Instructor Information

Instructor: Joan Dudley  
Office: LRS 243  
Hours: Monday: 11:00-12:00  
Tuesday: 9:30-10:30  
Wednesday: 11:00-12:00  
Thursday: 9:30-10:30  
Or by appointment  
Office Phone: 501-771-6066  
Email: jdundley@uaptc.edu (preferred contact)

*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

Class meeting times:  
MW 9:25 AM- 10:40 AM  8/15/2018-12/14/2018  LRS 229 (section 41)  
TR 8:00 AM- 9:15 AM  8/15/2018-12/14/2018  LRS 230 (section 45)  
TR 10:50 AM- 12:15 AM  8/15/2018-12/14/2018  LRS 229 (section 47)

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

Attending class is essential to being successful in this class.
You need to be on time and prepared to participate.
Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Attendance is taken by signing the attendance sheet. If you come in late, please see me after class about signing in as tardy. Do not interrupt class. Each class meeting will be worth 5 points for attendance (you will only receive 1 point if you are tardy or leave class early). We will be doing quite a bit of collaborative work. Being late will put an added burden on your peers.
There is no such thing as excused or unexcused absences. It is understood that there are times that you will be unable to attend class—just don’t make a habit of it. Habitual tardiness will result in absences being recorded.
The following are considered as an absence and no points will be received for attendance:

- Sleeping in class
- Doing homework for another class
- Any use of cell phones, laptops, or other communication devices during class (without previous consent from me)
- Leaving the class repeatedly during class time
- Disruptive behavior

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.
From my many years of teaching I have found that the time in the classroom is most effective for all if

- there is no eating in the classroom. Beverages are allowed.
- absolutely no one is allowed to make derogatory remarks in regards to race, class, gender, or religion.
- students keep up with expected assignments and due dates which are always explained in class and posted on BlackBoard—see note below*
- Readings and textbooks: When a reading is assigned, you need to come to class prepared to discuss it. If you don't understand your reading assignment, read it again and outline the material. Find and share resources that might help you or others. You are responsible for gaining access to the textbooks in a timely manner; if the books are not available from the bookstore, it is your responsibility to let me know.

A college classroom is supposed to provide an opportunity to be exposed to viewpoints different from yours and the ability to think critically about these viewpoints.

**Be respectful of others' opinions.**

Of course there may be times when you are unable to attend class. Just remember:

- If for any reason you are not able to attend class, then you must submit your homework on Blackboard the same day it is due * see note below
- Most in class work involves collaboration. No in class work may be made up.
- When you send an email, please check for my response.
- Be aware that you are responsible for all aspects of your assignments being handed in and done correctly whether you attend class or not.
- Submitting assignments: All writings prepared outside of class for class must be submitted through Blackboard unless I specify otherwise.
- **Students must have daily access to internet.**

*You are also responsible for any assignments that were given on any day you miss by checking the Blackboard portal. This is the tool I use to provide you with an online resource to find information about the class and have access to your grade at any time. Detailed information about how to use this site will be provided in class and is available to you online.

Please do not email me until you have first checked for assignments missed on Blackboard. If you are still confused about an assignment, then feel free to email with questions.

I will be happy to clarify, but will not be lenient if the work is not completed by its due date.

**Grading Policy**

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>90 to 100%</th>
<th>80 to 89%</th>
<th>70 to 79%</th>
<th>60 to 69%</th>
<th>0 to 59%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
</tr>
</tbody>
</table>
Total points available in the class (1000):
In Class Writing assignments/Quizzes (you must be in class to earn these points—
no exceptions)  200pts
Homework  150pts
Essay 1  50pts
Essay 2  150pts
Annotated Bibliography  50pts
Research Paper  200pts
Essay 5  50pts
Participation  150pts

Late Assignments and Grading
Late homework will NOT be accepted. As mentioned above, it is YOUR responsibility to ensure
that your assignments are COMPLETE and ON TIME. Assignments may be submitted on
Blackboard before the class when it is due.

I will have your assignments back to you as promptly as possible. I will hand out a rubric for
longer assignments, so you will understand my policies when I sit down to evaluate your writing.
Your total points will be available to you at any time on Blackboard.

Please check the site regularly to keep up with your progress in the course. If you ever have
a question about your grade, please see me about it promptly. The longer you wait; the less
likely we will be able to easily determine the problem.

* 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 and academic dishonesty:
Don’t plagiarize.
It is your responsibility to avoid all forms of plagiarism in all writing for this course. Class lectures will also devote time to plagiarism and the penalties for committing an act of plagiarism.
Throughout your academic career, you will be asked to perform academic research, which includes compiling, analyzing, and essentially evaluating claims others have made based on evidence—a skill not limited to literature or writing courses, but applied in every subject. We will go over thoroughly in class what constitutes plagiarism, how to avoid plagiarism, and the correct methods with which to document the evidence that you have gathered. We will discuss
the use of primary sources, secondary sources, and MLA documentation material that will assist
you in creating a well-balanced, well-thought-out essay in response to your readings.
All major writing assignments will be submitted to Safe Assign to determine if work is
plagiarized.

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.

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

Tentative Schedules are posted on Blackboard, and will be handed out in class each month.

Final Exam Schedule: There is no final exam for this course.

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 Joan Dudley’s 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