Instructor Information

Instructor: Shana Wilson, MA Professional & Technical Writing
Office: Online
Mailbox: English Department
Hours: By Appointment Only
Phone: 501.951.5999
Email: swilson@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 is an online course that meets via Blackboard. You must log in to Blackboard to attend class, participate in class discussions, and complete all assignments in order to pass this course. Assignments will be given on Mondays and due the following Monday.

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
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 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 come to 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.

Attendance is vital for success in this class, particularly with the online nature of our course. Attendance for an online course means logging on, reading, participating in class discussions, responding to your peers, completing assignments, etc. Ideally you need to be checking into our course daily, even if only to check email and announcements, particularly during group projects. At the minimum you need to be checking in several times a week. You will receive participation points in this class worth approximately 20% of your grade. I am able to monitor how often you are logging in and will know if you have not been actively participating which WILL affect your grade. If we were in a face-to-face class, you would be required to come to class, prepared, and on time. The same expectation is true of this online course. Don’t be neglectful!

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.

- Since this is an online course, it is vitally important for us to communicate often. It is important for our communication to be as clear as possible and also respectful. I teach my classes as a “writer’s workshop” with many opportunities for group discussion, involvement, and feedback. I will not allow any kind of disrespectful communication in our classroom because it hinders our ability to be a “community” of writers. Know that we may not always agree with each other, but we can disagree respectfully. Everyone is entitled to their opinion and we can learn so much from each other!
• Because we are an online class, we will manage our class according to a weekly schedule. I will have weekly assignments available for you on Mondays and they will be due by the following Monday.

• It is vitally important for your success and ability to pass this class, that you complete all assignments. We will have four major writing assignments this semester and several other smaller assignments. MAKE SURE you save your assignments in more than one location (thumb drive, email them to yourself, etc.) because technology failures happen all the time. I don’t want you to lose your work!

• Generally I don’t accept late assignments because it creates undue burden on me to grade constantly. That being said, I do understand that illnesses and other things happen. Late work will receive a letter grade deduction per day late unless prior approval from me has been granted.

• This leads me to one of my other policies: communicate with me! I can’t help you if I don’t know that you need help! If you become ill, have a family emergency, feel that you are falling behind in class, are confused about an assignment, etc. make sure you let me know! I don’t like to fail students, ever, but I can’t help you if I don’t realize that you need help.

• Communicate professionally. I am often shocked at the emails or even lack of attention to detail in the writing assignments I receive. Edit your work! Use correct grammar. I am not your bff so #allbetsoff if you fail to use professional written communication. #getit #lolz #butreallytho

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

We will have 4 major writing assignments, other in class writing assignments, participation points, peer review, and other opportunities for points through the semester. We should have approximately 1000 points possible by the end of the semester so the scale should look like
1000 points possible

900-1000 points = A
800-900 points = B
700-800 points = C
600-700 points = D
600-below = F

* 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.

In order to be successful in this class, you must have consistent access to internet, Microsoft Word to write your essays, and participate fully in class. All drafts of essays must be in a Word format. The .DOC or .DOCX format is the standard format for Microsoft Word. If you do not have an MSWord program, message me and I will send you a link to access a free download via the UA-PTC portal.

If you submit your assignment in any other format (such as .wps for example, or .odt, and even .rtf) it will be as if you didn’t submit the assignment at all; I will not be able to open it and therefore it cannot be graded.

Although there is a space provided for you to write-in your essay through the assignment dropbox (called "Text Submission" – "Write Submission"), do not fill that space in; you must attach your essay in a Word document for submission. Also do not submit assignments via the message function. I will not accept them in any other place but the dropbox assigned to each written assignment.

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.

I will investigate any suspicion of cheating or plagiarism. If I believe either of those things have occurred, I will consult with the student and, depending on the outcome, will issue either a zero for the assignment or refer the student for removal from the course. Repeated concerns with cheating or plagiarism will result in the student being removed from the course.
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>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Syllabus and Introductions</td>
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<tr>
<td>2</td>
<td>Writer’s Introduction Assignment given</td>
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<tr>
<td>3</td>
<td>Writer’s Introduction due</td>
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<tr>
<td>4</td>
<td>TBA</td>
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<tr>
<td>5</td>
<td>Personal Narrative Assignment given</td>
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<tr>
<td>6</td>
<td>TBA</td>
</tr>
<tr>
<td>7</td>
<td>Personal Narrative Drafts due/Peer Review</td>
</tr>
<tr>
<td>8</td>
<td>Personal Narrative Final Drafts Due</td>
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<tr>
<td>9</td>
<td>TBA</td>
</tr>
<tr>
<td>10</td>
<td>Argument Assignment given</td>
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<tr>
<td>11</td>
<td>Planning and Research</td>
</tr>
<tr>
<td>12</td>
<td>Argument drafts due</td>
</tr>
<tr>
<td>13</td>
<td>Peer Review</td>
</tr>
<tr>
<td>14</td>
<td>Final Drafts due</td>
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<tr>
<td>15</td>
<td>Portfolio Assignment given</td>
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<tr>
<td>16</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>Finals Week</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** Final projects will be due the last 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 Shana Wilson’s English Composition 1 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