Instructor Information

Instructor:  Dr. Sonya Russ  
Office:  LR-South, room 247  
Mailbox:  LR-South, room 251  
         TR 1:30 – 2:15 P.M (Calvary)  
Phone:  501-812-2769  
Email:  sruss@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 is an on-campus course that meets on Mondays and Wednesdays from 8 A.M. to 9:15 A.M. at LR-South in room 216.

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

Regular class attendance is vital to academic success, and attendance in the course is mandatory. Your participation is required, and you cannot participate if you are not here. You are expected to attend each class, to be on time, and to remain until you are dismissed. If you arrive 30 or more minutes late to class, you may be considered absent. Leaving class early may also result in an absence (unless, in the case of emergency, cleared through me before class). You will receive a grade in the course for participation, and arriving late, leaving early, and/or missing class will have a negative impact on that grade. Absences are not excused or unexcused, so use your absences wisely. Attendance will be taken daily.
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.

Any classroom disruption may result in the student(s) causing the disruption being asked to leave and being counted absent for that day and/or the number of points deemed appropriate by the instructor being deducted from the student’s attendance grade in the course.

Class disruption includes, but is not limited to, the following:

☐ cell-phone ringing
☐ text messaging
☐ use of ANY electronic devices
☐ disrespect
☐ rudeness
☐ sleeping
☐ inattentiveness to subject at hand
☐ excessive talking
☐ interrupting the instructor and/or other students
☐ talking loudly
☐ working on things unrelated to the course

In-Class Work/Homework/Quizzes:
We will complete several in-class assignments, and you will occasionally have homework and quizzes. There will be no make-up work for any of these assignments. If you miss in-class work or a quiz because you are absent, you will receive a zero for the missed work. You will also receive a zero for any homework assignment you fail to turn in on the appropriate due date.

Class Participation:
Class participation is part of your grade and everyone is encouraged to participate in class discussions. Class participation is partly objective (based on actual classes attended) and subjective (based on the instructor’s observations of actual participation during class discussion, peer review, or other class activities). Disruptive class behavior will result in deductions to the class participation score. Participation will also determine a borderline grade.

Essay Submission Policies:
- Any essays submitted late will receive point deductions as follows. If the essay is up to 24 hours late, I will deduct 10 points from the overall grade. I will deduct an
additional 10 points from the essay grade for every day the essay is late after the first 24 hours.

- In addition to the print copies of each essay that you will submit in class on the due date, you will also need to submit each essay in Blackboard as a document file in a standard word processing format (.DOC or .DOCX is preferred). If you are using any word processor other than Microsoft Word, then you should consider reformatting to Rich Text Format (.RTF) because there is a chance I might not be able to open your document and thus not be able to give it points. Please be aware that all essays will be submitted to SafeAssign, a plagiarism program, to check for plagiarized passages. I will not score any paper until it has been checked. DO NOT PLAGIARIZE. DO NOT COPY OR PASTE OFF THE INTERNET. This is a serious offense. You WILL be caught if you do this. You WILL be reported to the Dean of Students of the college.

- All essays must meet the minimum length requirement (the requirement can be found on each assignment sheet). If you fail to meet the minimum length requirement, points will be deducted (details will be included on the grading rubric).

- You must follow assignment directions. For each essay, I give you specific topic choices. You must choose from the given topics. You cannot choose your own topic. I will deduct 50% from your essay grade if you fail to follow assignment directions.

Failure to complete all of the required course work 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

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<thead>
<tr>
<th>Assignments</th>
<th>Percentages</th>
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<tbody>
<tr>
<td>In-Class Work/Homework/Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Essays</td>
<td>50%</td>
</tr>
</tbody>
</table>
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.

**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](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 Discussion/Blackboard/Introductions/In-Class writing assignment</td>
</tr>
<tr>
<td></td>
<td><strong>Homework:</strong></td>
</tr>
<tr>
<td></td>
<td>• Read the entire syllabus, fill out the <strong>Course Agreement</strong> form (found on the last page of the syllabus), and have the agreement form ready to return to me at the beginning of the next class meeting.</td>
</tr>
<tr>
<td></td>
<td>• Read pages 79-89 (“Managing the Writing Process”) in your textbook (<strong>Everyone’s an Author</strong>).</td>
</tr>
<tr>
<td>2</td>
<td>Syllabus quiz on Monday/Discuss Writing Process</td>
</tr>
<tr>
<td></td>
<td><strong>Homework:</strong> Read pages 159 - 174 (“Here’s What Happened”: Writing a Narrative”) in your textbook.</td>
</tr>
<tr>
<td>3</td>
<td>Grammar discussion (verbs and subject-verb agreement); discuss narrative essay writing; discuss first essay assignment; work on narrative essay.</td>
</tr>
<tr>
<td>Week</td>
<td>Summary</td>
</tr>
<tr>
<td>------</td>
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</tbody>
</table>
| 4    | No class on Monday, September 3 (Labor Day)  
Grammar discussion (sentence fragments and fused sentences) |
| 5    | Workshops for narrative essay.  
**Homework:** Read chapters 1 – 7 in *Dracula* before next Thursday. |
| 6    | **M:** Finish narrative essay. *Your narrative essay is due by the end of class on today.*  
**W:** Take quiz over first seven chapters in *Dracula*; grammar discussion (comma usage); discuss first seven chapters of *Dracula*.  
**Homework:** Read chapters 8 – 13 in *Dracula*. |
| 7    | **M:** Take quiz over chapters 8 – 13 in *Dracula*; discuss chapters 8 – 13 of *Dracula*.  
**Homework:** Read chapters 14 – 19 in *Dracula*.  
**W:** Take quiz over chapters 14 – 19 in *Dracula*; discuss chapters 14 – 19 of *Dracula*.  
**Homework:** Finish *Dracula*. |
| 8    | **M:** Take quiz over final chapters of *Dracula*; grammar discussion (pronoun-antecedent agreement); discuss final chapters of *Dracula*.  
**W:** Discuss analysis essay writing; discuss *Dracula* essay. |
| 9    | Work on *Dracula* essay. |
| 10   | Workshops for *Dracula* essay. |
| 11   | **M:** Work on *Dracula* essay. *Your Dracula essay is due by the end of class today.*  
**Homework:** Skim pages 535-590 ("MLA Style") in your textbook; read pages 116-145 ("This Is Where I Stand": Arguing a Position), pages 379-418 ("Analyzing and Constructing Arguments: Those
You Read, Those You Write”), pages 419-441 (“Strategies for Supporting and Argument”), and pages 445-511 (this section deals with various information on conducting research), pages 512-526 (“Quoting, Paraphrasing, Summarizing) and pages 527-534 (“Giving Credit, Avoiding Plagiarism”).

**W:** Discuss argument essay writing; discuss argument essay and annotated bibliography assignments.

| 12 | Discuss using UA-PTC databases; work on argument essay and annotated bibliography. |
| 13 | Work on argument essay and annotated bibliography. |
| 14 | **M:** Work day for annotated bibliography. **Your annotated bibliography is due by the end of class today.**  
**W:** Work on argument essay. |
| 15 | **No class this week (Fall Break)** |
| 16 | Work on argument essay. |
| 17 | Workshops for argument essays. |
| Final Exam Week | **Your argument essay is due by 8 A.M. on Monday, December 10.** |

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 Dr. Russ’s English Comp I w/ Review 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.

Fall 2018
Semester

Date

Print name

Signature
@students.uaptc.edu

UA-PTC Email address

Telephone