Instructor Information

Instructor: Camille Wood
Office: CHARTS 410
Mailbox: 
Hours: Available by appointment
Phone: 501-812-2338
Email: cwood@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

ENGL 1311 — Composition I w/ Review—  
Tuesday/Thursday 6:00-7:15 pm  
CHARTS 223

ENGL 0111 — Review —  
Following immediately after Comp I  
Tuesday/Thursday 7:25-8:15 pm  
CHARTS 404

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 count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. 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 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 UA-PTC’s administrative drop policy for days of consecutive nonattendance.

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.

- Students will show respect to each other at all times and show respect to the instructor
- Students will not only attend the class but will actively engage and participate
- No sleeping is permitted in the classroom
- Excessive exits from the classroom will result in an absence for the day
- Cell phones will be set to silent, off or vibrate and students are not permitted to answer the phone during class
- Text messaging is not permitted during the classroom session
- Students will not conduct “side-bar” conversations while instructor is engaging the class or while a student is leading a discussion
- No children will be allowed in the classroom, and no adults who are not enrolled in the course are allowed in the classroom
- Small snacks and drinks are permitted, but you may not bring full course meals or smelly foods; in addition, no food or drinks are allowed in computer rooms.

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.
When emailing your instructor, make sure to always use your UA-Pulaski Tech email account.
Also, when emailing your instructor, please include your course number within the email.
If you have a problem or need extra help in class, please feel free to email me, so I can best assist you.

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
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<tr>
<td>80 to 89%</td>
<td>B</td>
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<tr>
<td>70 to 79%</td>
<td>C</td>
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<tr>
<td>60 to 69%</td>
<td>D</td>
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<tr>
<td>0 to 59%</td>
<td>F</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Course Weight</th>
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</thead>
<tbody>
<tr>
<td>Narrative Essay (Due 9/25)</td>
<td>15%</td>
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<tr>
<td>Analytical Essay (Due 10/16)</td>
<td>15%</td>
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<tr>
<td>Review Essay (Due 11/1)</td>
<td>15%</td>
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<tr>
<td>Homework/In-class quizzes/Assignments/ Peer Editing Days</td>
<td>25%</td>
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<tr>
<td>Final Exam- Argument/Research Essay (Due 12/13)</td>
<td>30%</td>
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Class Work

Students who miss in-class assignments will not be able to make it up, as it is deemed in-class work.

Late work

Late work is highly discouraged. For your benefit, you need to submit your essays on time to avoid late credit (or no credit) and to receive timely feedback. Your paper will lose ten points per day it is late up to three days. **Once you are beyond three days of the due date, your paper will NOT be accepted.**

* 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.

If students do not meet the minimum requirements/page lengths of assignments, the assignment will not be graded or receive credit. Peer editing days cannot be made up if the student misses class as it is an in-class collaborative experience. Assignments requiring class discussion or participation must be actively earned; in other words, students will not receive credit for simply being there, but for participation in the activity.

Blackboard will be used to submit written assignments, homework, quizzes, and essays. Communication with the instructor, however, should go through the Pulaski Tech email portal, not the Blackboard email function.

**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 can be found in the UA-PTC code of conduct. For this course, if a paper is found to be plagiarized, you will receive a zero. If you plagiarize for a second time, you will be referred to the dean of students.

**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 1</th>
<th>8/16</th>
<th>Syllabus Review- Introductions</th>
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<tbody>
<tr>
<td>Week 2</td>
<td>8/21</td>
<td>Think Rhetorically, pp. 1-17, Everyone’s an Author</td>
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<td>Fragment Errors, Read pp. 712-725, Everyone’s an Author</td>
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<td>MLA Format Explanation/Handout</td>
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<td>8/23</td>
<td>Run-on Errors/Comma Splices</td>
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</tbody>
</table>
| Week 3 | 8/28 | Writing Process- pp. 18-39, *Everyone’s an Author*  
|        | 8/30 | Rhetorical Situation: Narrative Writing- pp. 185-189  
|        |      | **Homework Assignment: Read pp. 196-200 and answer the questions on p. 200 – Due on 9/4**  
| Week 4 | 9/4  | TBA  
|        | 9/6  | Thesis Statements-- **Homework Assignment: Read pp. 856-861, *The Sanctuary of School* and answer the questions- Due on 9/10**  
| Week 5 | 9/11 | Discuss the homework/answers  
|        |      | Brainstorm ideas for Narrative Essay  
|        | 9/13 | Bring in topic selection and Thesis Statements  
|        |      | **Work in groups or alone on paper development**  
| Week 6 |      | Workshop Day—Check in On Essay 1- Share an excerpt from your work  

*Read pp. 700-701, *Everyone’s an Author*  
Comma Usage- pp. 690-699, *Everyone’s an Author*

**Homework Assignment: Read pp. 180-184 and write a reaction journal- Due on 8/28**
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9/18</td>
<td>in progress</td>
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<tr>
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<td><strong>Homework Assignment:</strong> Prepare and bring in your TYPED rough draft for peer editing - Due on 9/20</td>
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<td></td>
<td>Rough Drafts/Peer Editing – In-class Activity and Feedback Day</td>
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<tr>
<td>9/20</td>
<td><strong>Homework: Finish proofreading and editing Essay 1, Narrative Piece - Final Draft is due on 9/25</strong></td>
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<td><strong>Week 7</strong></td>
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<tr>
<td>9/25</td>
<td>Submit Essay 1- Share Time!</td>
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<td>Lecture shifts to our second essay, Analytical Writing</td>
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<td>In- Class Reading-- pp. 201-239, <em>Everyone’s an Author</em></td>
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<td><strong>Homework Assignment:</strong> Read pp. 240-251 – answer questions on p. 245 and the questions on p. 251</td>
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<td>Also, please bring in several Magazines! – Due on 9/27</td>
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<tr>
<td>9/27</td>
<td>Discuss the Homework Assignment and comb through magazines to find/discuss ads</td>
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<td>Examples will be presented.</td>
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<td><strong>Week 8</strong></td>
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<tr>
<td>10/2</td>
<td><em>Designing what you write, pp. 570-590, Everyone’s an Author</em></td>
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<td>Discussion on ads and comparing two that you have selected</td>
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<td><strong>Homework Assignment:</strong> Bring in a working thesis statement 10/4</td>
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<tr>
<td>10/4</td>
<td>Discussion on descriptive writing and organization of ad analysis</td>
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<td>In-class work day—alone or with a group</td>
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<td></td>
<td><strong>Week 9</strong></td>
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<td>10/9</td>
<td>Workshop day- share an excerpt from your work in progress</td>
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<td></td>
<td><strong>Homework Assignment:</strong> Prepare your TYPED rough draft for peer review - Due on 10/11</td>
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<tr>
<td>Date</td>
<td>Activity</td>
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</table>
| 10/11 | Rough Draft/Peer Editing Day—Feedback Day!  
*Homework Assignment: Proofread and Edit your second essay, which is due on 10/16* |
| **Week 10**  
10/16 | Submit Essay 2 at the beginning of class, 10/16  
Lecture shifts to our third essay, Review Writing  
For HW, read pp. 331-335 and answer the questions on p. 335. Due on 10/18 |
| 10/18 | *Writing a Review, pp. 297-316, Everyone’s an Author*  
*Homework Assignment- What did you think of the Monopoly review? Explain what was good or bad about it. Bring this in for 10/23*  
Discuss the homework and look over some examples/handouts  
Group Activity: Share Review Topic Ideas |
| **Week 11**  
10/23 | Thesis Statement/Topic Selection- Workshop Day |
| 10/25 | Workshop day—type and prepare your third essay – *Homework Assignment: Rough Drafts are due on 10/30* |
| **Week 12**  
10/30 | Rough Draft/Peer Editing Day—Feedback time!  
*Homework Assignment- Prepare and edit your third essay, which is due on 11/1* |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>11/1</td>
<td>Read pp. 374-418 - make notes while reading</td>
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<td></td>
<td>Essay 3, Review Writing—Due on 11/1</td>
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<td></td>
<td>Introduction of the Research/Argument Paper</td>
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<td></td>
<td>Discuss notes from previous night’s reading assignment</td>
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<td><strong>Homework Assignment:</strong> Read about the various types of arguments and write about the one you find most appealing</td>
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<tr>
<td>Week 13</td>
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<tr>
<td>11/6</td>
<td>Organization of Arguments and Ways to Approach, pp. 301-324</td>
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<td></td>
<td>Starting Research and Finding Sources</td>
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<td></td>
<td><strong>Homework Assignment:</strong> Bring in your claim statement (thesis) and argument/research topic for approval 11/8</td>
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<tr>
<td>11/8</td>
<td>Strategies for supporting an argument, pp. 419-441</td>
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<td></td>
<td>Starting Research, pp. 445-454</td>
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<td>Finding Sources- pp. 455-484</td>
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<tr>
<td>Week 14</td>
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<tr>
<td>11/13</td>
<td>MLA Citations—Avoiding Plagiarism—pp.527-534</td>
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<td></td>
<td>Workshop day—Find sources!!</td>
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<td></td>
<td><strong>Homework Assignment:</strong> Type your Annotated Bibliography for approval- Due on 11/15</td>
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<tr>
<td>11/15</td>
<td>Workshop Day—Look over the annotated bibliographies and continue researching and developing your essay</td>
</tr>
<tr>
<td>11/19-23</td>
<td>Fall break</td>
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</tbody>
</table>
| Week 15 | 11/27 | Work day – develop your argument, source check, get feedback on any part of your essay (pp. 485-503)  
|         |       | Remember, you can always use pp. 535-590 to find the source type and see how to properly create the citation  
|         |       | **Homework Assignment:** Bring in at least two pages of your argument essay for review on 11/29  
| 11/29   |       | 1st Peer Editing Review of Research Essays  
| Week 16 | 12/4  | Conferences  
|         | 12/6  | Conferences  
|         |       | **Research Paper**—Final Exam is due on Thursday, 12/13  

**Final Exam Schedule:** *Final paper must be submitted through Blackboard by Thursday, December 13.*

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 Camille Wood’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