Instructor Information

Instructor: Ms. Amber Appleby
Office: Adjunct offices
Hours: By appointment
Email: aappleby@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 Monday and Wednesdays from 6 p.m. – 8:15 p.m. at the NLR campus in CHARTS, Room 405.

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**

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 30 or more minutes late to class, you may be considered absent. Leaving class early may also result in an absence (unless, in the case of emergency, cleared through me before class). You will receive a grade in the course for participation, and arriving late, leaving early, and/or missing class will have a negative impact on that grade. Absences are not excused or unexcused, so use your absences wisely. Attendance will be taken daily.

**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.

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 during discussions and lectures
- use of ANY electronic devices when not instructed
- disrespect to the professor or other students
- rudeness to the professor or other students
- sleeping
- inattentiveness to subject at hand
- excessive talking
- interrupting the instructor and/or other students
- talking loudly
- working on things unrelated to the course

My general policy is: be considerate of others in the classroom. If you wouldn’t like someone else doing it, don’t do it. **I am the final judge and jury of whether or not something is appropriate in the classroom.**

**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>Attendance/participation</td>
<td>20%</td>
</tr>
<tr>
<td>Final Essay</td>
<td>50%</td>
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</tbody>
</table>

**In-class work/homework/quizzes**
This grade comes from a combination of in-class worksheets, journal entries, in-class quizzes, and any homework assigned. These will be spread out over the semester. Journal entries are to be one page (21 lines), typed responses to journal prompts given in class. There is no makeup work for this grade. If you are not in class when the quizzes, homework, or in-class work is done, you will not receive a grade for that assignment. Journal entries can be turned in via email if you are absent the day they are due (see schedule for due dates) but they cannot be late or you will receive no credit.

**Attendance/participation**
This grade comes from your participation and attendance in class. If you show up with your work done and participate in class discussions and activities, you will receive credit. This grade also includes your essay prewrites and peer reviews. Again, if you show up prepared and participate in a respectful, studious manner, you will receive credit.

**Submission Policies**
- Journals are to be typed, printed out and turned in during the specified class period (see schedule below for due dates). If you are not going to be there for the class period when the journal entry is due, I will accept email submissions. If you are not in class the day we discuss the journal prompt, email me and I will explain the prompt. All videos will be posted to Blackboard. I will not accept late journal entries unless there is an emergency situation.
- In-class work and quizzes will be submitted during class either on notebook paper or on worksheets provided by the instructor. If you are absent on the day there is a quiz or in-class assignment, you will not receive points. I will not accept late quizzes or in-class work.
- The final essay will be given in class on the day of the final.

* 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.
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](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>Date</th>
<th>In-class:</th>
<th>Due:</th>
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<tbody>
<tr>
<td>Week 1:</td>
<td>Syllabus and candy day</td>
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<tr>
<td>1/9</td>
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<tr>
<td>Week 2:</td>
<td>Get to know you quiz</td>
<td>Read pages 687 – 737 in textbook</td>
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<tr>
<td>1/14</td>
<td>Writing Sample</td>
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<tr>
<td>1/16</td>
<td>Grammar review-the biggies</td>
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<tr>
<td></td>
<td>Homework on grammar</td>
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<tr>
<td>Week 3:</td>
<td><strong>MLK Day; campus closed</strong></td>
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<tr>
<td>1/21</td>
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<tr>
<td>1/23</td>
<td>Grammar review- the lesser of the evils</td>
<td>Homework on the biggies due</td>
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<td></td>
<td>Homework on the lesser of the evils</td>
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<tr>
<td>Week 4:</td>
<td>Thesis statements</td>
<td>Homework on the lesser of the evils due</td>
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<tr>
<td>1/28</td>
<td>Homework on thesis statements</td>
<td></td>
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<tr>
<td>1/30</td>
<td>Narrative unit</td>
<td>Homework on thesis statements due</td>
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<tr>
<td></td>
<td>What is good storytelling?</td>
<td>Read Chp. 12 in textbook</td>
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<td></td>
<td>Sensory details, point of view</td>
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<tr>
<td>Week 5:</td>
<td>Peer review of ENGL 1311 essay</td>
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<tr>
<td>2/4</td>
<td></td>
<td></td>
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<tr>
<td>2/6</td>
<td>Peer review of ENGL 1311 essay</td>
<td></td>
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<tr>
<td>Week 6:</td>
<td>Analysis unit</td>
<td>Read Chp. 13 in textbook</td>
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<tr>
<td>2/11</td>
<td>How analysis works and what we use it for</td>
<td>What makes good support</td>
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<td></td>
<td>Discuss story from 1311 and good support for different types of analysis of the story</td>
<td>Read short story handed out in previous 1311 class</td>
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<tr>
<td>2/13</td>
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<tr>
<td>Week 7:</td>
<td>Journaling and more discussion of analysis</td>
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<tr>
<td>2/18</td>
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<tr>
<td>2/20</td>
<td>Peer review of ENGL 1311 essay</td>
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<tr>
<td>Week 8:</td>
<td>Peer review of ENGL 1311 essay</td>
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<tr>
<td>2/25</td>
<td>Compare/Contrast unit</td>
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<tr>
<td>2/27</td>
<td>Compare/contrast exercise and discussion</td>
<td></td>
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</tbody>
</table>
| Week 9: 3/4 | Discuss readings from ENGL 1311  
Compare/contrast topics based on readings  
Journaling | Read short story handed out in previous 1311 class |
| Week 10: 3/11 | Midterm |
| 3/13 | No Class  
Enjoy Spring Break! |
| Week 11: 3/18 & 3/13 | SPRING BREAK |
| Week 12: 3/25 | Peer review for ENGL 1311 essays |
| 3/27 | Peer review for ENGL 1311 essays |
| Week 13: 4/1 | Research unit begins  
What is research? | Read Chp. 19 in textbook |
| 4/3 | Sources | Read Chp. 22 in textbook |
| Week 14: 4/8 | MLA Style | Read pages 535 – 573 in textbook |
| 4/10 | Research day for ENGL 1311 essay |
| Week 15: 4/15 | Review of MLA Style  
Journaling |
| 4/17 | Writing day for ENGL 1311 essay |
| Week 16: 4/22 & 4/24 | Peer review for ENGL 1311 essay |
| Week 17: 4/29 & 5/1 | Peer review for ENGL 1311 essay |

**Final Exam Schedule:** Wednesday, May 8 from 6:30 p.m. to 8:30 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 Ms. Amber Appleby’s ENGL 0111 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