Instructor Information

Instructor: Anissa Raiford-Ford  
Office: Adjunct Faculty Office South Campus  
Mailbox: South Campus  
Hours: T,TR 11:30-1:30 PM  
Phone: 501-812-2338  
Email: araifordford@uaptc.edu (always email if you have a question)

*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

English 1311 34S M, W 6:00 – 7:15PM;

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

2 pocket folder. You’ll need a two pocket folder that will hold your writing work. The folder must be submitted at the end of the course.

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](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 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

Attendance is required to pass the course. People who don't attend don't pass. Understand that your presence makes a good classroom experience and when you're not here you've missed belonging to something great. Strong attendance positively impacts grades.

Conversely, poor attendance, tardiness, inability to participate thoughtfully in discussions, coursework submitted late, cell phone use during class time, sleeping, yawning, exiting the classroom before dismissal, etc. negatively impacts grades.

There are no “excused” absences. An absence is an absence. A student is marked “excused/” when that student is in a class with a poor attitude and/or disruptive behaviors/remarks that detract from learning and the quality of the session.

If you are aware that you cannot attend the entire class period, please make adjustments with your advisor. Your professor is not responsible for time you’ve missed in class.

If you miss class or you are late for class, do not announce to the entire class that you don’t know what’s going on or that you have no idea what we’re doing. That’s the same as announcing that you are careless person who isn’t seriously interested in graduating from college. Make plans with a classmate to catch up when you’ve missed class. Try listening attentively in class to pick up on what you’ve missed because each class period begins with a review of what we did in the previous session. You’re smart and you’ll figure it out if you just listen to that review when you arrive.

Also, if you miss class and miss a quiz or an in class writing assignment, please do not ask if you can “make it up”. There is no such thing. It’s a 0. Classwork, tests, and quizzes total 20% of your grade.

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.

Testy, rude, threatening, hostile emails are ignored and forwarded to the appropriate leadership faculty and staff.
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

Your Comp I class has four large writing assignments:

**Essay One:** Fiction Critical Analysis  20%
**Essay Two:** Non Fiction Critical Analysis  20%
**Essay Three:** Comparison/Contrast  20%
**Essay Four:** Final Exam The Argumentative/Research Essay (includes annotated bibliography)  20%

**Quizzes, Exams, Homework, in class writing assignments:**  20%

*Exams dates are set. However, quizzes are random.
Whenever we’ve practiced a new mechanical skill, expect
That a quiz will soon follow.
There is no such thing as make up quizzes or exams.
Please don’t ask. This section is a measure
Of your ability to be in class. Every assignment is meant to
Strengthen your writing skills and prepare you for the final.

Your final exam must be uploaded to Blackboard in this section of the course.

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.

Blatantly plagiarized essays fail. A plagiarized final essay (the research/argument essay) will earn an F for Comp 1311. Your writing DNA is established early in the semester. Be brave and
submit your own ideas. Whatever help you need to organize and articulate your ideas is here and waiting for you. That goes out of the window when you cheat.

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

| 1 | Wednesday January 9th  
   Course introduction, syllabus, contract  
   MLA introduction |
|---|---|
| 2 | Monday January 14th  
   MLA Format  
   Rules for writing in MLA Format.  
   Formatting documents on Microsoft Word.  
   Uploading to Blackboard  
   Sending documents via email.  
   Writing rules for academia: Topic sentences versus thesis sentences  
   Pp1145 (read page 46)  
   Pp 1144 (read pp 47, 142,385) |
| 3 | Wednesday January 16th  
   MLA: The Works Cited Page  
   In text citations  
   Focus: topics and main ideas |
| 4 | Wednesday January 23  
   “The Love of My Life” reading.  
   Make every effort to attend class today. If you miss it, you will miss what’s necessary to write an A+ first essay.  
   Read, study, discuss: Logical Fallacies/Faulty reasoning text book pp 400-402 |
| 5 | Monday January 28th  
   “The Love of My Life” continued. . .  
   Focus: |
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<tr>
<th>Date</th>
<th>Activity</th>
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<tr>
<td>Wednesday January 30th</td>
<td>First Exam: MLA Rules Prepare rough draft for essay one. How do I write my essay? Draft an outline:</td>
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<td>I. Intro paragraph. Topic, thesis.</td>
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<td>II. Topic, main idea, supporting examples, details from the text.</td>
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<td>III. Repeat II</td>
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<td>IV. Repeat II and III</td>
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<td></td>
<td>V. Conclusion</td>
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<td>Monday February 4th</td>
<td>Type your first draft on Jeremy and China. Step One: Create a clear, logical argument. Step Two: Support your argument with passages from the text. Step Three: Cite properly</td>
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<td>Date</td>
<td>Activities</td>
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<td><strong>Monday February 11th</strong></td>
<td>Have gun rights advocates and the gun lobby replaced their faith in God with weapons/lethal force? Browse topics and prepare for essay two.</td>
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<tr>
<td><strong>Monday February 18th</strong></td>
<td>It's a federal holiday but we are in class. Microaggressions: <a href="https://www.youtube.com/watch?v=hDd3bzA7450">https://www.youtube.com/watch?v=hDd3bzA7450</a> Microaggressions in the classroom/macroassaults: <a href="https://www.youtube.com/watch?v=ZahtlxW2CIQ">https://www.youtube.com/watch?v=ZahtlxW2CIQ</a> Focus: Grammar, mechanics, homophones</td>
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| Wednesday February 20th | focus: comprehension  
“The Logic of Stupid Poor People” pp 1011-16 questions 1-4.  
“Why Colleges Shower Their Students with A’s” pp 1065-68 questions 1-4  
Focus: comprehension |
| Monday February 25th | Essay Two:  
Choose any of the topics we’ve discussed throughout section two (God, Guns, and Children).  
Write a paper about it.  
Use sources, in text citations, MLA Format, and formulate unique thesis sentences.  
Prepare your outline.  
Submit your outline. |
| Wednesday February 27th | Strategies for Supporting an Argument: The centrality of argument: pp 373  
Open book exam |
| Monday March 4th | Essay Two due.  
Peer Review.  
Writing review: Mechanics: HOTSHOTMAMACAT, FANBOYS  
Library Database as a source |
Two short stories: “The Cask of Amontillado” |
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<th>Date</th>
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<tr>
<td>Monday March 11th</td>
<td>&quot;The Crack Cocaine Diet&quot;</td>
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<td>Get in groups. Ask questions. Create a thesis that sets up your basis for comparing and contrasting the two short revenge stories.</td>
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<td>Wednesday March 13th</td>
<td>Essay Three outline/draft</td>
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<td>March 17 – 24</td>
<td>Spring Break</td>
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<td>March 25th</td>
<td>Final Exam Prep.</td>
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<td>This section of the course is highly independent. You may work at your own pace if your previous essays and exams demonstrate that you clearly understand MLA Format and academic writing.</td>
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<td>Use the schedule on page 453 to help you get organized.</td>
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<td>Because this section is highly independent, and you are given 100% academic freedom here, the tolerance for Plagiarism is 0%.</td>
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<td>Plagiarism, one sentence, one paragraph, fails the 1311 section of the course. You get one rough draft and revision opportunity.</td>
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<td>The final examination is an argumentative research essay. You will choose a topic, make an argument, incorporate the rhetorical skills you've learned as well as the research skills that we'll study in the final section.</td>
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<td>In the end, you'll have a 750 word minimum essay that merges three academic sources (one book, two academic papers/essays/articles) with your unique thesis.</td>
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<td>STAGE ONE: Research. Pp 445</td>
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<td>Finding Sources: pp 455</td>
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<td>Evaluating Sources: pp 491</td>
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<td>March 27th</td>
<td>Evaluating sources cont'd. .......</td>
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<td></td>
<td>The Annotated Bibliography textbook pp 502</td>
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<td>Haley Lancaster: <a href="https://www.youtube.com/watch?v=W9LWFRQgaHk">https://www.youtube.com/watch?v=W9LWFRQgaHk</a></td>
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<td>Date</td>
<td>Assignment Details</td>
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<td>April 1st</td>
<td>Using the library database, find one article related to your essay's topic. Summarize and Analyze the article. Explain the positions of the author and explain where you agree and disagree with the author’s ideas.</td>
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<td>April 3rd</td>
<td>Go to the library. Get a book on your topic. Detail which section(s) of the book relates to your research. Summarize and Analyze the text. Explain the positions of the author and explain where you agree and disagree with the author’s ideas.</td>
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<tr>
<td>Monday April 8th</td>
<td><strong>Source Three:</strong> Using the library database, find your third article related to your essay’s topic. Summarize and Analyze the article. Explain the positions of the author and explain where you agree and disagree with the author's ideas.</td>
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<tr>
<td>Wednesday April 10th</td>
<td>In text Citations. Submit each textual citation you plan to use from your first source.</td>
</tr>
<tr>
<td>Monday April 15th</td>
<td>Submit textual citations for sources two and three.</td>
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Annotated Bibliography (again)
The Annotated Bibliography textbook pp 502
Haley Lancaster: [https://www.youtube.com/watch?v=W9LWFRQgaHk](https://www.youtube.com/watch?v=W9LWFRQgaHk)
Pp 502 text

**April 17th**
Outline your essay.
Argument
And supporting details

**April 22**
Research Essay checklist:
Works Cited page

**April 24-May 1st.**
Essays due. Email your first draft on April 24.
Take the revision suggestions, use the tutor lab to help you.
Upload your final document to Blackboard in the 1311 section of the course Marked FINAL ESSAY.

If you don’t upload it there, instructor reserves the right to assign a 0% for the final exam and final section of the course.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary. The class reserves to right to amend the schedule and content; in most cases however, the majority rules 😊
**Final Exam Schedule:** All work must be completed and submitted before the date of the final exam. Do not submit two or three essays at the end of the semester. Only one will be graded, the other will fail. Your final exam is the day all of your work should be submitted, your research essay must be submitted (the final draft). Ideally, you should know your grade for the course on the date of the final.

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 Anissa Raiford-Ford’s class at Pulaski Technical College, and I understand its content. I solemnly swear that I am able to attend the course for the sections that I am required to attend and that I have no prior obligations that will interfere with my ability to attend the class consistently. I will make every effort to get to know my classmates and work as a team for my benefit and the benefit of others. 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

Yes, I will text you in the event we get to the end of the semester and you haven’t uploaded your final essay. I am only checking to see if your missing exam is an oversight. It helps to know whether you forgot, had a tech issue, or if you’ve given up being a college student for the spring semester. When your essay is late, you delay an entire class from getting their grades ahead of deadline. Don’t be that person.