Instructor Information

Instructor: Meredith Stanton
Office: CHARTS 417
Mailbox: CHARTS 4th Floor
Hours: Monday & Wednesday 11:45 a.m.-2:15 p.m. & 1:30 p.m.-2:30 p.m.
      Tuesday & Thursday 9:45 a.m.-10:45 a.m.
      *also available by appointment
Phone: 501-771-6042
Email: mstanton@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 (ENGL 0111 sec. 08) meets on the Main campus every Monday and Wednesday from 10:50 a.m. to 11:40 a.m. in the CHARTS building room 228.

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

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

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

Absences are not excused or unexcused, so use your absences wisely. All students are responsible for any work that may have been missed due to absence; if you are absent, it is up to you to contact me (or other classmates) to find out what you have missed in class. Absences deter from your overall class participation, which could impact your overall grade, including determining borderline grades.

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.

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.

**Instructor-Specific Course Policy**

Please respect me as your instructor and other students. We will be engaged in lively conversations and you will be working with other students. Therefore, respect and a positive attitude are critical to the success of the class.

**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>69% and Below</td>
<td>NC</td>
</tr>
</tbody>
</table>

Assignments will be weighted based on the following scale:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Journals, Homework,</td>
<td>40%</td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
</tr>
<tr>
<td>Final Essay</td>
<td>30%</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.
Instructor-Specific Grading Policy

In-Class assignments and in-class quizzes cannot be made up. Work done outside of class, or assigned as homework, will not be penalized as late if submitted within 24 hours of the due date. The final essay/exam must be submitted on time and will not be evaluated if turned in late. Additionally, all work must follow the directions of the assignment and may be returned without a grade or a grade of 0 if it doesn’t adhere to the directions.

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.

Instructor-Specific Plagiarism Policy

I reserve the right to handle incidents of suspected cheating, specifically plagiarism, on a case by case basis. A student who blatantly plagiarizes will receive a 0% for the assignment and will not be allowed a second attempt.

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: 501812-2862) 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. 

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.

Course Schedule

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

More detailed information on all essays and assignments will be distributed via handouts in class and posted to Blackboard.
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Blackboard Introduction &amp; Assignment</td>
</tr>
<tr>
<td>2</td>
<td>The Writing Process Discussion &amp; Activity</td>
<td>Commas Workshop &amp; Quiz</td>
</tr>
<tr>
<td>3</td>
<td><strong>NO CLASS! MLK Holiday</strong></td>
<td>Run-Ons &amp; Commas Splices Workshop &amp; Quiz</td>
</tr>
<tr>
<td>4</td>
<td>Continue Visual Analysis Discussion &amp; Brainstorming Workshop</td>
<td>Visual Analysis Thesis &amp; Outlining Activity</td>
</tr>
<tr>
<td>5</td>
<td>Fragments Workshop &amp; Quiz</td>
<td>Reflection Assignment &amp; Subject-Verb Agreement Workshop &amp; Quiz</td>
</tr>
<tr>
<td>6</td>
<td>Editing Practice</td>
<td>Journal Reading &amp; Response</td>
</tr>
<tr>
<td>7</td>
<td>Watch Movie for Review Essay (keep good notes)</td>
<td>Continue Movie....</td>
</tr>
<tr>
<td>8</td>
<td>Movie Review Thesis Workshop</td>
<td>Drafting Workshop</td>
</tr>
<tr>
<td>9</td>
<td>Mid-Semester Conferences</td>
<td>Mid-Semester Conferences</td>
</tr>
<tr>
<td>10</td>
<td>Journal Reading &amp; Response</td>
<td>Topic Brainstorming Workshop</td>
</tr>
<tr>
<td>11</td>
<td><strong>SPRING BREAK</strong></td>
<td>NO CLASSES!</td>
</tr>
<tr>
<td>12</td>
<td>Journal Reading &amp; Response</td>
<td>Proposal Workshop</td>
</tr>
<tr>
<td>13</td>
<td><strong>Bonus: Research Proposal Presentations</strong></td>
<td>Bonus: Research Proposal Presentations</td>
</tr>
<tr>
<td>14</td>
<td>Journal Reading &amp; Response</td>
<td>Grammar Presentations Work Day</td>
</tr>
<tr>
<td>15</td>
<td>Grammar Presentations</td>
<td>Grammar Presentations</td>
</tr>
<tr>
<td>16</td>
<td>Self-Reflection Essay Workshop</td>
<td>Self-Reflection Essay Workshop</td>
</tr>
<tr>
<td>17</td>
<td>End-of-the-Semester Conferences</td>
<td>Conferences Continued</td>
</tr>
<tr>
<td>18</td>
<td><strong>FINALS WEEK!</strong></td>
<td>SUBMIT FINAL REFLECTION PAPER DURING SCHEDULED FINAL EXAM TIME</td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** TBA
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Meredith Stanton’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