English 1301: Composition I
Fall 2023

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Course Information

The course description and learning outcomes are per the Texas Higher Education Coordinating Board *Lower-Division Academic Course Guide Manual* Spring 2021.

Course Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Learning Outcomes

Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative writing processes
- Develop ideas with appropriate support and attribution
- Write in a style appropriate to audience and purpose
- Read, reflect, and respond critically to a variety of texts
- Use Edited American English in academic essays

Textbook

Open Educational Resources are used in this class. There is no textbook to buy.

Laptops

If you have a laptop, I recommend that you bring it to face-to-face class sessions. Using a laptop in class will be of immense benefit to you. Using a cell phone or other small hand-held device will be frustrating.

Course Grade

Component	Percent of Course Grade
Informative Summary	10%
Rhetorical Analysis	25%
Study of a Professional Community	25%
Reflection on Writing II	15%
Engagement	20%
Information Literacy Quizzes	5%

Course Grade Scale
A   90% to 100% of possible points
B   80% to 89% of possible points
C   70% to 79% of possible points
D   60% to 69% of possible points
F   0% to 59% of possible points

Minimum Requirement to Earn a C in the Class
To earn a C or above in the class, students must earn a C or above on all the papers and for engagement work. A grade of D or F on the Informative Summary, Rhetorical Analysis, Study of a Professional Community, Reflection on Writing II, or for engagement work will result in the grade for the class being no higher than a D.

Extra-Credit Work
There is no extra credit work in this course.

Public Writing
All writing in the class is public writing. As a class, and possibly in small groups, we will discuss what is working in student papers and areas for improvement.

Grade Components

Detailed information on the papers and grading criteria will be provided in class and via documents in the class Canvas shell.

Papers

The Informative Summary is exactly that—a summary of a text. The Rhetorical Analysis is taking a text apart to identify and evaluate the strategies the author used to construct the text. The Study of a Professional Community is a report on a field that you are interested in. The Reflection on Writing II is a reflection on what you learned over the course of the semester.

Paper Revision Policy

The Informative Summary, Rhetorical Analysis, and Study of a Professional Community can be revised for a potential one grade improvement. Papers submitted for a potential higher grade must include a cover memo in which you list and discuss, in detail, the changes that you made and why you made those changes. A superficial cover memo precludes consideration for higher grade. I will announce a deadline for submitting revisions.

Graded drafts of the papers that are submitted after the deadline will be reduced one letter grade. This letter grade reduction remains in force with projects that are revised for a potential one grade improvement. In other words, the highest potential grade for a late project is a B.

Engagement Work

Engagement work is submitting drafts of the projects and contributing to class discussion and discussion board threads. Engagement work is graded as complete or incomplete which is how Canvas handles pass/fail grading:

- Complete: meets expectations and is submitted on time
- Incomplete: does meet expectations and/or is not submitted on time

In most cases, engagement work cannot be revised or submitted after the due date.

Exceptions to Late Work Policies

There may be situations, illness for example, which warrant an exception to late work policies for graded drafts and for engagement work. When you know that you will submit an assignment that does not meet expectations, or that you will not submit by the deadline, notify me as soon as possible and tell me why. I will determine if an exception is appropriate.

Notifying me before the deadline and submitting work that is at least 50% complete makes an exception more likely. Recurring late work or work that is graded as incomplete precludes exceptions. Documentation from a health care provider may be required to verify that a student or someone who they care for is sick or must isolate.

Information Literacy Quizzes
The information literacy quizzes cover knowledge and skills that will help you look for and evaluate sources. The quizzes are designed and graded by Professional Librarian Vandy Dubre. For help with quizzes, email Ms. Dubre.

Submitting Written Work
To be counted for a grade, written work has to be submitted as a Word document in the appropriate drop box in Canvas. For a free copy of Microsoft Office, including Word, click here.

Format
Unless otherwise specified, the format for all assignments is:

MLA or APA format. Visit www.owl.purdue.edu for format guidelines.

Class Communication
If you have individual questions, you can talk with me after class and/or set up a time to meet via Zoom.

Announcements in Canvas
I will use announcements in Canvas to communicate essential information. It is your responsibility to read and utilize the information in announcements.

For a tutorial on announcements, click here. To manage notifications, click on "Canvas notifications" in the blue box at the top of the page. For help in resetting notifications, click on the help button on the left-hand side of your UTT Canvas home page (the question mark in a circle) and call the "Canvas Support Hotline (Students)."

Contacting Me
To contact me, use UTT email or Canvas messenger. Per the UTT Email Policy, I will not reply to emails sent from non-UTT email addresses.

Emails and Canvas messages should provide a succinct overview of the topic and be written using complete sentences and reasonably correct grammar. In the subject line list the class (ENGL-1301), your name, and a topic.

Attendance Policy
Students are expected to attend all class sessions. Missing more than two weeks of classes is grounds for failing the class. There are no excused or unexcused absences. You are either in class or not.

For the UTT policies on "Absence for Official University Events or Activities" and "Absence for Religious Holidays," go to the UT Tyler Syllabus Module in the class Canvas shell. Click on "University Policies and Information." Scroll to and read the relevant sections.

Academic Dishonesty & Disruptive Behavior

This class has a **Zero Tolerance Policy** for academic dishonesty. Any act of academic dishonesty will result in immediate failure of the <u>entire</u> course and will be reported to the Office of Student Conduct and Intervention.

For the UTT definition of "academic dishonesty," go to the UT Tyler Syllabus Module in the class Canvas shell. Click on "University Policies and Information." Scroll to the "Academic Honesty and Academic Misconduct" section. Click on "Student Conduct and Discipline policy." Read Section 8-802 "Academic Dishonesty."

Disruptive behavior will be reported to the Office of Student Conduct and Intervention and may result in failing the class and/or University sanction. Disruptive behavior includes, but is not limited to:

- hindering other students from working on the tangible learning activities taking place during face-to-face and online class sessions
- talking when the instructor is talking
- repeatedly arriving late and/or leaving early
- using technology for purposes other than working on the tangible learning activities taking place during the class period
- doing something other than working on the tangible learning activities taking place during the class period
- sleeping during class

For the UTT definition of "disruptive behavior," go to the UT Tyler Syllabus Module in the class Canvas shell. Click on "University Policies and Information." Scroll to the "Academic Honesty and Academic Misconduct" section. Click on "Student Conduct and Discipline policy." Scroll to Section 8-804 "Certain Other Offenses." Read item number four "Disruptive Behavior."

Syllabus Changes

Per the UTT Syllabus Policy: "The information contained in the syllabus, other than the grading criteria and absence and make-up policies, may be subject to change with reasonable advance notice as long as the change is without prejudice to the students."

Required UT Tyler Policies & Information

See "University Policies and Information" in the UT Tyler Syllabus Module in the class Canvas shell.