Instructor Information

Instructor: Kathryn Young
Office: I teach only online; I have no office hours
Mailbox: Dept. of Fine Arts and Humanities, CHARTS
Hours: See above. If necessary, I can usually arrange to meet you on campus.
Phone: 812-2338 (emergency only – leave message)
Email: Class e-mail feature (best); KYoung@uaptc.edu

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 class is totally online. You will not have to come to campus for any portion of it. Also, because it is online, it is available to you seven days a week, twenty-four hours a day.

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)

**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 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

The course will continue English Composition I’s focus on voice, tone and style, awareness of audience, and various writing strategies, including peer review, drafting, editing, researching, and incorporating multiple sources. 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 higher-order critical thinking skills (evaluation, analysis, and synthesis), 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

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 attendance and participation in class is essential to your success. In an online course, this means that you log into the course regularly (at least three times a week) and read all announcements, postings, and other course materials. If you do not log in for fourteen (14) consecutive days, you may be dropped administratively from the course. **Additionally, just logging in will no longer count as attendance. You are required to participate during those fourteen days. See PTC’s policy:**

In an online class, eligibility for financial aid is based on student participation. Logging in to the course does not constitute participation. Examples of participation include, but are not limited to, posting to the discussion board, submitting an assignment, or taking an assessment. Students who do not participate will not be able to collect financial aid for an online class. If a student does not follow the participation rules, that student may be administratively dropped.

If something is preventing you from participation (death in the family, serious illness of you or a family member, jury duty, etc.), it is important that you contact me to see if something can be worked out. Email me before you get so far behind that you cannot catch up.

**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.

A week in this class runs from Monday at 12:30 AM through the following Sunday night at 11:30 PM. Please take careful notice of the time requirements for each assignment (this includes date and time of day). Discussion postings will not be accepted past their designated due date. Writing assignments have a late option explained in the late work policy.
Make sure you are familiar with PTC’s attendance policy for online classes. (See previous section above.)

We are an online community. This means that the only way people can know us is by what we write. We will be polite and civil. We will be careful in the wording of our postings. The discussion area is not an area for complaining. If you have a complaint or private concern, use the e-mail feature to contact me.

If you use the outside email feature, make sure you are using your UAPTC email address, not your personal email address.

Do not ask for extra credit. Any extra-credit opportunities will be available to the entire class, not to an individual. You may have extra-credit questions on either or both of the exams.

Grading Policy

Letter grades will be based on the following scale:

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

<table>
<thead>
<tr>
<th>Course requirements</th>
<th>Rough % of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>writing</td>
<td>60%</td>
</tr>
<tr>
<td>tests</td>
<td>20%</td>
</tr>
<tr>
<td>discussions/other</td>
<td>20%</td>
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</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.

Late Work Policy

Smaller assignments (discussion board posts and quizzes, for example) cannot be made up. On any major papers, each student will be given a 48-hour grace period after the due date and time of the assignment. After that grace period passes, the assignment will not be accepted. This
means that each student has 48 hours after the time the exam or essay is due to submit the assignment. For example, if an exam is due at midnight on a Monday, the student has until midnight on Wednesday to submit the assignment.

**Grading Policy**

As your instructor, it is my goal to have your longer assignments graded within two weeks of submission. As soon as all the papers are graded, I will return them so that you can get the feedback you may need for future assignments. It is my plan to have the shorter assignments graded and back to you within a week of submission.

**Discussion Post Submission Policy**

Discussion board posts should be submitted directly to the discussion board rather than attached to the discussion board. In fact, the discussion board area will not allow you to attach a file. If you prefer to type your discussion posts into a document or file so that you can edit and save them, please copy and paste your post directly to the discussion board afterwards rather than attaching it.

**Essay Assignments**

- All writing assignments **must be sent as attachments through the "writing assignments" area**. Do NOT send them through e-mail. Do NOT type them into the submission box. **If you do not submit them correctly, they will not be accepted.**
- Essays must follow MLA format with the following information in the upper left corner of the first page, one item per line: your name; instructor’s name (Kathryn Young); course title (ENGL 1312); and the date. In the upper right corner of each page should be your last name and the page number. Sloppily presented papers will lose points.
- Use Times New Roman and a 12 font, double space throughout the essay, and use standard margins (1 inch).
- Sources should be appropriately documented in MLA style for all papers; be sure to review this through the links provided on the home page and in your handbook.
- All essays **MUST BE** in Microsoft Word or RTF format. If you use Microsoft Word, you may simply send your final draft as an attachment. If you use **ANY OTHER** word processing program, you **must** save your document in Rich Text Format. Somewhere in the “Save” function, you should find the option to “Save As.” Select “Save As” and find the format selection for Rich Text Format (RTF). Remember that if I cannot open the file, it does not count as a submission. I will NOT search online for some way to open an attachment that is not in Word or RTF. Sending your attachments correctly is your responsibility.
• Save your paper with the following name: Your last name, first initial, underscore, name of paper. (Example: YoungK_Essay I over Poetry)

Blackboard Links

• In the upper left-hand corner of the home page, you will see a section called “Course Content Learning Modules.” Click on that link to find the activities for that week.
• The “Writing Assignments” link (also in the course menu area) is where you will find the complete instructions for your papers. You will submit all assignments (except discussion postings) through the Assignments tool.
• The “Files and Links” link is just that – files or links to important class information.
• “Discussions.” Click on this link to enter the discussion board. We will be spending a lot of time together, and much of that time will be devoted to writing your own discussion board entries and reading those of your classmates. For your discussion board journals, I generally expect a full-developed, thoughtful, well-written, and polished paragraph of approximately 250 words (although some may be longer depending on the prompt). Each discussion board journal will contain specific prompts and questions for you to respond to in writing. Discussion board due dates are in the modules. I will read them and grade them. I may not, however, respond personally to each discussion board journal. The discussion board is mainly a forum for you to interact, discuss, and learn with your classmates and peers. Remember that discussion board posts will not be accepted late (see above Late Work Policy).
• The “Course Messages” link is there for your convenience.
• Other sections may be added as necessary. You will see an announcement if this happens.

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.

**Don’t plagiarize.** The grading criteria and the syllabus state the penalties for plagiarism. Please read all the material about plagiarism in the grading criteria to protect yourself from committing it-even unintentional plagiarism can result in a significant grade reduction for an assignment. It is your responsibility to avoid all forms of plagiarism in all of your writing for this course.

Please note this form of plagiarism especially: if you plagiarize by blocking and copying a paper or parts of a text from electronic sources (such as Internet sites) or paper sources (such as other students’ papers) without any form of acknowledgment in any of your writing for this course, then you will automatically receive an "F" for the course. Please review the syllabus and the PTC Handbook.

**Blatant plagiarism will result in an “F” for the course. Plagiarism due to sloppiness or inaccurate use of quotes, paraphrases, and/or citations will result in either a lowered grade for the assignment or a zero depending on how much plagiarism is present.**
All work must be original to this particular class. “Recycling” essays or papers from previous courses (including a previously-taken World Lit class) also constitutes plagiarism for this course.

Your essays and sometimes your discussions will be submitted to a plagiarism service prior to being graded. Be aware that by being in this class, you are agreeing to this submission.

The plagiarism policy applies to any and all written work – including discussion postings.

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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<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>1/9 – 1/13 Complete activities in Week I learning module – Introduction to class</td>
</tr>
<tr>
<td>2</td>
<td>1/14 – 1/20 Complete activities in Week II learning module – Introduction to Poetry</td>
</tr>
<tr>
<td>3</td>
<td>1/21 – 1/27 Complete activities in Week III learning module – Reading Poetry</td>
</tr>
<tr>
<td>4</td>
<td>1/28 – 2/3 Complete activities in Week IV learning module – Writing about Poetry</td>
</tr>
<tr>
<td>5</td>
<td>2/4 – 2/10 Complete activities in Week V learning module – Introduction to Fiction</td>
</tr>
<tr>
<td>6</td>
<td>2/11 – 2/17 Essay I on Poetry due 2/17 at midnight. Complete activities in Week VI learning module – Reading Fiction</td>
</tr>
<tr>
<td>7</td>
<td>2/18 – 2/24 Complete activities in Week VII learning module – Writing about Fiction</td>
</tr>
<tr>
<td>8</td>
<td>2/25 – 3/3 Complete activities in Week VIII learning module – Researching about Fiction</td>
</tr>
<tr>
<td>9</td>
<td>3/4 – 3/10 Complete activities in Week IX learning module – Researching about Fiction II</td>
</tr>
<tr>
<td>10</td>
<td>3/11 - 3/17 Annotated Bibliography due 3/17 by midnight. Complete activities in Week X learning module – Introduction to Drama</td>
</tr>
<tr>
<td>11</td>
<td>3/18 – 3/24 SPRING BREAK</td>
</tr>
<tr>
<td>12</td>
<td>3/25 – 3/31 Complete activities in Week XII learning module – Reading Drama</td>
</tr>
<tr>
<td>13</td>
<td>4/1 – 4/7 Complete activities in Week XIII learning module – Writing about Drama</td>
</tr>
<tr>
<td>Date</td>
<td>Activity Description</td>
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<tr>
<td>4/8 – 4/14</td>
<td>Complete activities in Week XIV learning module</td>
</tr>
<tr>
<td>4/15 – 4/21</td>
<td>Complete activities in Week XV learning module</td>
</tr>
<tr>
<td>4/22 – 4/28</td>
<td>Work on your research paper; get in touch with me if you have final questions.</td>
</tr>
<tr>
<td>4/29 – 5/5</td>
<td>Work on your research paper; get in touch with me if you have final questions.</td>
</tr>
<tr>
<td>4/29 – 5/5</td>
<td><strong>Final Research Paper due 4/30 by midnight</strong></td>
</tr>
</tbody>
</table>

**Final Exam Schedule:** Test available Wednesday and Thursday, May 8 and 9.

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 Kathryn Young’s ENGL 1312 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.

________________________________________
Semester

________________________________________
Date

________________________________________
Print name

________________________________________
Signature

________________________________________
UA-PTC Email address

________________________________________
Telephone