

Composition I

ENGL-1113

Section Course Template 05/22/2018 to 05/22/2020 Modified 10/28/2019

Meeting Times

Contact Information

Catalog Description

A study of the composition of clear and effective prose, supported through critical thinking and logic and expressed through the accepted conventions of grammar, usage, and diction; standard essay patterns; the techniques of using the library in preparation of documented papers; and the interrelationship between reading and writing skills. [ACTS Course ENGL 1013]

Requisites

Prerequisite: Refer to the SAU Tech Placement Plan.

Program Goals & Outcomes

Program Goals

1. The program will provide students the opportunity to expand knowledge of morality and ethics.
2. The program will provide students the opportunity to develop skills to communicate effectively.
3. The program will provide an opportunity for students to become knowledgeable and proficient in the use of information technology.
4. The program will provide opportunities for students to acquire the necessary skills to think critically.
5. The program will provide the opportunity for students to develop mathematical skills.

Program Learning Outcomes (PLOs)

1. Applied Ethics - The applied ethics competency involves two major components: (1) understanding principles of normative and non-normative ethical theories and (2) applying these principles in decision-making activities including case studies and contemporary social issues. Moral character is explored in all its dimensions: virtues and vices, commitments and attitudes, personal relationships, and community involvement, in addition to right and wrong conduct.
 - a. Define the nature and scope of morality and ethics.
 - b. Examine the historical perspective on the development of morality and ethics.
 - c. Compare and contrast different theories of ethics.
 - d. Apply critical thinking skills in analyzing ethical systems and issues.
 - e. Evaluate contemporary issues using a variety of ethical perspectives.
 - f. Examine, through personal reflection, one's own response to ethical issues.
 - g. Demonstrate competency in cultural, social and civic awareness.
2. Communication - The communication competency will enhance students' written and oral communication skills. Students will examine and show competency through the use of different types of communication appropriate in professional and academic

settings. Students will assess what communication is appropriate for certain audiences and ethical issues that arise from communicating with others. Students will be able to effectively communicate through oral and written communication methods.

- a. Writing - The development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images.

Written communication abilities develop through iterative experiences across the curriculum.

- i. Demonstrate communication methods that are appropriate for different occasions, audiences, and purposes.
- ii. Apply the conventions of standard written English with proficiency.
- iii. Assemble scholarly information from electronic and non-electronic sources, including the library, for use in academic research projects.
- iv. Analyze information gathered from various sources.
- v. Demonstrate ethical use of information in academic writing and research assignments.
- vi. Compose written assignments using the specified style of documentation.

- b. Oral Communication - Prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

- i. Apply oral communication skills to achieve a variety of purposes (to inform, to persuade, to present speeches).
- ii. Demonstrate competency in the use of technology and visual aids in presentations.
- iii. Demonstrate competency in verbal and non-verbal aspects of delivery.
- iv. Exhibit ethical use of credible information in oral presentations.
- v. Employ a variety of strategies to organize and present information in order to adapt the message to a specific audience and occasion, and to achieve a desired purpose.
- vi. Apply active listening skills.

- c. Interpersonal Communication - The process by which people exchange information, feelings, and meaning through verbal and non-verbal messages: it is face-to-face communication. Interpersonal communication is not just about what is actually said - the language used - but how it is said and the non-verbal, facial expressions, gestures and body language.

- i. Apply the principles of effective interpersonal communication.
- ii. Demonstrate competency in the use of technology and visual aids in presentations.
- iii. Examine the influence of gender, culture, perception, behavior, and values on interpersonal communications.
- iv. Compare and contrast supportive and defensive communication methods.
- v. Employ a variety of strategies to organize and present information in order to adapt the message to a specific audience and occasion, and to achieve a desired purpose.

3. Information Technology - Information technology competency is defined as the level of computer, electronics, and telecommunications literacy necessary to understand the purpose of information technology. Students will discover how information technology assists individuals and organizations to work more efficiently, and how information technology influences society. In addition to learning the technical fundamentals of computer use, students will build a skill and knowledge base in researching information, making appropriate ethical choices about the use of informational technology, and using technology to advance societal goals.

- a. Describe the basics of information technology, from hardware and software to future devices, social web, and trends in the digital age.
- b. Analyze ethical issues involving information technology.
- c. Demonstrate the use of information technology as a problem solving and productivity tool.
- d. Utilize the library and computer resources to locate reliable and relevant information for ethical use in research projects.

4. Critical Thinking - Critical thinking competency is defined as a set of skills and strategies for making reasonable decisions about what we do and believe. These skills and strategies include understanding the use of thought and language, recognizing the most common logical fallacies, and using the essential skills of deductive and inductive argument analysis and evaluation. Students must demonstrate practical applications of critical thinking in academic disciplines.

- a. Define the concepts of critical thinking, logic, and argument.
- b. Assess the function of clarity in arguments.
- c. Compare and contrast the purposes of language in persuasive statements.
- d. Evaluate different types of inductive and deductive arguments.
- e. Distinguish fallacies from good arguments.
- f. Apply critical reasoning concepts in order to evaluate issues of contemporary importance.

5. Mathematical Reasoning - Mathematical competency enables students to efficiently process data and to learn new material in fields inside and outside of mathematics. Students will develop a knowledge base that allows logical reasoning and valid problem-solving techniques that can be applied in the student's personal and professional careers.

- a. Demonstrate knowledge of mathematical concepts, including algebraic concepts.

- b. Demonstrate reasoning skills to analyze situations and draw valid conclusions.
- c. Analyze mathematical data.
- d. Identify mathematical connections to other disciplines.

Course Learning Outcomes (CLOs)

Upon successful completion of this course, at 70% or better, students will be able to:

CLO 1. Demonstrate critical thinking through analysis of various readings by examination, comprehension, and reflection. (GEC 2a1, 2a2, 2a3, 2a4, 2a5, 2a6)

CLO 2. Demonstrate standard English conventions, common formatting, and citation practices through various writing assignments. (GEC 2a1, 2a2, 2a3, 2a4, 2a5, 2a6)

CLO 3. Demonstrate research skills through finding evidence, supporting analysis, and synthesizing ideas. (GEC 2a3, 2a4, 2a5, 2a6, 3d)

Materials

Evaluation

Criteria

Breakdown

Course Policies

Institutional Policies

College Mission

Southern Arkansas University Tech is a comprehensive community college that meets the educational, training, and cultural needs of the communities it serves.

College Vision

Southern Arkansas University Tech will be the preferred choice for quality education and training in the communities it serves.

SOUTHERN ARKANSAS UNIVERSITY TECH VALUES:

Students—supporting a diverse group of scholars that demonstrate success in educational pursuits.

Academics—delivering exceptional educational programs that prepare students for careers or further education.

Unity—working together with each other, our students, and our stakeholders to achieve the goals of SAU Tech.

Trust—acknowledging the trust and confidence placed in us by the communities we serve.

Respect—fostering an atmosphere of acceptance and understanding of each individual.

Openness—demonstrating transparency in all that we do as a college and as a part of our community.

Communication—appreciating shared dialogue between the college and all of our stakeholders.

Knowledge—commending the knowledge we gain from each other and the knowledge delivered within our various academic programs.

Excellence—encouraging individual and group achievement in all of our endeavors as a learning community.

Teamwork—collaborating with all sectors of the college to achieve our mission.

Service—promoting an environment of active involvement within the college and the community.

Assessment at Southern Arkansas University Tech

Assessment Philosophy

Southern Arkansas University Tech has developed a program to assess the learning outcomes of its students to assure that the College is achieving its mission. The Assessment Program is designed to measure the level of skills and competencies gained by students at the program level and within the General Education curriculum for all Associate Degree students. Assessment activities are performed in a number of ways including placement exams prior to enrollment, program level goals and objectives, and classroom assessment techniques. Faculty identify desired student learning outcomes on the program and classroom level and then assesses through various methodologies how well those outcomes have been achieved. The college uses the data obtained from assessment measures to improve student academic achievement and the instructional methodologies delivered by the institution.

General Education Assessment

Southern Arkansas University Tech recognizes its role in preparing its associate degree graduates to function as competent and skilled workers; to achieve any continuing academic goals; and to live as life-long learners and thinkers. Consequently, general education at SAU Tech is designed to assist students in understanding the connection between their course work, their social and vocational responsibilities, and their rewards as citizens of a free nation.

The General Education Competencies (GECs) assessed in this course are listed next to the applicable course learning outcomes (CLOs) above. A list of SAU Tech's GECs can be accessed here [GECs \(http://www.sautech.edu/docs/academics/SAUTGECS.pdf\)](http://www.sautech.edu/docs/academics/SAUTGECS.pdf).

Textbook Policy

Not having a textbook will not be accepted as a legitimate reason for beginning your class work late and/or missing course deadlines unless the SAU Tech Bookstore does not have your requested textbook in inventory at the time you register. If you elect to purchase your textbook(s) from other textbook vendors, you do so at the risk of receiving the wrong textbook and/or experiencing a delay in receiving your textbook of neither which will be an acceptable reasons for beginning classwork late and/or missing course deadlines. **It is highly recommended that you obtain your textbook from SAU Tech's Bookstore.** Please contact the SAU Tech Bookstore at 870.574.4510 to obtain your rented textbook(s). **The cost for your textbook(s) is included in your tuition/fee statement (for most courses).** For more information on the new Textbook Rental Program, visit the SAU Tech web site.

Attendance Policy

Federal Title IV policy requires students to attend class or make contact with their instructor at least once within a 14-day calendar period. When a student has missed several classes (or one class for a one day a week class) or has failed to make contact or complete a course activity for online courses in a seven-day period, the instructor will submit an Early Alert via CampusConnect. The student will be contacted by the Student Success, Retention & Placement Coordinator through student email and regular mail and warned that they must attend class or contact their instructor within 14 calendar days of their last date of attendance/contact or they will be dropped on the 14th day. If the student returns to class or makes contact prior to the 14th day, they may remain enrolled. Exceptions regarding continued enrollment may be made at the discretion of the instructor as outlined elsewhere in the syllabus attendance policy. If the student fails to attend class or make contact, the instructor will submit a Drop Form via CampusConnect on the 14th day. The student will be immediately dropped from the course and will not be reinstated.

Health Related Absences

Students that anticipate absence s due to a health related issue (ex. planned surgery, known pregnancies) are required to inform faculty of the anticipated absence. Requests for anticipated or planned absences should occur within two weeks of the start of the semester or within two weeks of the student becoming aware of their current situation.

It is the student's responsibility to report this information to current faculty so that accommodations, if applicable, can be made. Current appropriate documentation from a qualified medical or other licensed professional is to be provided by the student for the absences.

Note * Pregnancy is a protected category under Title IX.

Students that experience unexpected absences due to circumstances out of their control, (ex. involved in a car accident, mental health issues) that occur during the semester are required to notify faculty within two weeks of the occurrence. Current appropriate documentation from a qualified medical or other licensed professional is to be provided by the student for the absences.

Student Email

Student Email

IMPORTANT: All course information, billing, financial aid notices, housing information, scholarship awards, degree check results, and other mail will be sent to you via student email. Please remember to check your student email often for important information. If you wish to have your email delivered to another email address or have it come to your phone and do not know how to set that up, contact Information Technology and Telecommunications Services located on the first floor of the Administration Building.

Appropriate Use of Handheld Devices (Classroom Courses Only)

The College is committed to educationally sound uses of technology in the classroom, to providing a secure learning environment, and to preventing disruption of students' and instructors' educational experiences. Each student enrolled in courses in the College has a responsibility to other students and to the instructor to contribute to a courteous, respectful learning environment. This responsibility includes not disrupting instruction or distracting fellow students, maintaining an atmosphere that supports academic integrity, and being committed to learning as required by the Code of Student Conduct. Instructors may prohibit any use of handheld or wireless technology that substantially disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities. Unless otherwise specified by the instructor on the syllabus, the following statement governs the appropriate use of handheld and wireless technologies in the College classroom and/or lab:

"Students may not use cell phones, pagers, PDAs, portable media players, or similar electronic communication devices during scheduled course meetings (including class time, laboratories, review sessions, individual instruction, or similar activities) in the College. Such devices must be silenced or turned off and should not be taken out during course meetings. Communication by electronic devices, including but not limited to instant messaging, text messaging, web surfing, and telephoning during class, is strictly prohibited unless expressly designated as part of learning activities. Electronic audio or video recording of the classroom environment by handheld or wireless technology is prohibited unless permission is given by the instructor prior to recording. Students may use laptops to take notes, but NOT for surfing the Internet or instant messaging or texting."

Online Etiquette Statement (Online Courses Only)

SAU Tech expects online learners to follow the same basic rules that apply in face-to-face communication. The following guidelines provide direction for students using Internet-based communication. Failure to follow appropriate communication rules may result in negative consequences.

1. Think before you write. What you say online is permanent. Review and edit before you post and take the feeling of others into consideration.
2. Be friendly and positive. Even if you disagree with an idea, there are ways you can approach your criticism without being hurtful.
3. Use Standard English. Avoid slang and jargon with which others in the class may be unfamiliar. Communication is only effective if the audience can relate to it.
4. Be professional. Avoid writing in all caps, using multiple exclamation or question marks, and emotions.
5. Ask for help. If you feel lost, or need clarification, ask. If you do not ask the question, your instructor and other students will not be able to respond. Besides, you are probably not alone, but do not wait for someone else to ask for you.

Honor Code

The Vice Chancellor for Academics is responsible for processing all matters pertaining to academic misconduct, including honor code violations. The Honor Code is based on the philosophy of mutual trust and honesty that is inherent in the SAU Tech mission and goals statements. Academic violations of the Honor Code consist of the following:

Cheating – The actual giving or receiving of any unauthorized aid of any form on any academic work.

Plagiarism – Direct copying of the language, ideas, and/or thoughts of another and representing the same as one's own work.

Falsification – The statement of any untruth either verbally or in writing with respect to any circumstances relating to one's academic work.

Attempts – Attempts toward the commission of any act which would constitute an academic violation as herein defined (that is, cheating, plagiarism and/or falsification) shall be deemed to be a violation of the honor code and may be punishable to the same extent as if the attempted act had been completed.

Any student who is found by SAU Tech to have either given or received or to have attempted to give or receive information that compromises the intent of a test, quiz, examination, or other form of academic work shall be deemed guilty of a violation of the honor code. The Vice Chancellor for Academics will review all cases and make decisions concerning honor code violations.

Disability Statement

SAU Tech is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied benefits of, or subjected to discrimination in College programs or activities due to their disability. The College is fully committed to complying with all requirements of the American with Disabilities Act of 1990 (ADA) and as amended in 2008 and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. Students are encouraged to meet with Disability Services in the Office of Enrollment Services to develop a plan for their academic accommodations. Requests for accommodations must be made within two (2) weeks of the start of each semester.

Statement of Nondiscrimination

SAU Tech does not discriminate on the basis of race, color, national origin, ethnic origin, sex, age, disability, or protected veteran's status in employment or the rights, privileges, programs and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement of non-discrimination applies to educational programs, educational policies, admissions policies, educational activities, employment, access and admission, scholarship and loan programs, and athletic and other school-administered programs.

Withdrawal Policy

Withdrawing from a course is a serious decision that could have a great impact on a student's educational opportunities. The step-by-step process for withdrawing from a class after classes begin and completely withdrawing from college is available in SAU Tech's Student Handbook.

Grade Appeal

A student has four weeks after a final grade is issued to appeal that grade. The appeals process is outlined in the SAU Tech Student Handbook.

Student Financial Responsibility

Students are responsible for their own accounts. They are expected to make prompt responses and settlement of all financial debt. Such obligations include tuition and fees, housing, parking fines, library fines, and housing fines. For detailed information regarding payment methods and deadlines, refer to the SAU Tech Student Handbook.

Services

Rocket Success Center: The SAU Tech Rocket Success Center (RSC) is a fully functioning, media-rich, user-friendly resource center striving to enrich the lives of students through active learning. Tutoring services are available for SAU Tech students in all subject matter. Research for classes can be conducted in the Center or online at www.sautech.edu/learning-resource-center/.

The Center also offers a number of appropriate sources in both print and electronic versions. The Center has a computer lab and study tables that are available for study groups and individual tutoring sessions. Laptop computers and tables are also available to be checked out. The RSC is located across the street from the REL Tech Engineering Center. The Center can be reached by calling 870.574.4725.

Student Counseling Services: Counseling is available to students experiencing personal problems that interfere with academic and social performance. Students may be referred to outside resources. This department is located in the basement of the Administration Building and can be reached by calling 870.574.4530.

Student Success, Retention and Job Placement provides services for students who are at-risk in career technical programs. Job placement services and career planning are also provided. This department works with other student services on campus to support students through graduation to employment. The office is located across the street from the REL Tech Engineering Center. The Student Success, Retention & Job Placement Coordinator can be reached by phone at 870.574.4778.

Notification of Class Cancellation

In the event that the instructor must cancel class, the student will be notified through various methods including, but not limited to the following: text message, email, phone call, or written notification. Student should check their SAU Tech email accounts regularly for such notifications. When possible, instructors will provide notification in advance.

In the case of bad weather, the College may close or delay opening. If a delay is issued, only the classes scheduled to meet after the delay time will be held that day. All classes scheduled to meet prior to the delayed opening time will be cancelled. Any student not able to make it to campus due to hazardous road conditions should contact his/her instructor(s).

Campus closures or delays will be announced in the following ways:

- **Emergency Alert Activation**: SAU Tech's RAVE Alert is activated and notifications are sent by telephone, text message, and email to students, faculty, and staff who have signed up for the service. You can sign up to receive alerts through the RAVE Alert system on the college web site at <https://www.getrave.com/login/saumag>.
- **Website Notification**: Announcements will be posted on the SAU Tech web site.
- **Social Media Announcements** will be posted to SAU Tech's Facebook and Twitter accounts.
 - "Like" SAU Tech on Facebook or search SAUT68
 - "Follow" SAU Tech on Twitter or search for #sautech68
- **Media**: Notifications are sent to local and state radio and television stations.

Statement of Instructor Modification Right

This syllabus is subject to alteration at the discretion of the instructor. Notification of alteration will be provided to students via class announcement, email, Brightspace posting, or similar reasonable methods.

Additional Items

Schedule
