Instructor Information

Instructor: Lois Moore
Office: CHARTS Main Office
Mailbox: CHARTS Main Office
Hours: By Appointment
Phone: (501) 812-2338
Email: lmoore@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

Composition Review, Lecture, Mondays and Wednesdays 9:25 AM – 10:15 AM

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
- 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

**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**

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-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-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.

Any student who does not attend class the first two weeks of school will be considered a “No Show” according to the campus attendance policy and will be reported as such and dropped from the class.

Course Policies

The UA-P TC 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.

1. If you excessively text or answer your phone in class, you will be asked to leave and will be counted absent.

2. Excessive tardiness will result in a lower participation grade and/or absences.

3. Please do not sleep in class. You will be counted absent and asked to leave.

4. Please respect me as your instructor and other students. Any display of disrespect will result in removal from the class.

5. Children and other visitors (i.e. friends) are not allowed in class.

6. Do not cheat or plagiarize. If you are caught cheating or plagiarizing, you will automatically be given the grade “F” for the assignment and may be assigned a failing grade for the course as well. Any plagiarized paper will receive a zero and the student may be immediately dropped from the class with a final grade of “F”. “Plagiarism” would be noted on the official drop slip. Any evidence of cheating on exams will be handled in the same manner; students will receive a zero on the exam and may be immediately dropped from the class with a final grade of “F”. “Cheating” would be noted on the official drop slip.

7. I reserve the right to handle incidents of suspected cheating on a case-by-case basis as I see fit, particularly involving cases of copied homework and/or cheating on exams or quizzes.

8. All work must follow the directions of the assignment and may be returned without a grade or a grade of zero (0) if it does not adhere to the directions.

9. If we need to meet outside of class, I will be happy to make an appointment with you. Also, I will return voicemails and emails within 24 hours during the week (Monday – Friday) and 48 hours on the weekend.

10. Please use proper, professional email etiquette at all times and be as clear and detailed as possible for me to best respond to your needs.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100% A
- 80 to 89% B
- 70 to 79% C
Grading Distribution: The grading breakdown is as follows:

- Attendance/Class Participation: 10%
- Journals: 15%
- Assignments and Quizzes: 15%
- Essays/Tests: 35%
- Final Paper: 25%
- Total: 100%

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 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.

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. 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. Safe Assign will be the tool used to flag plagiarism. This device will be turned on in Blackboard during your submission of any essay or writing. Any forms of plagiarism will result in a zero grade.
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 Course Schedule – pages 7-8 AND check in Blackboard under Course Content for a detailed (and updated, as necessary) list of all assignments.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syllabus /Introductions</td>
</tr>
</tbody>
</table>
| 2    | Journaling/MLA Format (Handouts)  
Writing Place/Writing Essentials (in-class reading) |
| 3    | **Narrative Writing Unit**: Point of View, Sensory Details, and Verb Tense  
**The Writing Process**: Brainstorming, Audience Awareness, and Drafting  
--- pp. 79-89 (EA) |
| 4    | *Lydia’s Story* (pp. 175-178) Discuss/Journal Assignment  
HW: Prepare a one-page journal response  
In-class (pp. 179-189) Writing the 5 Paragraph Essay/ Thesis Statements |
| 5    | Writing the 5 paragraph Essay/ Thesis Statements  
Grammar Workshop/ Writing time |
| 6    | Workshop: ENGL 1311 Essay 1  
Grammar Review  
Journal/Reflect  
HW: Should Everybody Write? (pp. 840-855) Prepare a one-page journal response |
| 7    | Discuss HW and divide in groups to answers the questions on p. 855  
Practice Analysis: Commercial Exercise  
Review pp. 231-239 |
| 8    | Preview example essays (Ad Analysis) / Ad Questionnaire  
Grammar Workshop |
| 9    | Writing Workshop/ Drafting  
HW: Read *Blue-Collar Brilliance* (pp. 1033-1041) and write a one-page journal response. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 10   | Class discussion over the homework assign/ answer the questions on pp. 1041-1042 in groups  
The Walking Dead: A Review (pp. 908-911)- answer questions/group discussion  
Review Writing: Practice / Grammar Workshop |
| 11   | Spring Break |
| 12   | Research Writing: Finding sources  
Accessing the Database |
| 13   | Research Writing: Drafting/Reviewing (Final Paper - ENGL 1311) |
| 14   | Reflections/ Read Why Colleges Shower Their Students with A’s (pp. 1065-1068)  
Divide in groups and answer the questions on pp. 1067-1068 |
| 15   | |
| 16   | Analytical Writing: Drafting/Reviewing (Final Paper – ENGL 0111) |
| 17   | Conferences |
| Final Exam Week | Final Paper Submission |

**Final Exam Schedule:** May 13, 2019

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 Mrs. Lois Moore, Composition 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.

Spring 2019
Semester
January ____, 2019
Date
Print name
Signature
UA-PTC Email address
Telephone