumstances, the documentation offered, the notice I was given, and the performance of the student up to the point of the emergency/event. All students will be held to the same policies regarding late work, participation, assignments, and grading.

In bad weather, do not risk your personal safety to attend class; if the college is open but bad weather keeps you from attending, please contact me that day.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

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.

- Silence phones and other devices before class starts. If your device disrupts class or if you are texting/chatting during class, you will lose points and may be counted absent.
- Be respectful and courteous. We are here to help each other, so be polite.
- Pay attention and learn! When someone else is speaking, be quiet and listen.
- Visitors, including children, are not allowed in class.
Grading Policy

Letter grades will be based on the following scale:

- 90 to 100%  A
- 80 to 89%    B
- 70 to 79%    C
- 60 to 69%    D
- 0 to 59%     F

<table>
<thead>
<tr>
<th>Course work</th>
<th>% of final grade</th>
<th>points possible (1000 total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay 1 (personal narrative)</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Essay 2 (persuasive essay)</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Essay 3 (analytical essay)</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Essay 4 (final research essay, topic TBA)</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Essay 1, 2, and 3 Revisions</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Peer Reviews</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Minor Assignments</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Participation &amp; Preparation</td>
<td>10%</td>
<td>100</td>
</tr>
</tbody>
</table>

Participation: Points will be deducted, and you may be counted absent, for disruptive classroom behavior including but not limited to private conversations, text messaging sessions, cell phone/device interruptions, sleeping, eating or drinking, doing work for other classes during our class time, going in and out of the classroom, and not being prepared for class. If your behavior is disruptive, you will receive a warning. If the disruption persists, you will be asked to leave class and you will be counted as absent. Severe disruptions warrant no warning.

Preparation: You are expected to complete readings, essays, and other assignments before the class when they are due. If you are unprepared for a class session, you will lose points. Being unprepared wastes your time, your classmates’ time, and your instructor’s time.

Blackboard: All major assignments must be submitted through Blackboard for our class. If you are absent or if school is closed for bad weather, you are expected to “attend” class by logging in to Blackboard for announcements, notes, and work before the next class session. If not, you will lose points. If I have to cancel class, check Blackboard for notes and homework.

Extra Credit & Make-up Credit: There is no extra credit in this class. Make-up credit will not be allowed except in extreme circumstances (such as military service or a prolonged hospitalization). Quizzes, group activities, and in-class work cannot be made up.

Late work: Work is due on the assigned date/time. If you are absent, your work is due via Blackboard or email (but it is still due that day). For every calendar day your work is late, I will deduct 10% of the assignment’s value from your score on that assignment. (A 100-point assignment loses 10 points per day; a 200-point essay loses 20 points per day; a 15-point outline loses 1.5.) The final paper will not be accepted late for any reason, no excuses.
Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

**English faculty have two weeks to provide feedback and post grades for papers 1000 words or more.**

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**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 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.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Plagiarism**

It is expected that all writing that you submit in a class is your own original work, and that any sources of information that you consult are fully cited and properly integrated into your writing.

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.

**Plagiarism**, a serious form of intellectual dishonesty, is defined as the use of ideas and phrases in the writings of others as one’s own without crediting the source. Sources can include books, papers written by someone else, editorials, opinions, reference articles, or other media, including the Internet. Paraphrasing must be cited and credited as well. Credit must be given either internally in the text or in formal notes. Students who assist other students in acts of plagiarism and/or cheating, or who otherwise contribute to acts of intellectual dishonesty, such as providing a term paper, lab report, or other assignment paper for unauthorized use, are subject to appropriate penalties.

**Penalties for plagiarism:** Any essay that includes plagiarized material will receive a ZERO (0) and may not be revised. The zero (0) is permanent for that essay. Any student who submits plagiarized material on two (2) occasions will receive an F for the course and will be referred to UA-PTC for appropriate discipline, up to and including possible expulsion.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [https://www.uaptc.edu/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2](https://www.uaptc.edu/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2)
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, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

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.

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.

Tentative Course Schedule

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

NOTE: Reading assignments will be given as needed, will ample time for students to complete the reading and prepare for discussing it in class. These will count as minor assignments.

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1 (Day 1, Wed, August 15)</td>
<td>• First day, syllabus, introduction to class and instructor</td>
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<tr>
<td></td>
<td>• “Theme” of Comp I: “How do we know what we know?”</td>
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<tr>
<td></td>
<td>• Helpful web sites: <a href="http://www.onelook.com">www.onelook.com</a> (dictionary search) and the Purdue Online Writing Lab (OWL) <a href="https://owl.english.purdue.edu/owl/">https://owl.english.purdue.edu/owl/</a> (free writing help guide)</td>
</tr>
<tr>
<td>Week</td>
<td>Assignments</td>
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<td>-------------</td>
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</tbody>
</table>
| 2    | • Begin Essay 1: Narratives  
      • Essay basics: 5-part/paragraph essay, thesis, structure  
      • A structure for everything: beginning, middle, end  
      • Two key questions: What happened? So what?  
      • MLA style basics, format, citations  
| 3    | • This week: Essay 1 due for peer review and teacher grade  
      • Peer Review in groups/pairs; how to respond to peer writing  
| 4    | • No school on Monday 9/3 – Labor Day  
      • I will return Essay 1 and we will workshop it.  
      • Proofreading, editing, and revision  
      • Start Essay 2: Persuasion and Argument  
      • Rhetorical triangle  
| 5    | • Jury duty: real-world use of Comp I & II skills (I'll prove it)  
      • Logos, Ethos, Pathos  
      • Cicero 6-part structure  
      • Definitions and Assumptions – Backing and Warrants  
| 6    | • We will workshop Essay 2 (1-to-1 conferences, group discussions, writing activities) all week.  
      • Essay 2 due for peer review and teacher grade.  
      • Research using PTC Library, other online tools Discuss, debate, and analyze some current issues More research help  
| 7    | • Election – politics is rhetoric More MLA and other styles  
      • Start Essay 3: Rhetorical Analysis  
      • More revision, editing, proofreading  
| 8    | • I will return Essay 2 and we will workshop it.  
      • Analyzing rhetoric – examining political rhetoric  
      • We will do in-class “Critical Analysis” projects (research & presentation regarding rhetorical artifact such as a magazine ads, tv political commercials, or other non-essay rhetoric).  
      • More discussion of election, if needed  
| 9    | • Essay 3 is due for peer review and teacher grade.  
      • We will workshop, discuss your arguments/outlines  
| 10   | • Teacher-student conferences (midterm grade status)  
      • Midterm grades  
      • I will return Essay 3 and workshop/revise/edit in class  

9 of 11
| 11 | • Start Essay 4: Research Project  
   • Academic vs popular sources  
   • Finding, evaluating, and incorporating sources  
   • MLA citations and source rules  
   • UA-PTC library research basics |
|---|---|
| 12 | • More research – finding academic/scholarly articles  
   • How to quote, paraphrase, and summarize sources  
   • Work on Essay 4—finding sources, outlining findings |
| 13 | • Workshop Essay 4—outline, plan, discuss, brainstorm  
   • Election week—we will discuss rhetoric/analysis |
| 14 | • Essay 4 due for peer review and teacher grade.  
   • Revision, editing, and proofreading – more tips and tools |
| 15 | • NO school this week—Fall Break and Thanksgiving  
   • PTC is closed this week. |
| 16 | • After break, we will review Comp I and preview Comp II.  
   • More MLA, research, and revision. |
| 17 | • I will return Essay 4 and we will workshop/revise.  
   • All final revisions of Essays 1, 2, and 3 are due. |
| 18 | • Final exams – end of semester  
   • Wednesday, December 12 from 6:30pm to 8:30pm  
   • Grades available online on Thursday, December 20 |

**Final Exam Schedule:** Wednesday, December 12 from 6:30pm to 8:30pm
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Paul Bennett’s Comp I class at 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

UA-PTC Email address

Telephone