Instructor Information

Instructor: Leslie Lovenstein
Office: CHARTS 419
Mailbox: 4th Floor CHARTS Faculty Office Suite
Hours: Monday and Wednesday 9:00 a.m.-10:40 a.m., 1:15 p.m.-1:20 p.m.
Tuesday and Thursday 9:00 a.m.-9:25 a.m., 12:15 p.m.-12:30 p.m.
Friday available by appointment, please email instructor 24 hours in advance to schedule appointment
Phone: 501-812-2377
Email: llovenstein@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 on Mondays and Wednesdays from 10:50-12:05 in B 110

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**

Consistent attendance is critical to the successful completion of this course. Students who are absent miss important information and can easily fall behind on the material. Attendance is taken starting the first day of the semester.
In order to avoid earning an F in the course, any student who misses more than two weeks of class consecutively should drop the course. Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

There are absolutely no excused absences other than military orders or jury duty for any reason, including but not limited to the following: illness, hospitalization, surgery, court, car trouble, and work. Any rare exceptions to this policy will be determined on a case-by-case basis; it is your responsibility to contact me immediately to inquire about an exception if such a situation occurs.

**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.

**CLASS DISRUPTION**

Any classroom disruption will result in the disruptive student(s) receiving a warning. Persistent or severe disruptive behavior will result in the disruptive student being referred to the Dean of Students, the Dean of Fine Arts and Humanities, and/or the Vice President for Instruction for appropriate disciplinary action before being allowed to return to class. Excessive class disruptions throughout the semester will result in the student’s final grade being lowered up to one letter grade or the student being dropped from the course.

**EXAMPLES OF DISRUPTIVE CLASSROOM BEHAVIOR**

- disrespect
- rudeness
- use of profanity or derogatory language
- teasing, bullying, or threatening

**COMMUNICATION**

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.

Address the recipient appropriate with a salutation, and write your email in complete sentences with appropriate punctuation and grammar. As your instructor, I check email regularly and will usually respond within 48 hours when school is in session. If you do not receive a response
from me within 48 hours, feel free to send another email inquiring whether I received the first email. Do not expect to receive responses during the weekend or during holiday hours or if I am off campus due to illness or other personal reasons that day.

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.

The instructor reserves the right to make changes to this syllabus at any time. Any changes would be announced.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100% A
- 80 to 89% B
- 70 to 79% C
- 0 to 69% NC
- 0 to 59% F

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<thead>
<tr>
<th>Course Requirements</th>
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<tbody>
<tr>
<td>Essay I: The Narrative Essay—100 points</td>
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<td>Essay II: The Review—100 points</td>
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<tr>
<td>Annotated Bibliography—50 points</td>
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<td>Essay III: The Research Paper—100 points</td>
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<td>Essay IV: The Analysis Essay—100 points</td>
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<tr>
<td>Grammar Exercises and Other In-Class Work—100 points</td>
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<tr>
<td>Reflective Journal—100 points</td>
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<tr>
<td>Approximately 650 points possible</td>
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<td>Point totals are approximate.</td>
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* 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.
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.

**LATE WORK POLICY**

No late work will be accepted in this course. In addition, missed work, including missed quizzes, activities and discussion board posts, will not be made up. On any major exams or essays, each student will be given a 24-hour grace period after the due date and time of the assignment. After that grace period passes, the assignment will not, under any circumstances, be accepted. This means that each student has 24 hours after the time the exam or essay is due to submit the assignment. For example, if a paper is due at midnight on a Monday, the student has until midnight on Tuesday to submit the assignment. If you earn full credit on all of your discussion board posts, you will essentially earn ten bonus points in the course.

**ESSAY SUBMISSION POLICY**

All papers for this class must be typed, double spaced, and in 12-point Times New Roman. Papers MUST follow MLA format. In the upper left-hand corner of the first page, with one item per line, type: YOUR NAME, INSTRUCTOR’S NAME, COURSE TITLE AND CLASS TIME, and THE DATE. Underneath the date & centered above the first paragraph include the TITLE OF THE ESSAY. Do not use a separate title page. Your last name and the page number should appear in the upper right-hand corner of each page, starting with the first page. Use your <header/footer> feature to display last name & page number.

To submit the paper in Blackboard, scroll down to the bottom of the assignment, click on “View/Submit,” and attach the paper to the assignment. Papers must be submitted to the assignment as a .doc, .docx, or .rtf file.

E-copies of all written work on this class will be submitted to a plagiarism detection program.

Work will not be graded until it is submitted correctly.

**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.

**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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<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Introductions/Syllabus/Journals</td>
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<td>2</td>
<td>Introduction to Narrative Writing</td>
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<td></td>
<td>MLA Format</td>
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<tr>
<td>3</td>
<td>Narrative Writing</td>
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<tr>
<td>Week</td>
<td>Topic</td>
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<td>4</td>
<td>The Writing Process</td>
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<td></td>
<td>Writing the 5 Paragraph Essay</td>
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<td></td>
<td>Thesis Statements</td>
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<td>5</td>
<td>Writing the 5 paragraph Essay</td>
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<td></td>
<td>Thesis Statement</td>
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<tr>
<td>6</td>
<td>Essay I: The Narrative Essay Due</td>
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<td></td>
<td>Writing the Review</td>
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<td></td>
<td>Grammar Workshop</td>
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<td>7</td>
<td>Writing the Review</td>
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<td></td>
<td>Grammar Workshop</td>
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<td>8</td>
<td>Writing the Review</td>
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<td></td>
<td>Grammar Workshop</td>
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<tr>
<td>9</td>
<td>Essay II: The Review Due</td>
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<td></td>
<td>Researching</td>
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<td>10</td>
<td>Research Writing</td>
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<td></td>
<td>Grammar Workshop</td>
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<tr>
<td>11</td>
<td>Research Writing</td>
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<tr>
<td></td>
<td>Grammar Workshop</td>
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<tr>
<td>12</td>
<td>Annotated Bibliography Due</td>
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<td></td>
<td>Research Writing</td>
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<td></td>
<td>Grammar Workshop</td>
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<tr>
<td>13</td>
<td>The Research Paper</td>
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<tr>
<td>14</td>
<td>Essay III: The Research Paper Due</td>
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<tr>
<td>15</td>
<td>Fall Break</td>
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<tr>
<td>16</td>
<td>Analytical Writing</td>
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<td></td>
<td>Grammar Workshop</td>
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<tr>
<td>17</td>
<td>Analytical Writing</td>
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<td></td>
<td>Conferences</td>
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<td></td>
<td>Final Exam</td>
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<td></td>
<td>Essay IV: The Analytical Paper Due</td>
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</table>
Final Exam Schedule: A final exam schedule will be distributed in 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 Leslie Lovenstein’s Composition I with Review at UA-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