Instructor Information

Instructor: Jennifer Atkins-Gordeeva
Office: CHARTS 420
Mailbox: CHARTS, 4th floor
Hours: Mondays and Wednesdays, 12:10-1:10 | Tuesdays, 8:15-9:15 | Thursdays, 9:45-10:45 | Fridays, 8-12
Phone: 501-812-2841
Email: jatkinsgordeeva@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

We will meet online, in our Blackboard shell, January 9 to May 9, 2019.

Catalog Description

3 Credit Hours (3 hours lecture per week)

This course teaches principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking.

PREREQUISITE: Students enrolled in ENGL 1311 must meet one of the following requirements:

- A score of 19 or above on the Reading and Writing sections of the ACT
- A score of 80 or above on the COMPASS Writing Placement Test
- A score of 83 or above on the ACCUPLACER Sentence Skills Placement test
- ENGL 0111 with a grade of “C” or higher

Course Materials


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

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

ACTS #ENGL 1013
The student will:

1. Respond appropriately to various rhetorical situations, purposes, and audiences
2. Use writing and reading for inquiry, learning, thinking, and communicating
3. Integrate original ideas with those of others
4. Develop flexible strategies for generating, revising, editing, and proofreading
5. Use collaborative writing processes
6. Demonstrate knowledge of structure, paragraphing, tone, mechanics, syntax, grammar, and documentation

Composition I focuses on communicating ideas clearly. Students practice methods of drafting, including how to create a thesis and how to support and develop that thesis in a focused, thorough, and stylistically appropriate essay that demonstrates awareness of audience and the conventions of medium and genre. The class will focus on writing strategies such as invention, arrangement, drafting, and revision, including teamwork with the instructor and/or classmates in the writing process, fluency issues such as the use of transitions, and the correction of major usage errors. The class requires students to read texts critically and to practice good scholarship through the conventions of style and documentation. Students practice integrating summary, paraphrase, and quotation into their own original compositions. Students write a minimum of fifteen pages of formal writing to be divided among at least four major compositions that address at least four of the following six genres: argument, narrative, analysis, report, review, and proposal. One must be a research paper that incorporates material from quality sources.

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 this link: 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

We are a writing community and we benefit from the “listening ears” and feedback that our peers can provide. We learn from each other and we teach each other. Through collaborative processes, we improve writing and critical thinking. Therefore, attendance and participation are necessary for your success in this class. I make no distinction between excused and unexcused absences.
Because attendance and participation are necessary to your success and to the community, attendance and active participation are part of class points. Late arrival or non-participation result in reduced or no points. Perfect attendance will result in bonus points. See Grading below for more about this.

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

Appropriate behavior is expected for all communications, including any notes, email messages, discussion board posts, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Most importantly:

- Treat others as you would like to be treated.
- Consider all writing to be public writing.
- Use only your UA-PTC email account except (possibly) for your portfolio.
- Consider all instructor emails to be professional writing, and include your course number, your name, complete sentences, and a clear subject heading.
- Complete all readings and low-stakes assignments. They are directly connected to your writing success. Complete them on time.
- “Attend” class and actively participate in discussion boards and blogs, especially. Active participation means contributing to the discussion and other online activities.
- All major writing assignments and rough drafts must be typed.
- Respect the writing and ideas of others. Do not post pictures or screenshots of peers’ work in social media platforms.

Grading Policy

Letter grades will be based on the following scale:

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<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
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<tr>
<td>80 to 89%</td>
<td>B</td>
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<tr>
<td>70 to 79%</td>
<td>C</td>
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<tr>
<td>60 to 69%</td>
<td>D</td>
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<tr>
<td>0 to 59%</td>
<td>F</td>
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<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Course Weight</th>
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<tr>
<td>Project 1: Narrative</td>
<td>10%</td>
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<tr>
<td>Project 2: Rhetorical Analysis</td>
<td>15%</td>
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<tr>
<td>Project 3: Annotated Bibliography and Research-based Essay</td>
<td>30%</td>
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<tr>
<td>Final Project: Final Reflection and Portfolio</td>
<td>20%</td>
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Low stakes assignments, including online attendance and participation, games and worksheets, pre-writing, rough drafts, in-class work, peer reviews, reading quizzes, and midterm exam | 25% | 250 points

* 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 faculty have two weeks to provide feedback and post grades for papers 1000 words or more.

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 to count as present for that week.

Because attendance is so crucial, I will award five bonus points if you miss no assignments in the first eight weeks and five bonus points if you miss no assignments in the last eight weeks.

Good to know:
- If you complete less than or equal to half of a major assignment, your work will not be graded until it is complete, and it may be subject to penalties relating to late work.
- If you turn in a draft in a format that cannot be read or opened, it will not be graded.
- Late work will not be graded for games and worksheets, rough drafts, in-class work, peer reviews, and reading quizzes. There will be one opportunity to make up the midterm exam.
- If you turn in a major assignment five minutes to twenty-four hours late, you will be able to earn only 90% of its total allowed points. If you turn in a major assignment later than one day, the total possible points will drop by 10% of the total allowed points for each twenty-four hour period.
- There will be two opportunities for revision of major assignments. At those times, students may submit a revised major assignment.

**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.
Regardless of intent, any paper 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 their 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;
- 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.

You should review the information about plagiarism in textbooks and the Academic Integrity Policy in the UA-PTC Student Handbook, as it is your responsibility to demonstrate good scholarship in your writing.

All major assignments will go through Blackboard’s SafeAssign and will become part of the institutional database. If you plagiarize an assignment in any way, you will receive a 0% F on that assignment. If I discover plagiarism, I will contact you. At that time, we will meet face-to-face and have a conference and we will discuss additional penalties and your future work in the course.

**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. [https://www.uaptc.edu/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2](https://www.uaptc.edu/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_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

This is a rough outline of the planned readings and assignments, along with the dates on which an assignment is due. Date changes will be rare and will only move later, not earlier. Time changes may occur, but you can assume...
that the time due is 11:59 p.m., unless otherwise indicated. Most assignments are due on either Tuesday or Thursday. Assignment changes are possible. To accurately keep up, use the material in Blackboard, under the “Content” tab, in your weekly folders. Tip: To know what your homework is, read ahead to the next date(s). USE YOUR CHECKLISTS. Almost all readings are from Everyone’s an Author. You must read the assignment sheets and “content” directions to successfully complete all assignments.

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<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Online</th>
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<tr>
<td>Week 1</td>
<td>Thursday, 1/10/2019</td>
<td>First Day of classes Read syllabus and course policies. Complete first writing. Return to class with signed syllabus agreement and TYPED first writing.</td>
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<tr>
<td>Week 2</td>
<td>Tuesday, 1/15/2019</td>
<td>Last day of add/drop/swap Writing due: Turn in syllabus agreement and TYPED first writing. Syllabus quiz.</td>
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<td>Week 3</td>
<td>Tuesday, 1/22/2019</td>
<td>Reading due: &quot;Literacy: a Lineage,&quot; by Luken, pp. 180-184; &quot;Compulsory Reading,&quot; by Bechdel, pp. 862-866; &quot;Lydia's Story,&quot; by Brideau, pp. 175-178; read for an example of narrative. Reading due: pp. 1-24; read for understanding of rhetoric; pp. 159-174; read to understand narrative. Activities: pre-writing for Project 1; introduction to rhetoric; descriptive writing and narrative features, pre-writing for P1.</td>
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<td>Week 4</td>
<td>Tuesday, 1/29/2019</td>
<td>Reading due: pp. 167-168, 185-189; read for understanding of writing a narrative. Activities: discussion of organization and genre and higher order concerns. Writing due: rough draft of Project 1.</td>
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<td>Week 5</td>
<td>Tuesday, 2/5/2019</td>
<td>Online: Writing due, by 11:59 p.m.: polished draft of P1 due. Reading due: Final Portfolio assignment sheet and sample portfolio.</td>
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<td>Week 6</td>
<td>Tuesday, 2/12/2019</td>
<td>Writing Due: Portfolio Check I. Reading due: &quot;Advertisements R Us,&quot; by Rubin, pp. 246-251; read for example of analysis; pp. 201-214, 216-227; read for understanding of analysis. Activities: pre-writing of Project 2.</td>
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<tr>
<td>Week 7</td>
<td>Tuesday, 2/19/2019</td>
<td>Reading due: pp. 209-213, 231-middle of 234, middle of 236-239; read to understand writing an analysis; p. 587; see this for an example of an inserted image; pp. 668-686; read to understand varying sentence patterns Activities: how to insert images; paragraphing for analysis; thesis statements. Writing due: rough draft of Project 2.</td>
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<tr>
<td>Week 8</td>
<td>Tuesday, 2/26/2019</td>
<td>Writing due: Peer Review of Project 2 due.</td>
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<td>Week 9</td>
<td>Tuesday, 3/5/2019</td>
<td>Reading due: pp. 538-573; skim to understand in-text citations in MLA and developing Works Cited pages. Note: this material is on the midterm. Reading due: pp. 514-518, 527-534; skim to understand quotes and avoiding plagiarism. Writing due: Works Cited page for Project 2.</td>
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<tr>
<td>Week 10</td>
<td>Tuesday, 3/12/2019</td>
<td>Online: Writing due: final draft of P2 due. Reading due: Project 3 assignment sheet. Activities: discussion of Project 3; tools for research.</td>
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<tr>
<td>Week 10</td>
<td>Thursday, 3/14/2019</td>
<td>Writing due: Portfolio Checklist II. Optional writing due: Optional Revision I.</td>
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### Course Syllabus

**Spring 2019**

| Week 11 | Tuesday, 3/26/2019 | Reading due: "Why Colleges Shower Their Students with A's," by Staples, pp. 1065-1067; "Oppressed Hair Puts a Ceiling on the Brain," by Walker, pp. 1088-1091; read for examples of arguments; pp. 138-140, 374-394, read to understand argument; pp. 405-441, read lightly to understand organization of argument. Activities: argument discussed; Believing and Doubting game; opposing viewpoints; common ground. |
| Week 12 | Tuesday, 4/2/2019 | Reading due: TBD; In-class: research |
| Week 13 | Tuesday, 4/9/2019 | Learning activities: organizations of arguments; logical appeals. Writing due: annotated bibliography for Project 4. After you turn this in, start pre-writing for Project 4, First Text. |
| Week 14 | Tuesday, 4/16/2019 Wednesday, 4/17/2019 Thursday, 4/18/2019 | Writing due: rough draft of Project 3. Last Day to Withdraw from Classes Reading due: TBD. Online: Peer Review of Project 3, due |
| Week 15 | Tuesday, 4/23/2019 | Reading due: pp. 762-779; read to understand multimodal writing. Writing due, by 11:59 p.m.: polished draft of Project 3 |
| Week 16 | Tuesday, 4/30/2019 Thursday, 5/2/2019 | Reading due: pp. 762-779; read to understand multimodal writing. Writing due: pre-writing for Portfolio; pre-writing for reflective memo. Last Day of Classes Optional Writing due, by 11:59 p.m., in Blackboard: Optional Revision II. |
| Finals week: May 4-10 | Tuesday 5/7 Thursday, 5/9 | 1311 online class has final due at 5:00 p.m., Tuesday, 5/7 Discussion of peers’ portfolios are due Thursday, 5/9, 5:00. |

**Final Exam Schedule:** 1311 online class has final due at 5:00 p.m., Tuesday, 5/7. Reflective Memo and final portfolio link are due in Blackboard at 5:00 p.m. and will be available for class discussion. Discussion of peers’ portfolios are due Thursday, 5/9, 5:00.

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 Jennifer Atkins-Gordeeva’s Composition I (ENGL 1311) class at 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