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 Mondays and Wednesdays from 9:25 A.M. to 10:40 A.M. at LR-South.

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

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 proof-reading
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**

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.

Essay Submission Policies:
• Any essays submitted late will receive point deductions as follows. If the essay is up to 24 hours late, I will deduct 10 points from the overall grade. I will deduct an additional 10 points from the essay grade for every day the essay is late after the first 24 hours.
• In addition to the print copies of each essay that you will submit in class on the due date, you will also need to submit each essay in Blackboard as a document file in a standard word processing format (.DOC or .DOCX is preferred). If you are using any word processor other than Microsoft Word, then you should consider reformatting to Rich Text Format (.RTF) because there is a chance I might not be able to open your document and thus not be able to give it points. Please be aware that all essays will be submitted to SafeAssign, a plagiarism program, to check for plagiarized passages. I will not score any paper until it has been checked. DO NOT PLAGIARIZE. DO NOT COPY OR PASTE OFF THE INTERNET. This is a serious offense. You WILL be caught if you do this. You WILL be reported to the Dean of Students of the college.
• All essays must meet the minimum length requirement (the requirement can be found on each assignment sheet). If you fail to meet the minimum length requirement, points will be deducted (details will be included on the grading rubric).
• You must follow assignment directions. For each essay, I give you specific topic choices. You must choose from the given topics. You cannot choose your own topic. I will deduct 50% from your essay grade if you fail to follow assignment directions.

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>
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<tbody>
<tr>
<td>In-Class Work/Homework/Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Class Participation/Attendance</td>
<td>20%</td>
</tr>
<tr>
<td>Essays</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.
**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.

**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>Syllabus Discussion/Blackboard/Introductions/In-Class writing assignment&lt;br&gt;&lt;br&gt;<strong>Homework:</strong>&lt;br&gt;• Read the entire syllabus, fill out the <strong>Course Agreement</strong> form (found on the last page of the syllabus), and have the agreement form ready to return to me at the beginning of the next class meeting.&lt;br&gt;• Read pages 79-89 (&quot;Managing the Writing Process&quot;) in your textbook (<em>Everyone’s an Author</em>).</td>
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<tr>
<td>2</td>
<td>Syllabus quiz/Discuss Writing Process&lt;br&gt;&lt;br&gt;<strong>Homework:</strong>&lt;br&gt;• Read pages 159 - 174 (&quot;'Here’s What Happened': Writing a Narrative&quot;) in your textbook.&lt;br&gt;• Read pages 700-701 and 712-715 in your textbook.</td>
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<tr>
<td>3</td>
<td>No class on Monday, January 21 (MLK Day)&lt;br&gt;&lt;br&gt;Grammar discussion (sentence fragments and fused sentences); discuss narrative essay writing; discuss first essay assignment; work on narrative essay.&lt;br&gt;&lt;br&gt;<strong>Homework:</strong> Read pages 690-699 in your textbook.</td>
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<tr>
<td>4</td>
<td>Grammar discussion (comma usage); work on narrative essay</td>
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<tr>
<td>5</td>
<td>Workshops for narrative essay.&lt;br&gt;&lt;br&gt;<strong>Homework:</strong> Read chapters 1 through 8 (pages 1-65) in <em>The Wizard of Oz.</em></td>
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<tr>
<td>Date</td>
<td>Monday Assignment</td>
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<tr>
<td>6 February</td>
<td>M: Finish narrative essay. <em>Your narrative essay is due at the end of the class period today.</em>&lt;br&gt;W: Discuss the first 8 chapters of <em>The Wizard of Oz.</em>&lt;br&gt;&lt;br&gt;<strong>Homework:</strong> Read chapters 9 through 13 (pages 66-120) of <em>The Wizard of Oz.</em></td>
</tr>
<tr>
<td>7 February</td>
<td>M: Discuss chapters 9-13 of <em>The Wizard of Oz.</em>&lt;br&gt;&lt;br&gt;<strong>Homework:</strong></td>
</tr>
<tr>
<td>8 February</td>
<td>M: Work on <em>The Wizard of Oz</em> essay.</td>
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<tr>
<td>10 March 11-15</td>
<td>Work on compare/contrast essay.</td>
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<tr>
<td>11 March 18-22</td>
<td><strong>Spring Break: We will not have class this week.</strong></td>
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<tr>
<td>12 March 25-29</td>
<td>M: Work on compare/contrast essay. <em>Your compare/contrast essay is due by the end of class today.</em>&lt;br&gt;<strong>Homework:</strong> Skim pages 535-590 (&quot;MLA Style&quot;) in your textbook; read pages 116-145 (&quot;This Is Where I Stand: Arguing a Position&quot;), pages 379-418 (&quot;Analyzing and Constructing Arguments: Those You Read, Those You Write&quot;), pages 419-441 (&quot;Strategies for Supporting and Argument&quot;), and pages 445-511 (this section deals with various information on conducting research), pages 512-526</td>
</tr>
<tr>
<td>Date</td>
<td>Activities</td>
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<tr>
<td>13 April</td>
<td><strong>M:</strong> Library day</td>
</tr>
<tr>
<td></td>
<td><strong>W:</strong> Work on argument essay and annotated bibliography.</td>
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<tr>
<td>14 April</td>
<td>Work on argument essay and annotated bibliography.</td>
</tr>
<tr>
<td>15 April</td>
<td><strong>M:</strong> Work day for annotated bibliography. <strong>Your annotated bibliography is due by the end of class today.</strong> <strong>W:</strong> Work on argument essay.</td>
</tr>
<tr>
<td>16 April</td>
<td>Work on argument essay.</td>
</tr>
<tr>
<td>17 April</td>
<td>Workshops for argument essays.</td>
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<tr>
<td>Final Exam Week</td>
<td><strong>Your argument essay is due by 12 P.M. (noon) on Monday, May 6.</strong></td>
</tr>
</tbody>
</table>

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 English Composition I 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.

Spring 2019

Semester

Date

Print name

Signature

@uaptc.edu

UA-PTC Email address

Telephone