Instructor Information

**Name:** Dr. Antonio A. Garcia  
**Office:** CHARTS Bldg. Office 418 (On 4th Floor)  
**Telephone:** 501-500-4163. Please tell me your name and the class you are in before you leave your message.  
**Office hours:** Mondays 9:25a.m.-10:40a.m. in Collaboration Center (CHARTS 305) and Wednesdays in my office 10:50a.m.-12:05 pm. Friday (9:25am-10:50am) in CHARTS 305

**Mailbox location:** CHARTS Bldg. Dept. of Fine Arts and Humanities Office on 4th Floor  
**Email:** agarcia@uaptc.edu (e-mail is the preferred way to reach me)

*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 501-812-2889 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 19** meets in CHARTS Tuesdays and Thursdays from 10:50 am-12:05 pm

**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

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

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 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
Regular class attendance is vital to academic success, and attendance in the 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. If you arrive 15 or more minutes late to class, you will be considered absent. Leaving class early will also result in an absence (unless, in the case of emergency, cleared through me before class). Absences are not excused or unexcused so use your absences wisely.

Attendance will be taken daily and absences will also severely affect your class participation grade. If you are absent, you are still responsible for all instruction that you missed from your absence. This includes missed instructions for assignments. All students will be held to the same standards regarding work, even in the event of absences.

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, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

I expect you to know how to be a good student prior to coming into this class. You are expected to be respectful of others in your classroom behavior. This includes, but is not limited to, the following:

1. Turn off all cell phones/pagers. In case of emergency, please see the instructor before class for arrangements to keep your cell phone on a vibrating setting.

2. Do not bring visitors, especially children, to class unless you have prior authorization from instructor. I will not censor class discussion because of children present.

3. Try not talk while someone else is talking, especially the instructor. To facilitate classroom discussion, please be respectful during conversations.

4. Do not disturb other students by carrying on private conversations, or adversely affect the learning environment in any other way. If you disturb the learning environment, you will be asked to leave and will, therefore, and be counted absent for the day. I reserve the right to define what constitutes “disturbing behavior.”
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

Responses: 50 points
Essay I: 100 points
Essay II: 100 points
Essay III: 100 points
Essay IV: 100 points
Essay Drafts (4)/25 points each: 100 points
Class Attendance/Participation 100 points
Total Class: 650 points possible

* 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.

/ 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.

Do not cheat or plagiarize. If you are caught cheating or plagiarizing, you will be penalized. Any plagiarized paper will receive a zero. Any evidence of cheating on exams will be handled in the same manner; students will receive a zero. 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.
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**

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<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tr>
<td>1</td>
<td>Thursday, Jan.10 Introduction to the class, syllabus</td>
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| 2    | Tuesday, Jan.15-Man of La Mancha (Xerox copy): Discussion  
Thursday, Jan.17-Response due (10 points) |
| 3    | Tuesday, Jan.22-Chapters 1 & 2: Discussion  
Thursday, Jan.24- Chapters 1 & 2: Discussion |
| 4    | Tuesday, Jan.29-Chapters 3 & 4: Discussion.  
Thursday, Jan.31-Reading Response (10 points) “Should Everybody Write?” |
| 5    | Tuesday, Feb.5-Chapter 12: Narrative Writing: Discussion.  
Thursday, Feb.7-Reading Response (10 points) “The Look” |
| 6    | Tuesday, Feb.12-Narrative Essay Rough Draft  
Thursday, Feb.14- Peer Review Editing Practice |
| 7    | Tuesday, Feb.19-Chapter 15: Review Writing (Movie Review), Discussion, Quiz  
Thursday, Feb.21- Reading Response (10 points) “Ode to Joy (and Sadness, and Anger)” |
| 8    | Tuesday, Feb.26 Review Rough Draft Peer Review Chapter 13: Analytical Writing (Visual Analysis):  
Thursday, Feb.28-Discussion. Reading Response (10 points) “Why is Everyone Focused on Zuckerberg’s Hoodie?” |
| 9    | Tuesday, Mar.5-Analytical Essay Workshop  
Thursday, Mar.7-Peer Review workshop |
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<th>10</th>
<th><strong>Tuesday, Mar.12</strong>-Chapter 19: Starting your Research (Making an Argument)</th>
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<td><strong>Thursday, Mar.14</strong>-Final Paper Proposal Assignment</td>
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<td>11</td>
<td><strong>Tuesday, Mar.26</strong>- Chapter 20: Finding Sources, Library Database Assignment</td>
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<td><strong>Thursday, Mar.28</strong> Chapters 21 &amp; 22: Keeping Track &amp; Evaluating Sources</td>
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<td>12</td>
<td><strong>Tuesday, Apr.2</strong> Chapter 23: Annotated Bibliographies/Annotated Bib Assignment</td>
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<td><strong>Thursday, Apr.4</strong> Chapter 24: Synthesizing Ideas</td>
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<td>13</td>
<td><strong>Tuesday, Apr.9</strong>-Chapter 25: Quoting, Paraphrasing, Summarizing</td>
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<td><strong>Thursday, Apr.11</strong>-Chapter 26: Giving Credit, Avoiding Plagiarism</td>
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<td>14</td>
<td><strong>Tuesday, Apr.16</strong>-Final Paper Conferences (will need completed rough draft of research paper)</td>
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<td><strong>Thursday, Apr.18</strong>- Final Paper Conferences (will need completed rough draft of research paper)</td>
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<td>15</td>
<td><strong>Tuesday, Apr.23</strong>-Final Paper Conferences (will need completed rough draft of research paper)</td>
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<td><strong>Thursday, Apr.25</strong>- Final Paper Conferences (will need completed rough draft of research paper)</td>
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<td>16</td>
<td><strong>Tuesday, Apr.30</strong> Submit Final Research Paper (100 points)</td>
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<td><strong>Thursday, May 2</strong> TBA</td>
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**Final Exam Schedule:** No Final Exam.

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. Antonio A. Garcia’s English 1311 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