

## English 1301: Composition I Fall 2023

Instructor: Kristen M. Jackson  
 Email: kristenjackson@uttyler.edu  
 Section: 1301.015 [Meets every Tuesday and Thursday, from 11:00-12:20]  
 Classroom: RBN 03041  
 Instructor's Office: CAS 205C  
 Office Hours: T/Th 12:20-2:00

### Course Information

The course description and learning outcomes are per the Texas Higher Education Coordinating Board *Lower-Division Academic Course Guide Manual* Spring 2020.

### 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; therefore, there is no textbook to buy. All readings will be provided on Canvas. Students are highly encouraged to print these assigned readings to bring to class or save them on computer desktop and bring computers to class to view and discuss readings.

### Course Grade

Component	Percent of Course Grade
Beginning-of-Semester Reflection	10%
LU #1 Summary	10%
LU #2 Rhetorical Analysis	15%
LU #3 Study of a Professional Community	20%

LU #4 Infographic	15%
End-of-Semester Reflection	10%
Writing Process Activities	15%
Class Participation	5%

### Grade Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

### Grading Criteria

There are rubrics for the Learning Units (LUs). Activities will be graded based on the student's ability to follow instructions and complete assignment guidelines. Participation is graded on a complete/incomplete basis which is how Canvas handles pass/fail grading. "Complete" means that the student was generally attending classes, responsive and prepared. "Incomplete" means that the student did not regularly attend courses and was not prepared in class (missed more than 7 courses, unexcused).

### 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 Learning Units and reflections. A grade of F on the Beginning-of-Semester Reflection, Summary, Rhetorical Analysis, Study of a Professional Community, Infographic, or the End-of-Semester Reflection 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. However, students who utilize the Writing Center (CAS 212) while working on an essay/project, will receive 5 extra points on the final draft essay grade. Email record of consultation to instructor.

### Late Work

Graded assignments that are submitted after the deadline will be reduced by 10 points each day late. The assignment will not be accepted 2 full days after due date. If over 2 days late, the grade is 0. The assignment drop-boxes on Canvas will "lock-out" 2 full days after the due date.

There may be situations which warrant consideration for exceptions to the late-work policy. In some cases, a note from a health care provider may be required to document the reason for missing class/deadlines. Minimal engagement in class and/or repeated missed deadlines precludes exceptions to the late-work policy.

### Contacting Me

The best way to contact me is via UTT email or Canvas message. Per the [UTT Email Policy](#), I will not reply to emails sent from non-UTT email addresses. I usually respond to emails and Canvas

messages within 24 hours except for emails and messages sent between Friday afternoon and Monday morning. I usually respond to those emails and messages Monday afternoon or Tuesday.

Email subject line: ENGL 1301-your section number and a topic. If an issue legitimately requires immediate attention, you can also put “URGENT” in the subject line.

Emails should be written in a somewhat formal style and tone—full sentences, reasonably correct grammar, and a succinct overview of the topic. So, less formal than the style you would use in a paper and more formal than the style you might use in a text to your friends.

### **Submitting Assignments**

Assignments will be submitted in designated drop boxes in Canvas. All assignments should be saved and submitted in a Word document (NO PDF's). For a free copy of Microsoft Office, including Word, [click here](#).

### **Format**

Unless otherwise specified, the format for all assignments is:

- Block format: text left justified, double spaced, no extra spacing between paragraphs
- Times New Roman 12 pt. font
- 1” margins all around
- One space after periods
- A header in Times New Roman 12 pt. font that consists of your last name and the page number

Sue Smith (your name)

ENGL 1301- (your section #)

September 18, 2021 (the date you submit the assignment)

Peer Review Draft of LU #1 (the draft that you are submitting)

**Title** (in 12 pt. font centered on the first page)

**Remember to change the date and draft designation when you submit subsequent drafts.**

**Label final draft “final draft of \_\_\_\_\_”.**

**Assignments that do not follow the above format, that are emailed, that are submitted to the wrong drop box, or that I cannot open (always use a Word document upload) will receive 0 points.**

## Scholastic Dishonesty and Disruptive Behavior

### Scholastic Dishonesty

This class has a **Zero Tolerance Policy** for scholastic dishonesty. Scholastic dishonesty is defined below in “Required UT Tyler Policies & Information” in “Student Standards of Academic Conduct.”

All cases of academic misconduct will be referred to the Office of Student Conduct. Academic Misconduct includes (but is not necessarily limited to) using ideas, words, images, or content in any other media that you did not create and presenting that content as if you were the creator. Copying content that other people created—either directly or in a modified form—without properly acknowledging the creator qualifies as academic misconduct, as does utilizing unauthorized digital tools such as artificial intelligence to create content. An assignment that is found to have been plagiarized or to have used unauthorized tools will automatically receive a zero and you will not be given an opportunity to repeat the assignment for a passing grade. Depending on the severity of the case, academic misconduct may result in a failing grade in the course. Any text-generating software (such as ChatGPT, iA Writer, Marmot or Botowski) used to create assignments turned in for a grade in the course is not permitted, and it will be treated as plagiarism.

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

### Disruptive Behavior

Egregious and/or repeated instances of disruptive behavior will be referred to the Office of Student Conduct and Intervention. 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

## Additional Course Information

### Laptops and Materials Needed

If you have a laptop, I recommend that you bring it to face-to-face class sessions. Being able to work on your assignments in class will be of immense benefit to you. Trying to type and do research on a cell phone or other small hand-held device will be frustrating. If you don't have a computer available to bring to class, please print readings ahead of time. These will be indicated on Canvas. If not bringing a computer to class, be prepared to take notes with a writing utensil and notebook. A pocket folder is a good idea if you will be printing the readings.

### On Course

This course is powered by OnCourse, UT Tyler's academic support system which focuses on *any-time, any-place, and any-device* course related support resources to improve students' academic performance and engagement in learning. The OnCourse suite of course level supports will include on-demand video lectures, podcasts, notes, and transcripts. In addition, OnCourse may also include tutorials from faculty and peers, 24/7 access to course-specific tutoring services, and quick links to advising, library, student services, and other student-centered resources to support their success. The OnCourse suite of course level supports were funded by UT System's Student Success Quantum Leap.

### Syllabus Changes

In accordance with 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

### UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

**UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

**Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule,

a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform

your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.



ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.