Instructor Information

Instructor: John Gregan  
Office: CHARTS Adjunct Office, 4th floor  
Mailbox: Division Office, CHARTS 4th floor  
Hours: Generally available before and after class or by appointment  
Phone: 501-812-2338  
Email: jgregan@uaptc.edu (use your UA-PTC email for communication)  

*All emails and telephone calls will receive a response within two business days.*

Chair: Logan Oliver  
Phone: 501-812-6060  
Email: loliver@uaptc.edu  

Dean: Christy Oberste  
Phone: 501-812-2869  
Email: 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

ENGL 1311 29S; Classroom with Blackboard; TR 6:00 PM-7:15 PM; North Little Rock, Center for Humanities and Arts, Classroom 403

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

ENGL 1311  
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 proofreading  
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

Please arrive at class on time and plan to stay until class dismissal. Late arrival to class is rude and disruptive to both the instructor and the other students. Do not wander in and out of the classroom during class time.

Tardiness over 30 minutes is equal to an absence. Likewise, leaving class early is equal to an absence. Two tardies are equivalent to an absence.
Notify me of any anticipated absences. If extreme, unforeseen circumstances interfere with your continued attendance, contact me as soon as possible.

**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.

All assignments are expected at the beginning of the class on the dates they are due. I will not accept late work except in cases of serious illness or personal emergency. Please notify me immediately in case of such problems and request a revised due date. All writing assignments must be completed and submitted by the appropriate due date.

All written assignments must be word processed and follow the directions of the assignment and MLA format. Print these assignments one sided and stapled.

This class is activity oriented; your attendance is necessary. If you do miss a class, you should get your assignments from a fellow student.

While in class, students are expected to discuss reading, journal, and in-class assignments, actively and constructively participate in class discussions, and be respectful of classmates’ ideas and opinions.

Please do not sleep or put your head on your desk.

Please turn all cell phones and other electronic devices off to avoid disruption of the classroom environment. If you cannot wait until class break or after class to answer or return a call, you will be excused for the remainder of class and be counted absent. Do not use cell phones in the classroom (for example, to receive or send calls or to check messages or calls) during lectures, tests, breaks, in-class assignments, or any other time except when use pertains to a present class assignment or to call 911 or UA-PTC's Public Safety Office (626-7152). Before and after class, you should use your phone outside of the classroom.

Disruption of class and disrespect of others in classroom may lead to removal from the class and roster.

Circumstances may arise outside of the classroom that interfere with a student performing his or her best in the classroom. UA-PTC provides the services of professionally trained counselors to all students. The telephone number for Counseling Services is 812-2220.
We may have guest speakers during the semester. Please be respectful and attentive to classroom visitors.

The instructor maintains an open-door policy to all students at all times. This means students who are concerned about their abilities or progress in the course are welcome to come discuss the matter with the instructor. In the event that a student experiences a problem with another student in the class, the student should notify the instructor immediately.

Failure to complete all of the required course work (including all essays and assessment and final examinations) or failure to comply with any/all policies in this syllabus may result in any penalty deemed appropriate by the instructor, including possible failure of the course.
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

Students are encouraged to keep track of all their grades for the course by using this table.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay 1 development</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Essay 1</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Essay 2 development</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Essay 2</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Essay 3 development</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Essay 3</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Annotated bibliography</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Essay 4 development</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Essay 4</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Portfolio review</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Class participation</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>1,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
Grades will be weighed according to the following scale:
A = 900 points to 1000 points
B = 800 points to 899 points
C = 700 points to 799 points
D = 600 points to 699 points
F = Less than 600 points

* 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.

Plagiarism will result in a zero for the assignment and further possible penalty as detailed in the UA-PTC Catalog rules and regulations.
### Matrix for Class Participation Grade

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendance</strong></td>
<td></td>
<td>Up to one absences or equivalent</td>
<td>Up to two absences or equivalent</td>
<td>Up to three absences or equivalent</td>
<td>Four absences or equivalent</td>
<td>Five or more absences will result in an overall class participation grade of F</td>
</tr>
<tr>
<td><strong>Preparedness</strong></td>
<td></td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates</td>
<td>Present and have copies of word processed, reviewable and final essays on all due dates except one</td>
<td>Copies of word processed, reviewable and final essays missing on 2 or more due dates will result in an overall class participation grade of F</td>
</tr>
<tr>
<td><strong>Class Discussions</strong></td>
<td></td>
<td>Able to discuss reading and class assignments with ease and insight; actively and constructively participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Able to discuss reading and class assignments with ease and some insight; periodically and constructively participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Able to discuss reading class assignments with some difficulty and little insight; periodically participate in class discussions; respectful of classmates’ ideas and opinions</td>
<td>Discuss reading and class assignments with difficulty or no insight; rarely participate in class discussions; disrespectful of classmates’ ideas and opinions</td>
<td>Discuss reading and class assignments with difficulty or no insight frequently; rarely participate in class discussions; disrespectful of classmates’ ideas and opinions; disruptive behavior in class will result in an overall class participation grade of F or possible removal from class roster</td>
</tr>
</tbody>
</table>

Except when the class participation grade is an automatic F due to reasons stated above, the class participation grade will be an average of the corresponding grade for how you met each of the stated criteria.
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 will result in a zero for the assignment and further possible penalty as detailed in the UA-PTC Catalog rules and regulations.

**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](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>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 16</td>
<td>Introduction to Course/Syllabus/Unit 1</td>
</tr>
<tr>
<td>Aug 21/23</td>
<td>Unit 1</td>
</tr>
<tr>
<td>Aug 28/30</td>
<td>Unit 1/Unit 2</td>
</tr>
<tr>
<td>Sep 4/6</td>
<td>Unit 2; reviewable drafts of Essay 1</td>
</tr>
<tr>
<td>Sep 11/13</td>
<td>Unit 2/Unit 3; final version of Essay 1 due</td>
</tr>
<tr>
<td>Sep 18/20</td>
<td>Unit 3</td>
</tr>
<tr>
<td>Sep 25/27</td>
<td>Unit 3/Unit 4 reviewable drafts of Essay 2 due</td>
</tr>
<tr>
<td>Oct 2/4</td>
<td>Unit 4; final version of Essay 2 due</td>
</tr>
<tr>
<td>Oct 9/11</td>
<td>Unit 4</td>
</tr>
<tr>
<td>Oct 16/18</td>
<td>Unit 4</td>
</tr>
<tr>
<td>Oct 23/25</td>
<td>Unit 5; reviewable draft of Essay 3 due</td>
</tr>
<tr>
<td>Oct 30/Nov 1</td>
<td>Unit 5; final version of Essay 3 due</td>
</tr>
<tr>
<td>Nov 6/8</td>
<td>Unit 5; Annotated Bibliography due</td>
</tr>
<tr>
<td>Nov 13/15</td>
<td>Unit 5</td>
</tr>
<tr>
<td>Nov 19/21</td>
<td>Fall Break – no class</td>
</tr>
<tr>
<td>Nov 27/29</td>
<td>Unit 5 – Final version of Essay 4 due</td>
</tr>
<tr>
<td>Dec 4/6</td>
<td>Conferences</td>
</tr>
</tbody>
</table>

Final Exam Schedule: Monday, December 10, 6:30 pm to 8:30 pm
Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
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Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Mr. John Gregan’s English Composition I class (ENGL 1311-29S) 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