Instructor Information

Instructor: Justin Sangster
Office: A146 my classroom/A126 VUB Main Office/CHARTS Building 4th floor
Mailbox: CHARTS Building 4th Floor Dept. of English & Communication
Hours: Before or After Class-By Appointment
Phone: 501-812-2338 (This is the secretary’s number) Leave a message
Email: jsangster@uaptc.edu *the best way to contact me

*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.

*Please understand there is a chain of command. Please start with your instructor and follow the proper protocol…Going straight to the to the top will only result in starting back at the bottom and working your way up.*

Course Information

This class meets Tuesday and Thursday roughly from 8:25 to 9:35ish. In room __224 I think but may change__.

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
Lunsford, Andrea et al. Everyone’s an Author with Readings (w/Field Guide MLA 2016).
*Pens, pencils, binders, etc…. You will need the basic stuff to stay organized. Please have some sort of system. I give a lot of handouts, and you may have to print out stuff on your own. Just have a system to stay organized.

Also, you will need a Flash drive…. Being able to save work is essential for collegiate success.

Personal laptops and computers (no cell phones) are welcomed provided you use them to work.

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

I will pass around a sign-in sheet some time during class. It is my proof that you were or were not here. Excessive absences will result in lower grades. Missing due dates for ANY work will result in A) points being taken off assignments or B) no points being allowed. This is up to the instructor’s discretion. As long as you do the required work, in a timely manner, up to my standard, you will pass. If for whatever reason you feel that you cannot do the work, finish the work, or complete the class, YOU MUST WITHDRAW YOURSELF.

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.

*Do not play with your technology or ours. If your phone is a distraction to me and other students, you will be asked to leave. You are expected to pay attention to lectures and discussion sessions.

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. Most in class work is informal. Most classes will have some discussion. Please be respectful of others and their ideas. If you want to talk and answer questions that is great. I will try not to single anyone out. Just be respectful of others.

Disruptive students will be asked to leave and dealt with according to school policy, which may result in being dropped for the class depending on the infraction.
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

Grade Break Down

**Essay 1**  100pts (Brief narrative introduction of yourself and your personality)

**Essay 2**  100pts (5 point essay answering/arguing “What is an Adult?”)

**Essay 3**  100pts (Research a cause that matters to you)

**Essay 4**  200pts (In conjunction with paper 3 Advocate for a Charity that addresses that cause)

*More Specific Details of each writing assignment will be discussed in class, described in a formal assignment handout, and warehoused on Blackboard. You will have a chance to submit a first draft and a final draft. First drafts are usually bad and require editing and polishing. After you submit a paper, I will edit and give feedback. I will also record that grade. It will probably be low. You will then have the opportunity to correct everything and resubmit for more points. This is highly encouraged. More specific details will be given on each formal assignment.*

**Participation Assignments**  100pts (this includes all sorts of work) I will enter a participation grade at the end of each month (Aug. 31; Sept. 20; Oct. 31; and Nov. 30). This grade can fluctuate up or down depending on the participation/work you do each month. After Nov. 30th, that is the final participation grade. I will explain more in class.

**Total of**  600 pts (The online gradebook will automatically calculate grades as I enter them. I encourage you to keep track of this yourself.)

# Grades will be entered and kept via the online gradebook on Blackboard. It will calculate your grade after I enter them. Please pay attention to this.

^Please note, you must write 4 papers in different genres. This is a department requirement. You will have plenty of time to write, polish, and edit and get maximum points for each assignment. Don’t blow them off.
* 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.

Missing due dates for ANY work will result in 1) points either being taken off assignments or 2) no points being allowed. The same thing applies to participation points. You can’t participate if you are not here. Awarding points is up to the instructor’s discretion. Also, there will be some discussion aspect of the class. I simply cannot talk about writing for hours and hours. So part of the class will involve your opinions and observations.

**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.

A handout on plagiarism will be passed out the first day and discussed. A signature sheet will be required to indicate you have been informed.
Bottom line is simply do not plagiarize. Blatant plagiarism will result in a ZERO (0) with no chance to make up the grade.

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

Final Exam Schedule: Final exam week is December 8th through the 14th. The final exam time for this class is scheduled for Tuesday, Dec. 11th. I will be here (Lighthouse) on that day to work with/help with any final questions. Your final drafts of paper 3 & 4 are due no later than Dec. 11th. If I have to come up Thursday, Dec. 13th, please request it ahead of time.

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 Justin Sangster’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