Instructor Information

Instructor: Matthew Chase
Office: CHARTS 415
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Hours: TBA
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*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 01: MW 8:00-9:15 CHARTS 403
ENGL 1311 03: MW 9:25-10:40 CHARTS 403
ENGL 1311 19: TR 9:25-10:40 CHARTS 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](https://uaptc.edu/sla)

**Discipline Learning Outcomes**

The English discipline in the Department of Languages and Communication, consistent with the College’s mission and the objectives of the School of Fine Arts, Humanities, and Social Sciences, encourages the success of its students in all technical fields and academic disciplines by promoting the following learning outcomes:

1. Students will demonstrate the ability to analyze different contexts and audiences and then to act on that analysis in comprehending and creating texts.
2. Students will demonstrate the ability to analyze, synthesize, interpret, compose, and evaluate ideas, information, situations, and texts.
3. Students will use multiple strategies to conceptualize, develop, and finalize projects and adapt their composing processes to different contexts and occasions.
4. Students will develop knowledge of conventions, including linguistic structures such as grammar, punctuation, and spelling as well as citation and documentation, through practice in composing and revising.
5. Students will investigate significant literary and cultural developments as well as the interaction of various literary and cultural traditions and illustrate how literature reflects history, culture, and society.
6. Students will read and analyze texts and identify various techniques, genre characteristics, movements, methods, or themes.

**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-P TC 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-P TC Attendance Policy

Education at UA-P TC 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**

As mentioned above, any student who is marked as not attending in the first two weeks of instruction will be dropped for non-attendance from the class roster.

Attendance and participation are vital for success in the course. Constant and engaged interactions with your classmates, instructors and the material give you the best chance for success. To that end, attendance (outlined below) is more than simply being present in the room. There will be ample opportunities for participation to be noted, both through discussion and in-class exercises.

Attendance will affect the grade; for the first fifteen minutes of class, you will respond in Blackboard (or via e-mail should blackboard be unavailable) to a writing prompt written on the board. If missed, this writing prompt cannot be made up. Please sign up at a time for which you know you can be present, as these points will be the same weight as an essay.

Please see below for specific attendance issues related to course policies.

On the other side of that, if something comes up that necessitates you missing a large portion of class, please contact me (or have a family member do so) so that we can set up a plan for finishing assignments, essays, etc. This will not be an effective strategy halfway through the semester, and I will only make allowances for elements of the class not assigned.

The instructor reserves the right to determine issues with attendance, grading that results from non-attendance, and any makeup work. The instructor’s decision regarding these grades is final.

**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.

As your state of mind is as integral to learning as your physical presence in a college classroom, please be aware of the following policies:

- Be respectful, both to your classmates and the instructor
- The computers in the classroom are for classwork only. There is no reason for the computers to be on unless you are working on classwork, or the instructor has designated time to work on essays or assignments. If you work on other assignments, or
even essays for this class during class time, you will be counted absent. I won’t interrupt class for it, I will mark you absent on the roll sheet, and the absence will be accrued as normal.

- Any use of cell phones, pagers, laptops, or other communication devices during class aside from class-specific uses of the preceding devices; this should be considered your warning. This includes texting. Constantly leaving class to use the cell phone will result in your being counted absent.

- Sleeping in class
- Leaving class before class has been dismissed
- Leaving the class repeatedly during class time
- Doing homework for another class
- Continually speaking in class while another student or the instructor is speaking
- Passing notes
- Constantly being unprepared for class
- Behavior that indicates that you are not mentally present in the class
- Any other behavior that the instructor deems “disruptive”
  - To disrupt: “To interrupt the normal course or unity of” In this case, applicable to classroom activities or lecture.

If counted “absent” due to any violation of the above, the writing prompt response done for the day will be given a zero.

**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>

Grade distribution:

- Assignments/Classwork: 20%
- Writing Assignments: 50%
- Research Essay: 20%
- Portfolio: 10%

Accepting Essays
• Essays will be accepted through Blackboard — any other arrangements must be made before the assignment is due, but Blackboard is the first and final medium through which assignments are uploaded unless special arrangements have been made with the instructor.
• Essays will be uploaded as Microsoft word documents (.docx files). Access to Word is granted through computers on campus and the use of the online feature through the Outlook access you are granted through your UA-PTC account. If you are having trouble with this, it is incumbent upon you to 1) work to fix the account and 2) alert me before every assignment that there have been issues.

Rewrite policy

• Rewrites can occur only with essays that are turned in on time
• The dates for rewrites are on the course schedule; any updates to that schedule will include changes to the rewrites.
• An essay with a score of 90 (A) or above cannot be rewritten.

Late work

• Late homework or classwork will not be accepted without the instructor's agreement via prior arrangements.

Late essays

• These essays cannot be rewritten. I will accept late work through the portfolio; there will be no comments to those essays unless the student makes an appointment to meet with me. Deadlines are important and will be treated as such in the class. If an essay is not turned in on time, the student can turn it in until that student's final exam day as part of their final portfolio. I will not comment on these.
• There will be no acceptance of the final exam writings past the due date on the syllabus.

Grading Essays

• I will endeavor to have the essays back to you as quickly as possible; the essays will be e-mailed back to you as MS Word documents with comments. These comments are available after using the "Show Comments" and "All Markup" items in the Review tab of MS word.
• Essays that do not meet the length requirement (in pages) will receive substantial deductions. These deductions will be recorded after the rubric is filled out, and the final grade will reflect them. These can be corrected in the rewrite as long as the essay is turned in on time. If an essay is a page short or more, the essay will refuse
• Any essay that cites outside sources must have a works cited page; without the works cited page included in the essay, the essay will receive a zero.
• Any writing that requires a works cited page must have in-text citations. Failure to add these will result in a zero being recorded for the essay.
* 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.

As mentioned above attendance and participation in the in-class assignments will affect your grade significantly.

Plagiarism:

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.

The grading criteria and the syllabus state the penalties for plagiarism. Please read all the material about plagiarism to protect you from committing it. It is your responsibility to avoid all forms of plagiarism in your writing for this course.

My plagiarism policy is fairly straightforward, so this section will detail (though class lectures will spell it out more specifically) what plagiarism constitutes and the penalties for committing an act of plagiarism. Plagiarism is defined by the Oxford English Dictionary as “The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft.” Any kind of this practice in any format will result in failure for the course. Misdocumentation of information will be a serious deduction of points, even accidental. It is imperative in this class that you master the documentation of your information. As you move on in school, you'll be asked to perform academic research, which includes compiling, analyzing, and essentially evaluating claims others have made based on evidence – a skill not limited to literature or writing courses, but applied in every subject.

We will go over thoroughly in class what constitutes plagiarism, how to avoid plagiarism, and the correct methods with which to document the evidence that you have gathered. We will discuss the use of primary sources, secondary sources, and MLA documentation material that will assist you in creating a well-balanced, well-thought out essay in response to your readings.

Be aware that instructors have methods by which they can determine if an essay is plagiarized. These methods will be used to their utmost in this class, and any student caught plagiarizing will fail this course. You will receive several assignments designed to prevent this from happening but after class discussions and readings on the subject, you should ask for clarification. Do not simply think that “it wasn't explained” will cut it. The above definition is broad enough that you should know that cutting and pasting work from the Internet or any other source into your essay to pass it off as your own will result in a failing grade for the course. Also, any previous papers (either yours or another student's) turned in for an assignment in this class will result in failure of the course.

This policy does apply to portions of the essay; just because it was simply a sentence that was cut and paste doesn't mean it will be looked over. Each essay handed in will be subject to rigorous examination for plagiarism.
Please note this form of plagiarism especially: if you plagiarize by blocking and copying a paper or parts of a text from electronic sources (such as Internet sites) or paper sources (such as other students’ papers or your own papers from other classes) without any form of acknowledgment in any of your writing for this course, then the instructor may assign a more severe penalty. Please review the syllabus, the PTC Student Handbook, and our textbooks for more information about plagiarism.

Be advised that if you consider plagiarism for time constraints that the instructor is there to help you — don’t plagiarize in lieu of asking for help.

**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. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_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 Schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Day 1 (M/T)</th>
<th>Day 2 (W/R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: 1/7-1/11</td>
<td>Classes begin: Introduction to class and Blackboard.</td>
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<tr>
<td>2: 1/14-1/18</td>
<td>Summarizing; summary assignment; parts of an essay. Have read for class: 5-17 <em>Everyone's an Author</em></td>
<td>Grammar exercise and quiz, elements of style; formatting the essay</td>
</tr>
<tr>
<td>3: 1/21-1/25</td>
<td><strong>Monday, No class; Work Day for the Summary</strong></td>
<td>Summary Due Friday at 11:59 p.m. Choosing a topic (Brainstorming); Using sources in choosing topic Read pages 40-53 in <em>EOA</em> for class</td>
</tr>
<tr>
<td>4: 1/28-2/1</td>
<td>Evaluating types of sources, research strategies; Academic tone and audience</td>
<td>Library Scavenger Hunt (Due Friday at 11:59 p.m.)</td>
</tr>
<tr>
<td>5: 2/4-2/8</td>
<td>Citation, in text, Assign source evaluation, plagiarism discussion</td>
<td>Citation exercise (in class)</td>
</tr>
<tr>
<td>6: 2/11-2/15</td>
<td>Using sources as the basis for the thesis; developing a thesis.</td>
<td>Source Evaluation rough draft due by beginning of class for peer review:</td>
</tr>
<tr>
<td>7: 2/18-2/22</td>
<td>Using evidence within the body paragraphs; assign Annotated Bibliography; Creating an outline/structuring the essay</td>
<td>Source evaluation due; Research Day</td>
</tr>
<tr>
<td>8: 2/25-3/1</td>
<td>Drafting The Essay</td>
<td>Annotated Bibliography Due; Writing Day</td>
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<tr>
<td>9: 3/4 - 3/8</td>
<td>Conferences</td>
<td>Conferences</td>
</tr>
<tr>
<td>10: 3/11-3/15</td>
<td>Editing and Revision</td>
<td>Research Essay Due Friday March 15, 2019 by 5:00 p.m. (via Blackboard) Review of MLA format and Works Cited page</td>
</tr>
<tr>
<td>11: 3/18-3/22</td>
<td><strong>Spring Break, No Class</strong></td>
<td><strong>Spring Break, No Class</strong></td>
</tr>
<tr>
<td>13: 4/1-4/5</td>
<td>Exploring audience and purpose in advertisements</td>
<td>Audience and Rhetoric in argument</td>
</tr>
<tr>
<td>14: 4/8-4/12</td>
<td>Advertisement exercise</td>
<td>Rough Draft of Analysis Due; Peer Review (Rough draft is due to review in class)</td>
</tr>
<tr>
<td>15: 4/15-4/19</td>
<td>Conferences</td>
<td>Conferences</td>
</tr>
<tr>
<td>16: 4/22-4/26</td>
<td>Portfolio construction strategy</td>
<td>Analysis Due; Formatting the portfolio. Presentation</td>
</tr>
<tr>
<td>17: 4/29-5/3</td>
<td>Portfolio work day</td>
<td>Makeup Day</td>
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</tbody>
</table>
Final Exam Schedule:

ENGL 1311 01: Turn in final portfolio via Blackboard by Wed May 8 by 11:59 P.M.
ENGL 1311 03: Turn in final portfolio via Blackboard by Mon May 6 by 11:59 P.M.
ENGL 1311 19: Turn in final portfolio via Blackboard by Thurs May 9 by 11:59 P.M.

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 Matthew Chase’s Composition I class 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