Instructor Information

Instructor: Matthew Chase
Office: CHARTS 415
Mailbox: CHARTS 411
Hours: MW: Office 12:15-1:30; TR 8:00-9:15, 10:50-12:05. Collaboration Center MW 10:50-12:05; Friday On campus for meetings, contact for appt.
Phone: 501-812-2346
Email: mchase@uaptc.edu *preferred

*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

ENGL 1311 01 MW 8:00-9:15 AM Main Campus CHARTS 403
ENGL 1311 04 MW 9:25-10:40 AM Main Campus CHARTS 403
ENGL 1311 18 TR 9:25-10:40 AM Main Campus CHARTS 403

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](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**

As mentioned above, any student who is marked as not attending in the first two weeks of instruction will be dropped for non-attendance from the class roster.

Attendance and participation are vital for success in the course. Constant and engaged interactions with your classmates, instructors and the material give you the best chance for success. To that end, attendance (outlined below) is more than simply being present in the room. There will be ample opportunities for participation to be noted, both through discussion and in-class exercises.

Attendance will affect the grade; for the first fifteen minutes of class, you will respond in Blackboard (or via e-mail should Blackboard be unavailable) to a writing prompt written on the board. If missed, this writing prompt cannot be made up. Please sign up at a time for which you know you can be present, as these points will be the same weight as an essay.

Please see below for specific attendance issues related to course policies.

On the other side of that, if something comes up that necessitates you missing a large portion of class, please contact me (or have a family member do so) so that we can set up a plan for finishing assignments, essays, etc.

The instructor reserves the right to determine issues with attendance, grading that results from non-attendance, and any makeup work. The instructor’s decision regarding these grades is final.

**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](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.

As your state of mind is as integral to learning as your physical presence in a college classroom, please be aware of the following policies:

- Be respectful, both to your classmates and the instructor
- The computers in the classroom are for classwork only. There is no reason for the computers to be on unless you are working on classwork, or the instructor has
designated time to work on essays or assignments. If you work on other assignments, or even essays for this class during class time, you will be counted absent. I won’t interrupt class for it, I will mark you absent on the roll sheet, and the absence will be accrued as normal.

- **Any** use of cell phones, pagers, laptops, or other communication devices during class aside from class-specific uses of the preceding devices; this should be considered your warning. **This includes texting.** Constantly leaving class to use the cell phone will result in your being counted absent.
- Sleeping in class
- Leaving class before class has been dismissed
- Leaving the class repeatedly during class time
- Doing homework for another class
- Continually speaking in class while another student or the instructor is speaking
- Passing notes
- Constantly being unprepared for class
- Behavior that indicates that you are not mentally present in the class
- Any other behavior that the instructor deems "disruptive"
  - To disrupt: “To interrupt the normal course or unity of” In this case, applicable to classroom activities or lecture.

If counted “absent” due to any violation of the above, the writing prompt response done for the day will be given a zero.

**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
Essay requirements

- All essays will be written in Times New Roman 12-point font
- All essays will be submitted via BlackBoard as Microsoft Word Documents. We will walk through this process in class. If you do not attend this class, you will still be held responsible for uploading the essay to BlackBoard in the proper format. Failure to follow these requirements will result in a deduction
- All essays will be the full-page requirement. A partial page on the third page of a three-page assignment will result in the essay failing to meet the requirement.
- Essays will be written following the MLA guidelines discussed in class and outlined in your textbooks.
- Essays 1-3 will be due by 11:59 p.m. on the due date. The final Essay will be due at noon on the day of your scheduled final exam

The instructor reserves the right to add assignments or remove them based on the pace of the course, time missed for inclement weather, etc. Announcements will be made in class, via e-mail, and through Blackboard should these situations occur.

* 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.

Attendance will affect the grade; for the first fifteen minutes of class, you will respond in Blackboard (or via e-mail should blackboard be unavailable) to a writing prompt written on the
board. If missed, this writing prompt cannot be made up. It is advisable to sign up for a time for which you know you can be present, as these points will be the same weight as an essay.

**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.

**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

<table>
<thead>
<tr>
<th>Week</th>
<th>Day 1 (M/T)</th>
<th>Day 2 (W/R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: 8/13-17</td>
<td>Classes begin: Overview of class; introduction to syllabus; Assign Introduction</td>
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<tr>
<td>2: 8/20-8/24</td>
<td>Writing Process overview; Walkthrough of Blackboard and assignment submission (read pages 75-89)</td>
<td>Introduction Due; class agreement due; Assign Narrative; Audience</td>
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<tr>
<td>3: 8/27-8/31</td>
<td>Brainstorming/notetaking; description;</td>
<td>Tone and style (Read Hughes “Salvation” — Handout) (Read pages 637-640)</td>
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<tr>
<td>4: 9/3-97</td>
<td>Writing a narrative; (Read pages 159-74; 179-89) — Suggested reading Lehna’s “The Look” page 196</td>
<td>Revision and Editing; see handout</td>
</tr>
<tr>
<td>5: 9/10-9/14</td>
<td>Essay One Rough Draft Due; Peer Review in class</td>
<td>Introduction to analysis: Read pages (201-227; 231-39)</td>
</tr>
<tr>
<td>6: 9/17-9/21</td>
<td>Essay One Due; Analyzing Visual Texts; Read Libby (240-44)</td>
<td>Analyzing Written texts; Read assigned essay from <em>Milestones</em> journal.</td>
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<tr>
<td>7: 9/24-9/28</td>
<td>Read Staples (1065-1067); Analyzing the analysis;</td>
<td>Writing academic essays; academic tone and construction</td>
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<tr>
<td>8: 10/1-10/5</td>
<td>Essay Two Rough Draft Due: Peer Review in class</td>
<td>Introduction to argument (Read 373-388)</td>
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<td>9: 10/8-10/12</td>
<td>Essay Two Due; The Rhetorical Appeals (389-402) Logical fallacies;</td>
<td>Constructing the Argument (405-418)</td>
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<td>10: 10/15-10/19</td>
<td>Supporting the Argument (419-41)</td>
<td>Analyzing an argument: Read Spriggs (150-158)</td>
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<tr>
<td>11: 10/22-10/26</td>
<td>Essay Three Rough Draft Due; Peer Review in Class</td>
<td>Assign Research essay; Introduction to Research</td>
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<tr>
<td>12: 10/29-11/2</td>
<td>Essay Three Due; Library database introduction</td>
<td>Narrowing the topic; planning a research strategy.</td>
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<td>13: 11/5-11/9</td>
<td>Citation exercise;</td>
<td>Assign Annotated Bibliography</td>
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<tr>
<td>14: 11/12-11/16</td>
<td>Drafting the essay; avoiding plagiarism.</td>
<td>Final Due Date for Rewrites</td>
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<tr>
<td>15: 11/19-11/23</td>
<td>Fall Break, No Class</td>
<td>Fall Break, No Class</td>
</tr>
<tr>
<td>16: 11/26-11/30</td>
<td>Annotated Bibliography Due; Editing and Revising the essay</td>
<td>Work Day for Final Research Essay (Instructor will be present for any questions)</td>
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<tr>
<td>17: 12/3-12/7</td>
<td>Conferences</td>
<td>Conferences</td>
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**Final Exam Schedule:** The final essay is due by noon (12:00 p.m.) on the day of the final. The final exam schedule can be found at this link: [Final Exam Schedule](#).

**Disclaimer:** 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 Matthew Chase’s ENGL 1311 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