Instructor Information

Instructor: Leslie O’Malley
Office: CHARTS 421
Mailbox: CHARTS 4th floor
Hours: 9-10 a.m. MW
       9:30-10:30 T or R
       1:45-2:45 p.m. TR
       9:25-10:40 R Collaboration Center (CHARTS 305)
Phone: 501-812-2297
Email: lomalley@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

Section 12  MW 1:40-2:30 p.m.  CHARTS 404

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-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

Instructor policies: Consistent class attendance is vital to academic success, and attendance in this 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. Avoid making appointments that conflict with class time.

Recording attendance: Attendance is taken starting the first day of the semester. A student who is on the roster and does not attend will be considered absent. Once the period for adding classes has ended, I plan to record absences in the portal. Students should be able to monitor their attendance record.

Absences: Every absence will lower the student’s participation grade for the semester. If a student has to miss class, it is the student’s responsibility to get any assignments and handouts before the next class through Blackboard and any class notes from a classmate. (The Blackboard page is a supplement, not a replacement for class.) Students can email me with specific questions about the assignments.

*I am not in the position to excuse absences; for this reason, absences are not considered excused or unexcused. The only exceptions are UA-PTC absences with documentation.

An absence is not an excuse for missing an assignment or submitting it late, and an absence will not change a due date. All late work is subject to penalty (see Grading Policy). Quizzes and in-class assignments missed because of an absence cannot be made up. If a student knows about an absence in advance, he or she should meet with me to see if work can be submitted early. Otherwise, the student should submit the assignment by email to me before the next class
meeting. Students will submit the final version of the formal writing assignment through Blackboard; any assignment submitted after the due date will lose points.

**Excessive absences:** Missing more than two weeks total (only four classes) often keeps students from completing the course. Plan to be here.

**Late arrivals:** If a student arrives late and misses the attendance check, it is the student’s responsibility to sign the late arrival sheet after class. **If you don’t sign in, you are considered absent for the day.** Quizzes and other in-class assignments missed because of tardiness cannot be made up. Frequent or habitual late arrivals will be considered a classroom behavior problem and will be addressed as such.

**Leaving the classroom:** Students should avoid leaving the classroom during class if at all possible. Try to take care of any personal issues before class starts. Class is over when I dismiss the students.

"In addition, every late arrival and early departure counts as a half-absence and will lower the student’s participation grade for the semester.

**Inclement weather:** If travel is hazardous due to ice or snow, do not risk your personal safety to attend class. Please check the college website or local media for closings, and sign up for the text alert system. I will also post any announcements or schedule changes on our Blackboard page. If the college is open but hazardous weather keeps you from attending, please contact me that day.

**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.

**Preparation and participation:** The goal for everyone in this classroom (including me) is for each student to improve his or her writing, editing, and research skills, to earn at least a “C” in this course and Composition I, which is required to take Composition II and/or to transfer credit. To achieve this goal, everyone has to work. I expect students to arrive on time with all their course materials. Any out-of-class assignments should be complete and ready to submit. Students should be ready to participate in class discussion and group activities and should leave the classroom only for emergencies.

**Distractions:** To limit distractions, we should silence electronic devices and put them away before class starts. [Translation: No phones or ear buds during class!] Any exception to this
policy (for a certain assignment or extenuating circumstance) will be announced or approved by me. Students should put away texts or notes for other courses before this class starts. Visitors, especially children, are not allowed in the classroom without permission from the instructor in advance. If you must arrive late or leave early, do it as quietly as possible.

**Classroom behavior:** Students should show respect to their classmates by listening to one another and speaking to one another in a professional, courteous way at all times. Disruptive behavior (including, but not limited to, excessive side conversations or phone usage) will not be tolerated. If disruptive or objectionable behavior persists after a warning, the student will be asked to leave class for the day and will be marked as absent. Behavior issues (including sleeping in class) will also affect participation grades.

**Classroom computers:** We will use the classroom computers frequently, but not constantly. If we are not using the computers for classwork, I will ask you to log off when class starts.

**Communications:** Any emails from me will go to the student’s UA-PTC email address, and email to me should come from the student’s UA-PTC email account due to FERPA laws. Check your email regularly, if not daily.

I check my email at least once every weekday (usually more frequently). If you need to contact me, please use my UA-PTC email address, rather than Blackboard messages, which do not come to my email address.

*How to succeed in this class (short version):*
  - Show up for class prepared and on time.
  - Turn in all assignments, and turn them in on time.

**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 450 points or more</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B 400-449 points</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C 350-400 points</td>
</tr>
<tr>
<td>0 to 69%</td>
<td>NC less than 350 points</td>
</tr>
</tbody>
</table>

Grades will be weighed according to the following scale:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Overall Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework/classwork/quizzes</td>
<td>30% (150 points)</td>
</tr>
<tr>
<td>Journal responses</td>
<td>20% (100 points)</td>
</tr>
<tr>
<td>Final paper</td>
<td>40% (200 points)</td>
</tr>
<tr>
<td>Participation</td>
<td>10% (50 points)</td>
</tr>
</tbody>
</table>

Final paper: 200 points
Journal responses (5) 20 points/each
Classwork (homework, informal writing assignments, quizzes) 10-20 points each.
* Sometimes I will pick up and grade classwork; other times, we will use it in class and it won’t be graded. Students won’t know ahead of time.
* All informal writing (graded or not) should be kept in the binder for the semester.
** In-class assignments (including quizzes) cannot be made up.

* 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 instructors have two weeks to provide feedback and post grades for papers 1000 words or more.
*** All classwork should be in pen, not pencil. I strongly prefer informal writing completed out of class to be typed.
*** All formal writing must be submitted electronically through Blackboard.

Late work: Every journal assignment and the final paper will be submitted electronically through Blackboard and will include a due date and a closing date.
   Once an assignment closes, a student will need instructor permission to submit a journal assignment. The final paper is the final for this course and cannot be submitted after the assignment closes.
   If you have to be absent, submit any homework or assignments due by email to avoid a penalty. Classwork submitted late will receive half credit, and I will not accept any classwork that is more than one week late.

Extra credit: I rarely, if ever, give extra credit assignments. It is more beneficial for students to focus on the assigned work. Any extra credit opportunity has to be offered to the entire class, so please don’t ask for extra credit assignments.

Grades on Blackboard: I will use Blackboard through the UA-PTC portal to record grades. You will be able to see these grades, and you can access Blackboard through any computer with Internet service. Once I start grading assignments, check your grade frequently. Always double-check your grades with the papers I return.
   If you are concerned about your grade, please make an appointment to discuss it with me after class.

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.
*All formal writing assignments will be submitted to Safe Assign, a plagiarism detection service.

Regardless of intent, any work 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 his or her 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; *I do not accept work that has been graded previously.
- 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.

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.
## Tentative Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course introduction</td>
</tr>
</tbody>
</table>
| 2    | Introduction to Blackboard; parts of speech; sentence patterns (668-74)  
*1/15 Last day to change schedule online (add/drop)  
Identifying the audience for the letter of application |
| 3    | *1/21 MLK holiday—campus closed  
**The Writing Process:** Brainstorming, audience awareness, and drafting (79-86); set up MLA template |
| 4    | **Narrative Writing Unit:** Point of view, sensory details, and verb tense (716-17)  
Read “Lydia’s Story” (175-78) for Journal #1 |
| 5    | Work on thesis statements and outlines  
Review fragments (712-15)  
Review run-ons (700-01) |
| 6    | Revising drafts essay 1  
Write informal reflection on gallery exhibit |
| 7    | Review comma usage (690-99)  
Use reflection to write review of exhibit |
| 8    | Read “Serial: A Captivating New Podcast” (336-38) for journal #2  
Review apostrophes—when to use them, when not to use them |
| 9    | Critical reading (25-39); read “On Buying Local” (150-57); journal #3  
Online research for essay 3 |
| 10   | Practice using quotations  
*3/12 Midterm  
Focus on diction (word choice) |
<p>|      | Spring Break: March 17-24—class will not meet |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| 11   | Revising essay 3  
Read “Why Is Everyone Focused on Zuckerberg’s Hoodie?” (228-30); journal #4 (practice with quoting) |
| 12   | Editing essay 3; paraphrasing  
Practice with paraphrasing—reading TBA; journal #5 |
| 13   | Logical fallacies  
Essay 4: Finding sources |
| 14   | Read “Why Colleges Shower Their Students with A’s” (1065-1068); journal #6 (optional)  
*4/17 Last day to withdraw from a class |
| 15   | Revising Essay 4  
Citation review |
| 16   | Analytical Writing: Drafting/reviewing Final Reflection – ENGL 0111) |

**Final reflection due:** 11:59 p.m. Monday, May 6  
**Semester grades:** Available online after May 15

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 Leslie O’Malley’s 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.

Semester

Date

Print name

Signature

UA-PTC Email address

Telephone