Instructor Information

Instructor: Mr. Hancock  
Office: CHARTS 416  
Mailbox: TBA  
Hours:  M: 12:30-1:30 pm; W: 11:30-1:30pm; TR: 10:30-11:30am;  
F: by appointment  
Phone: TBA  
Email: jhancock@uaptc.edu

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

Chair: Logan Oliver  
Dean: Christy Oberste

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

TR 9:25-10:15am in CHARTS Room 404

The course will be a blend of lecture and workshop. The first portion of the course (8-9:15am) will be traditional, Comp I instruction. The final portion of the course (9:25-10:15am) will be review of common composition issues to prepare students for the rigors of Comp I and beyond.

Catalog Description

This course provides practice in writing from paragraph construction to essay writing and an overview of correcting and identifying common writing errors. ENGL 0111 is to be taken concurrently with ENGL 1311. Prerequisites: a score of 18 or less on the English section of the ACT, a score of 82 or less on the Accuplacer Sentence Skills section, or a score of 79 or less on the COMPASS Writing Skills Placement. This course requires an online learning component. The final grade will be A, B, C, or NC (no credit). 2 contact hours. (1 credit hour)

Course Materials

- Flash drive
- Access to Computer and Internet
- Note taking materials for every class
- ENGL1311 textbook, Everyone’s an Author

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

1. Students will identify major and minor grammatical errors.
2. Students will demonstrate critical thinking skills in their composition.
3. Students will develop a written essay using analytical skills for the final paper of the course, demonstrating a clear understanding of purpose, audience, usage and style, exhibiting appropriate sentence structure.
4. Students will demonstrate academic integrity.

Composition Review students will improve their usage skills through grammar workshops in the following areas: run-on errors, comma usage, fragments, apostrophe use, verb tense, and
frequently misused words. Composition Review will require at least five readings and at least five half-page journal responses aimed at improving students’ critical-thinking skills and analytical skills. The course will require a two-page final analytical paper; students will also be required to submit a formal rough draft through Safe Assign to ensure academic integrity. All compositions in the course will be submitted in MLA format.

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

Attendance will be recorded for every class; regular attendance is required and is vital to successful completion of this course. Missing more than four class periods (excessive absenteeism) will result in the loss of all Attendance points. I do not record a distinction between absences (excused/unexcused); an absence is an absence. If there are any problems with your attendance in any way, please come speak with me. If a student misses more than two weeks’ worth of class, I reserve the right to drop the student from the course.

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.

- No offensive, inappropriate language will be tolerated in this classroom, which includes sexual, racial, gender, etc. harassment.
• I do NOT allow make-up work or accept late work except for essays. If an essay is missed, the student will have one week from the due date to turn it in with a 10 point deduction. If those 7 days pass, the essay will not be accepted.

• No food allowed in the classroom.

• Only screw top bottle/cup drinks are allowed in the room.

• No children are allowed in the classroom. Only students with names on the roster.

• You may use your phones, ipads, or computers for class notes and research, but do NOT play with them.

• Missing more than four class periods is grounds for immediate failure of the course. I do not record a distinction between absences (excused/unexcused); an absence is an absence. If there are any problems with your attendance in any way, please come speak with me.

• Tardiness is bad; two tardies will count as one absence. Leaving class early without my consent is just as bad.

• When emailing, calling, and leaving a voicemail, everyone is expected to use professional etiquette. Please speak clearly, use formal, standard American English, provide me with a name, class, phone number clearly, and give a BRIEF message. I will get back with you within 24 hours. **If these points are not considered when emailing/calling me, I will not return the email/call.**

**Grading Policy**

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<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>0 to 69%</td>
<td>NC</td>
</tr>
</tbody>
</table>

**Assessment Methods:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td>400 pts.</td>
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<tr>
<td>Drafting Exercises</td>
<td>100 pts.</td>
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<tr>
<td>Freewrite Journal</td>
<td>50 pts.</td>
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<tr>
<td>Pop quizzes</td>
<td>200 pts.</td>
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<tr>
<td>Attendance</td>
<td>50 pts.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 pts.</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>900 pts.</strong></td>
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</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.

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.

Regardless of intent, the **first offense of plagiarism will result in a 0% for the assignment. The second offense, regardless of the assignment, will result in consultation with the Dean of Learning and removal from the course.** Examples of **blatant academic dishonesty**, which is defined as an attempt to deceive, include:

- submitting part or whole of material from the Internet as if it is the student’s original composition;
- copying material from a source with no attempt at using quotation marks and/or documentation of the source;
- paraphrasing material from a source with no attempt at documentation of the source;
- recycling material from previous classes;
- 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.

Examples of **accidental plagiarism**, which is defined as sloppiness when working with sources, include

- word-for-word copying from a presented source without the use of quotation marks;
- failure to acknowledge all quoted material from a presented source;
• patchwork plagiarism;
• paraphrase without documentation or with incomplete documentation; and
• all other instances in which the student, through carelessness with punctuation and/or documentation, fails to demonstrate good scholarship.

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

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.

<table>
<thead>
<tr>
<th>Week No.</th>
<th>Topic(s) Covered</th>
<th>Assignment Due Dates/Test Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>Course Introduction; Narration/Essay Writing Intro</td>
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<td>2</td>
<td>Outlining Studies</td>
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<td>3</td>
<td>Rough Draft exercises</td>
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<td>4</td>
<td>Editing and Typing Requirements exercises</td>
<td>Narrative Essay Due</td>
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<td>5</td>
<td>Fragments; Subject/Verbs</td>
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<tr>
<td>6</td>
<td>Run-Ons; C &amp; C Writing; Outlining</td>
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<tr>
<td>7</td>
<td>Comma Usage; C &amp; C Writing; Drafting</td>
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<tr>
<td>8</td>
<td>Revision and Editing</td>
<td>Compare and Contrast Essay Due</td>
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<td>*Midterm grades will be submitted to Self Service.</td>
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<tr>
<td>9</td>
<td>Argumentative Essay Intro</td>
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<td>10</td>
<td>Parallelism; logic</td>
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<td>11</td>
<td>Spring Break</td>
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<tr>
<td>12</td>
<td>Editing Strategies</td>
<td>Argumentative Essay Due</td>
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<tr>
<td>13</td>
<td>Rhetorical Analysis Essay Intro; Rhetorical Situation</td>
<td></td>
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<tr>
<td>14</td>
<td>Logical Appeals; Outlining</td>
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<tr>
<td>15</td>
<td>RA Writing and Reading; Drafting</td>
<td></td>
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<tr>
<td>16</td>
<td>Revision and Editing</td>
<td>Rhetorical Analysis Essay Due</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** *TBA*

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 Mr. Hancock’s Comp Review 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