Instructor Information

Instructor: Allison Reavis
Office: English Department
Mailbox: English Department
Hours: By appointment on campus, by phone, or Blackboard Collaborate
Phone: 479-790-8580
Email: reavis@uaptc.edu

*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 online.

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
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

You must complete work every week to be counted “present” within the course. If you have to miss multiple classes due to extenuating circumstances (prolonged illness, family emergency, etc.) contact me as soon as possible. If I am given advance notice, we can work out a strategy to make up class work.
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.

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.

You must respect everyone in the classroom. There will be people who think and believe things completely different from you, and that’s a good thing. We must all respect each other, and trust that each person is coming with good, respectful intentions, even if you disagree with them.

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

Unit 1: Introductions

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<th>Course agreement</th>
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<tr>
<td>Syllabus quiz</td>
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Unit 2: Narrative essay

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<th>Discussion</th>
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<tr>
<td>Reading quiz</td>
<td>10</td>
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<td>Turned in rough draft</td>
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<tr>
<td>Peer review</td>
<td>15</td>
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<td>Narrative paper (3 pages)</td>
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<td>Unit 3: Report essay</td>
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<td>Discussion</td>
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<td>Reading quiz</td>
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<td>Turned in thesis statement</td>
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<td>Turned in rough draft</td>
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<tr>
<td>Peer review</td>
<td>15</td>
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<td>Report paper (4 pages)</td>
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<tr>
<th>Unit 4: MLA: Sources, Citations, and Documentation</th>
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<td>Discussion</td>
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<td>MLA Test</td>
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<th>Unit 5: Analysis essay</th>
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<td>Discussion</td>
<td>20</td>
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<td>Reading quiz</td>
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<tr>
<td>Turned in thesis statement</td>
<td>5</td>
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<tr>
<td>Turned in rough draft</td>
<td>5</td>
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<tr>
<td>Peer review</td>
<td>15</td>
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<td>Analysis paper (3 pages)</td>
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<th>Unit 6: Argument essay</th>
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<td>Discussion</td>
<td>20</td>
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<td>Reading quiz</td>
<td>10</td>
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<tr>
<td>Turned in thesis statement</td>
<td>5</td>
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<tr>
<td>Turned in rough draft</td>
<td>5</td>
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<tr>
<td>Brought in Works Cited</td>
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<tr>
<td>Peer review</td>
<td>15</td>
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<tr>
<td>Argument paper (5 pages)</td>
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**Total points possible:** 1,000

* 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.

All assignments are due by midnight on Sunday of the week they are assigned. Failure to submit the assignments on time will result in late deductions, or minor assignments will not be accepted at all.

Writing is a never-ending process, and you may resubmit your paper at any time before the next paper is due for the *chance* at a better grade.
All assignments will be checked for plagiarism. All papers will be checked with SafeAssign. I reserve the right to handle accidental plagiarism on a case-by-case basis. When in doubt, cite your sources, and never copy and paste something from the Internet. As stated elsewhere in the syllabus, plagiarism can result in an automatic 0% for an assignment.

The Collaboration Center, Pulaski Tech’s writing lab, is located in CHARTS 305 during school hours, for additional help. You also have access to all of Pulaski Tech’s libraries and perks (including free bus rides with a Pulaski Tech badge). I encourage you to submit papers you are proud of to the campus academic journal, Milestones.

Finally, I will respond to all emails about assignments within 24 hours on the weekdays. I will not be available to discuss assignments on weekends. I cannot pre-grade assignments, but will always be happy to meet outside of class times to discuss assignments.

You can view all grades on Blackboard.

**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.

Blatant plagiarism will result in a 0 on the assignment. I reserve the right to handle accidental
plagiarism on a case-by-case basis, but it will affect your grade for that assignment.

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

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>Unit 1: Introductions</th>
<th>Textbook Readings</th>
<th>Assignment Due by Midnight on Sunday</th>
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<tbody>
<tr>
<td><strong>Week 1:</strong> 8/15-8/19</td>
<td>- Course agreement due</td>
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<td>- Syllabus quiz due</td>
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<tr>
<th>Unit 2: Narrative Essay</th>
<th>Textbook Readings</th>
<th>Assignment Due by Midnight on Sunday</th>
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</table>
| **Week 2:** 8/20-8/26   | • Writing process: Roadmap, page 81  
                           | • “The Sanctuary of School,” by Lynda Barry, page 856;  
                           | • “The Look,” by Larry Lehna, page 196  
                           | Discussion |
| **Week 3:** 8/27-9/2    | • Writing a Narrative: Roadmap, page 185;  
                           | • *Reader’s choice, narrative essay  
                           | Reading quiz  
                           | Narrative rough draft |
| **Week 4:** 9/3-9/9     | • Chapter 31, “How to Write Good Sentences,” page 668  
                           | Peer review  
                           | Narrative essay |

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<tr>
<th>Unit 3: Report Essay</th>
<th>Textbook Readings</th>
<th>Assignment Due by Midnight on Sunday</th>
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</table>
| **Week 5:** 9/10-9/16 | • “Heart and Sole: Detroiter Walks 21 Miles in Work Commute,” by Bill Laitner, Page 273;  
                           | • The Report: A Roadmap, page 280, “Selling the Farm,” by Barry Estabrook, page 287  
                           | Discussion |
| **Week 6:** 9/17-9/23 | • “The Right to Preach on a College Campus,” by Ryan Joy, page 293  
                           | Reading quiz  
                           | Thesis statement due  
<pre><code>                       | Report rough draft |
</code></pre>
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<tr>
<th>Week 7: 9/24-9/30</th>
<th>*Reader’s choice, report essay</th>
<th>Peer review Report essay</th>
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<tr>
<td><strong>Unit 4: MLA citation and documentation</strong></td>
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<td><strong>Week 8: 10/1-10/7</strong></td>
<td>• Chapter 21, &quot;Keeping Track/Managing Information Overload,&quot; page 485</td>
<td>Discussion</td>
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<td><strong>Week 9: 10/8-10/14</strong></td>
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<td>MLA Test</td>
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<td><strong>Unit 5: Analysis essay</strong></td>
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<td><strong>Week 10: 10/15-10/21</strong></td>
<td>• “Why Pharrell’s ‘Happy’ Has Grabbed the Nation,&quot; by Eamonn Forde, page 221; • “Advertisements R Us,&quot; by Melissa Rubin, page 246 • Writing Analytically: A Roadmap, page 231</td>
<td>Discussion</td>
</tr>
<tr>
<td><strong>Week 11: 10/22-10/28</strong></td>
<td>• Calvin and Hobbs: The Voice of a Lonely Child” by Libby Hill, page 240 • *Reader’s choice, analytical essay</td>
<td>Reading quiz Thesis statement Analysis rough draft</td>
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<tr>
<td><strong>Week 12: 10/29-11/4</strong></td>
<td></td>
<td>Peer review Analysis essay</td>
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<tr>
<td><strong>Unit 6: Argument essay</strong></td>
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<tr>
<td><strong>Week 13: 11/5-11/11</strong></td>
<td>• “Work is a Blessing,” by Russel Honoré, page 136 • Arguing a Position: A Roadmap, page 138, • “In the Minimum Wage Debate, Both Sides Make Valid</td>
<td>Discussion</td>
</tr>
<tr>
<td>Week 14: 11/12-11/18</td>
<td>&quot;On Buying Local,&quot; by Katherine Spriggs, page 150</td>
<td>&quot;Reader's choice, argument essay,</td>
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<td>Fall break: 11/19-11/25</td>
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<tr>
<td>Week 15: 11/26-12/2</td>
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<td>Works Cited page</td>
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<td>Week 16: ** 12/3-12/8</td>
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<td>Peer review</td>
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* Reader’s choice is any essay that corresponds to the unit category in the textbook. More detailed instructions will follow.

**Final Exam Schedule:** Final paper due by midnight on December 8th.

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 Allison Reavis’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