Instructor Information

Instructor: Professor Felicia Wilson  
Office: Hall High School/ Room 801  
Mailbox: Hall High School  
Hours: Monday- Friday 2:10-3:50  
Phone: 501-447-1948  
Email: frussell@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 will meet, in person, according to the Little Rock School District calendar on every B-day from 2:10 p.m. to 3:50 p.m.

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/ssa

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

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

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 misses two consecutive weeks of class may be administratively withdrawn from the class.

Any student who does not 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 dropped from the class.

Teachers have the right to enforce PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraph below.

**LRSD - Denial of credit, promotion or graduation due to excessive absences**

In order for an absence not to count against you for the purpose of discipline, make-up work, participation in extra-curricular activities, it is the responsibility of the parent to call the school and/or present a written note by 12:00 noon on the day of the absence. Documentation of the absence from the doctor, dentist, court, (or other appropriate documentation) will be submitted to the school within 48 hours.

**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.

**Classroom Policy**

*Expectations for Student Behavior in the Little Rock School District*
The Little Rock School District Board of Education, by its authority, establishes the following student behavioral expectations, and they will be taught to students as a necessary part of the learning process. Therefore, all students will:

- Show respect to others and show respect for the rights of others.
- Respect the authority of all school personnel.
- Behave in a courteous manner.
- Bring to school and to individual classes the necessary materials (books, pencils, paper, and assignments) and actively participate in the learning process.
- Use appropriate personal hygiene habits and dress in a manner that is not disruptive to the learning environment.
- Turn off all cell phones at the beginning of class. Any cell phone usage must receive prior authorization from the teacher.

**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 I: 100 points | Essay II: 100 points | Essay III: 100 points | Essay IV: 150 points | Class Participation: 100 points | Total Class: 550 points possible |
* 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.

Assigments:

All writing assignments must be typed and double-spaced with a font no larger than a 12. Assignments are due on the dates indicated on the official course schedule (unless otherwise changed by me). Failure to submit assignments on the official due dates will result in late deductions.

- Assignments 1 day late will receive a 20% deduction.
- Assignments 2-4 days late will receive a 50% deduction.
- Assignments more than 5 calendar days late will receive a zero.

You will need to submit each assignment as a document file in electronic format (.DOC or DOCX is preferred).

Please be aware that all writings 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 copy and paste from the internet.**

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.

**ENGL 1311 Plagiarism Policy**

- Please do not cheat or plagiarize. If you are caught cheating or plagiarizing, you will automatically be given an “F” for the assignment and may be assigned a failing grade for the class as well. Any plagiarized paper will receive a zero and the student may be immediately dropped from the class with a final grade of an “F”.
- I reserve the right to handle incidents of suspected cheating on a case-by-case basis as I see fit, particularly involving cases of copied homework and/or cheating on exams or quizzes.

**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

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<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Introductions/Writing diagnostic/Syllabus Overview</td>
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| 2    | Unit I Introduction-Narrative Writing  
Planning- Choosing a Topic |
| 3    | Narrative Writing Draft/Peer Review |
| 4    | Understanding Blackboard  
Essay I Due (Narrative) |
| 5    | Lecture and Discussion on Analytical Writing  
Review analytical works |
| 6    | Continued textual review- Rhetorical Strategies  
Assign Essay II |
| 7    | Drafting  
Rough Draft Due |
| 8    | Peer Editing  
Writing Conference  
Essay II Due (Rhetorical Analysis) |
| 9    | Developing Research (Lecture and Discussion)  
Research Planning and Development |
| 10   | Developing Research (Lecture and Discussion)  
Developing Research- MLA |
| 11   | Rough Drafts/Peer Review  
Writing Conference  
Essay III Due (Research) |
<p>| 12   | Review Arguments/Characteristics of Argument |</p>
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<tr>
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<th>Lecture and Discussion - Argument</th>
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<tbody>
<tr>
<td>13</td>
<td>Finding and Evaluating Sources</td>
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<td></td>
<td>Pre-Drafting Conference</td>
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<td>14</td>
<td>Rough Draft</td>
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<td>Peer Edit</td>
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<td>15</td>
<td>Writing Conferences</td>
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<td>Final Revisions</td>
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<td>16</td>
<td>Final Draft Due (Argument)</td>
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**Final Exam Schedule:** Your Argument Final Draft is due on the final week of class.

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 Professor Felicia Wilson’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