Instructor Information

Instructor: Dr. Sonya Russ  
Office: LR-South, room 247  
Mailbox: LR-South, room 251  
T 8:50 – 10:50 A.M. and 1:45 – 2:15 P.M. (at Calvary)  
R 1:45 – 2:15 P.M. (at Calvary)  
Phone: 501-812-2769  
Email: sruss@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

This is an on-campus course that meets on Tuesdays and Thursdays from 12:15 P.M. to 1:05 P.M. at LR-South.

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

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 attend class within the first two weeks 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-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.

Any classroom disruption may result in the student(s) causing the disruption being asked to leave and being counted absent for that day and/or the number of points deemed appropriate by the instructor being deducted from the student’s attendance grade in the course.

Class disruption includes, but is not limited to, the following:

- cell-phone ringing
- text messaging
- use of ANY electronic devices
- disrespect
- rudeness
- sleeping
- inattentiveness to subject at hand
- excessive talking
- interrupting the instructor and/or other students
- talking loudly
- working on things unrelated to the course

**In-Class Work/Homework/Quizzes:**

We will complete several in-class assignments, and you will occasionally have homework and quizzes. There will be no make-up work for any of these assignments. If you miss in-class work or a quiz because you are absent, you will receive a zero for the missed work. You will also receive a zero for any homework assignment you fail to turn in on the appropriate due date.

**Class Participation:**

Class participation is part of your grade and everyone is encouraged to participate in class discussions. Class participation is partly objective (based on actual classes attended) and subjective (based on the instructor’s observations of actual participation during class discussion, peer review, or other class activities). Disruptive class behavior will result in deductions to the class participation score. Participation will also determine a borderline grade.
Failure to complete all of the required course work or failure to comply with any/all policies in this syllabus may result in any penalty deemed appropriate by the instructor, including possible failure of the course.

**Grading Policy**

Letter grades will be based on the following scale:

- 90 to 100%   A
- 80 to 89%    B
- 70 to 79%   C
- 60 to 69%   D
- 0 to 59%   F

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Work/Homework/Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam Essay</td>
<td>50%</td>
</tr>
</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.
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>
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<tbody>
<tr>
<td>1</td>
<td>Syllabus discussion/Blackboard/Introductions/In-class writing assignment</td>
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<tr>
<td>2</td>
<td>Journaling/MLA format/The writing process (handouts)</td>
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<tr>
<td>3</td>
<td><strong>No class on Monday, January 21 (MLK Day)</strong>&lt;br&gt;Complete journal and grammar exercises.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Narrative Writing Unit</strong>: Point of view, sensory details, and verb tense.&lt;br&gt;Complete journal and grammar exercises.</td>
</tr>
<tr>
<td>5</td>
<td>Workshops for ENGL 1311 narrative essay</td>
</tr>
<tr>
<td>6</td>
<td>M: Finish working on ENGL 1311 narrative essay. <strong>The essay is due by the end of class today.</strong>&lt;br&gt;Complete <em>The Wizard of Oz</em> journal and grammar exercises.</td>
</tr>
<tr>
<td>7</td>
<td>Complete <em>The Wizard of Oz</em> journal and grammar exercises.</td>
</tr>
<tr>
<td>8</td>
<td>Complete <em>The Wizard of Oz</em> journal and grammar exercises.</td>
</tr>
<tr>
<td>9</td>
<td>Work on ENGL 1311 compare/contrast essay</td>
</tr>
<tr>
<td>10</td>
<td>Work on ENGL 1311 compare/contrast essay</td>
</tr>
<tr>
<td>11</td>
<td>Spring Break: We will not have class this week.</td>
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<tr>
<td>12</td>
<td>Research Writing: Finding a topic</td>
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<td></td>
<td>Example Research Essays</td>
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<tr>
<td>13</td>
<td>Research Writing: Finding sources</td>
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<tr>
<td></td>
<td>Accessing the Database</td>
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<tr>
<td>14</td>
<td>Research Writing: Drafting/Reviewing</td>
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<tr>
<td></td>
<td>(Final Paper - ENGL 1311)</td>
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<tr>
<td>15</td>
<td>Work on ENGL 1311 annotated bibliography and argument essay</td>
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<tr>
<td>16</td>
<td>Analytical Writing: Drafting/Reviewing (Final Paper – ENGL 0111)</td>
</tr>
<tr>
<td>17</td>
<td>Workshops for ENGL 1311 argument essay</td>
</tr>
</tbody>
</table>

**Final Exam Week**  
Your final exam is scheduled for Tuesday, May 7 from 10:30 A.M. to 12:30 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 Dr. Sonya Russ’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.

Spring 2019

Semester

Date

Print name

Signature @uaptc.edu

UA-PTC Email address

Telephone