Instructor Information

Instructor: Jasmine Williams
Office: Administration building, Main Campus
Mailbox: Administration building, Main Campus
Hours: By appointment on campus, After 6:30 PM Online
Phone: 501.812.2737
Email: jcwilliams@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.

The best way to contact me is via Blackboard messages in this course. I have an office on the main North Little Rock Campus. I am located in Building A for Administration. I am available to meet M-F from 11 – 1 PM by appointment only. If you would like to schedule a virtual meeting after 6:00 PM, please message me to set up a Blackboard Collaborate session.

I am available on my direct office line (501.812.2737) Monday - Friday from 8:30 - 4:30 PM. Please message me in this course shell for questions outside of these hours.

Course Information

This course will be delivered online via a Blackboard course shell.

Catalog Description
3 Credit Hours (3 hours lecture per week)

This course offers further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking.

PREREQUISITE: Completion of English 1311 (or an equivalent course) with a grade of “C” or better, and one of the following requirements:

- A score of 19 or above on the Reading section of the ACT
- A score of 78 or above on the ACCUPLACER Reading Comprehension Placement test
- A score of 83 or above on the COMPASS Reading Placement
- Completion of READ 0300 (Foundations of Literacy) with a grade of “C” or better

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](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 1023

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 II continues English Composition I’s focus. In English Composition II, 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 assignments, including 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](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

This is an online class. You will be require to submit work regularly to count towards attendance. Each week, you will need to log into the course and submit an artifact for attendance purposes.

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.

**Public Nature of the classroom policy**

Please consider all writing for this class to be "public."

Part of becoming an effective writer is learning to appreciate the ideas and feedback of others; in this course, our purpose is to come together as a writing community. Remember that all students will be expected to share writing with others. Avoid writing about topics that you wish to keep private or that you feel so strongly about that you are unwilling to listen to the perspectives of others. Additionally, the feedback that is provided is intended to help improve your writing; be open to the suggestions about your writing.

**Grading Policy**

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69%</td>
</tr>
<tr>
<td>F</td>
<td>0 to 59%</td>
</tr>
</tbody>
</table>

Your final grade will be composed of the following:

<table>
<thead>
<tr>
<th>Project</th>
<th>Points Allotted</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions / Participation</td>
<td>150</td>
<td>20%</td>
</tr>
<tr>
<td>Journals</td>
<td>100</td>
<td>12%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50</td>
<td>7%</td>
</tr>
<tr>
<td>Instructor Conference</td>
<td>25</td>
<td>3%</td>
</tr>
<tr>
<td>Scholarship Essay</td>
<td>100</td>
<td>12%</td>
</tr>
<tr>
<td>Visual Analysis</td>
<td>100</td>
<td>12%</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>75</td>
<td>10%</td>
</tr>
<tr>
<td>Research Essay</td>
<td>100</td>
<td>12%</td>
</tr>
<tr>
<td>Final Reflection</td>
<td>100</td>
<td>12%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>800</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*All percentages are approximate.

* 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.

**Writing Projects**

This semester you will complete a total of five writing projects. Each writing project will consist of a variety of support materials to read and complete as you navigate toward your final paper. On second draft weeks, drafts will be submitted via a dropbox in Blackboard as well as in the peer revision area to allow feedback from your classmates.

All writing assignments must be typed. You will need to submit each writing assignment as a document file in electronic format (.DOC or .DOCX is preferred). Please be aware that all writing assignments will be submitted to SafeAssign, a plagiarism program, to check for plagiarized passages. All drafts will be submitted in the appropriate Blackboard assignment drop box by 11:59 PM on the due date.

**Discussions**

Each week, you will participate in a discussion on the course material. Topics will stem from a combination of the readings, the writing projects, peer revision and current events. Discussion questions will open each week. You will need to post your initial response by Wednesdays at 11:59 PM. You will need to respond to at least two of your classmates’ (try to find someone’s without any comments) by Fridays at 11:59 PM. On Peer Revision weeks, you will only use the discussion board to participate. Failure to participate in the weekly discussion will count against your grade and attendance.

**Process Journals**

Writing is a learning experience—a journey. It is important that you record your experiences as you travel this road. For this reason, you will be responsible for keeping a process journal throughout the semester. Each writing project will consist of planning journals and reflection journals. Planning journal entries due dates will vary based on the writing project. Reflection journal entries will be due the day after the final project due date by 11:59pm. These are essential to your final reflection piece for the course.

**Feedback**

I will not pre-grade your assignments, but I am happy to address any specific questions or concerns that you have before you submit your work for a grade. Please note that corrections or comments I may make about your paper prior to official submission for grading does not necessarily guarantee a successful final grade on the assignment.

You will need to schedule at least one instructor conferences for the semester. Conferences can take place online, using Blackboard Collaborate, by phone, or in person, on campus. I will send
out an appointment schedule when this time arrives. Of course, you can set up a conference at
any time throughout the semester. See my contact information for specifics.

Late Work

Late work will drop one letter grade for every 24 hours that it is late (not every class period; this
includes weekend). After the third date late, you will not receive credit for the assignment.
Understand that submitting a draft late will result in delayed or no feedback from your peers.

Bonus Opportunities

There will be limited bonus opportunities. Those opportunities will likely involved revising a
previous written paper. Bonus assignments will not be accepted late.

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.

I can and will check for plagiarism. Please do not plagiarize and risk your academic career. If you are struggling with an assignment, please talk to me. I am here to help.

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.

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>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions / Participation</td>
<td>Wednesdays &amp; Fridays by 11:59 PM</td>
</tr>
<tr>
<td>Journals</td>
<td>Fridays by 11:59 PM</td>
</tr>
<tr>
<td>Quizzes</td>
<td>As posted</td>
</tr>
<tr>
<td>Instructor Conferences</td>
<td>Pre midterm, post midterm</td>
</tr>
<tr>
<td>Scholarship Essay</td>
<td>February 8</td>
</tr>
<tr>
<td>Visual Analysis</td>
<td>March 1</td>
</tr>
<tr>
<td>Annotated Bibliography</td>
<td>March 29</td>
</tr>
<tr>
<td>Research Essay</td>
<td>April 19</td>
</tr>
<tr>
<td>Final Reflection</td>
<td>May 6</td>
</tr>
</tbody>
</table>

Final Exam Schedule: May 6

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

Important Dates

MLK’s Birthday (Campus closed)  
January 21

Spring Break  
March 17-24
Commencement (10 AM Verizon Arena) May 11
Classes Begin January 9

**Last Day to Add/Drop/Swap Online or Change to Audit**
16-week term January 10

**Census**
16-week term January 24

**Mid-Term**
Mid Term 16 Week Term March 12

**Last Day to Withdraw**
16-week term April 17

**End of Term**
16-week term May 10

**Finals**
16-week term May 4-10

**Grades Due**
16-week term May 13
Course Agreement Form

Read and complete your online course agree form and syllabus quiz in the Blackboard Shell.