

FALL 2024
ENGL 300 COLLEGE COMPOSITION I LAB

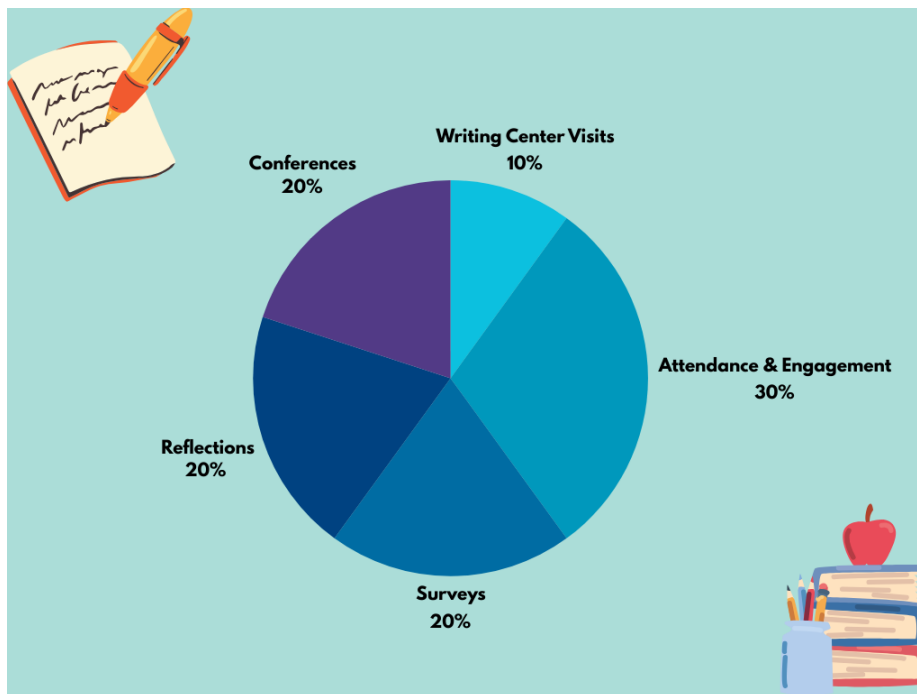


Instructor: Natalia Menkina Snider
E-mail: nmenkina@uttyler.edu
Office: CAS 241
Phone: 903-566-6316
Student Hours: Tu 12:30-1:50; Th 11:00-12:20; M/W 1:00-12:20. or by appointment; in person or via zoom
Section info: 300.021 Th 12:30-1:50 CAS 258
Delivery: In-person

COURSE DESCRIPTION

This class is a lab that supports the learning for ENGL 1301. Students must be simultaneously enrolled in ENGL 1301. As a lab, the course meets once a week to provide additional instruction for students who are not TSI eligible. The class will focus on developing effective writing practices, strengthening grammar and mechanics, and providing an additional support for the assignments in ENGL 1301.

GRADE DISTRIBUTION



Grading Scale:

90-100 - A demonstrates exceptional competence
 80- 89 - B demonstrates competence
 70- 79 - C demonstrates promise of competence
 60- 69 - D demonstrates probability of incompetence
 < 60 - F demonstrates incompetence

COMMUNICATION WITH INSTRUCTOR

The best way to contact me is via UTT email or Canvas message. Per the [UT Tyler email policy](#), which stipulates that "the Patriot Email account serves as the communication source for all UT-Tyler learning management systems," I will not reply to emails sent from non-UTT email addresses. The same policy is applied to **Zoom office hours and conferences**. While you can use any device (iPad, computer, or your phone), **you must use your UT-Tyler credentials/patriots account**. If you are not familiar with Zoom, you can use [Canvas 101](#) which offers Zoom tutorials and guidelines on how to use Canvas.

Additionally, be sure that every email related to the course has "ENGL 300" + your section and your full name in the subject line. This applies especially if your email address does not include your name. Although I check my email regularly even on weekends, please do not expect to receive a reply to weekend emails (those sent between late afternoon Friday and Monday morning before 8:00 a.m.). If an issue legitimately requires immediate attention, please mark it "URGENT" in the subject line (along with "ENGL 300").

Finally, 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 would use in a text to your friends. **I will not respond to emails without a proper professional address.**

COURSE ACTIVITIES

Conferences (20%)

Throughout the semester, each student is expected to meet with me for at least **2 individual conferences** in person or via zoom. The purpose of these conferences is to discuss your progress and concerns in ENGL 300 and ENGL 1301 courses. These conferences will also allow us to understand each other's goals and expectations. At start of the semester, you will sign up for your conferences. While only 2 conferences are required, you are welcome to schedule more conferences throughout the semester.

Writing Center Visits (10%)

Writing Center is one of student resources offered by UT Tyler. Throughout the semester, you are expected to attend **3 tutoring sessions** at the Writing Center, each for a different project: Summary, Rhetorical Analysis, Study of a Professional Community, and Reflection. To get credit for your visits, please forward me the Writing Center confirmation email featuring the details of each session. At start of the semester, one of the Writing Center representatives will offer a workshop explaining its purpose and how to schedule your appointment. See more information about the Writing Center below under "UT-Tyler Resources for Students."

Reflections (20%)

You will be asked to write two reflections: beginning-of-semester reflection and end-of semester reflection. Detailed guidelines for each reflection essay will be offered and discussed in class.

Surveys (20%)

After each class meeting, you will be asked to complete a survey that centers on what we discuss in class. These surveys will be your homework. They are not timed and include multiple choice questions and short responses. I will then use your responses to address any gaps in your understanding of the material and structure in-class discussions.

Attendance & Engagement (30%)

Active attendance and engagement is a key to success in this class. Because there is not much homework, the purpose of everything we do in class is to help you to feel more confident with your writing and as a student in general. Your attendance and engagement grade will be based on in-class activities like peer and group work, discussions, sample reviews, reflections, journal entries, etc. Each class you will receive an attendance and engagement grade. **For attending all classes, I will add extra points to your final grade.**

Course Calendar and Q&A

There is a preliminary course calendar offered in Canvas. However, due to the purpose of this lab described above, this calendar can be altered based on students' needs in their areas of concern in ENGL 1301. To identify those areas, I will stay in contact with 1301 teachers. Also, I will expect you to take an active role in developing the schedule by discussing aspects of assignments that you need help with. You can email me the concerns/misunderstandings you have with the assignments or use Q & A to outline them there.

CLASSROOM CONDUCT

Technological Distractions:

Please refrain from any unauthorized usages of technology during class. "Unauthorized" means unrelated to the tangible learning activities taking place during the class. Egregious and/or repeat offenders may be considered disruptive and asked to leave the class.

Ground Rules for Productive Learning Environment & Classroom Conduct:

- Arrive to class on time and prepared with the assigned work.
- Stay for the duration of the class until the instructor dismisses you. If you need to arrive late or leave early, notify the instructor in advance.
- Be respectful of other classmates' opinions. Use an appropriate tone when engaging in discussions, especially those about controversial issues.
- Avoid disruptive behavior (phones, small groups chats, class passes, sleeping, etc)
- Follow assignment guidelines and submit work on time. If you miss a class, you should still submit the work on its due date. If you have questions about an assignment or are unable to submit the work on time, contact the instructor in advance.
- Contact two or three classmates to ask what work you missed when you are absent. If they are unsure, then you should reach out to the instructor.

Note on Class Etiquette:

Be respectful of other classmates' opinions. Use an appropriate tone when engaging in discussions, especially those about controversial issues. People have a variety of viewpoints, experiences, backgrounds, and worldviews. Use no language that is—or that could be construed to be—offensive toward others: personal jokes, critiques, derogatory and/or sarcastic comments towards others. We all come with different perspectives, so please be respectful and resist the urge to tell anyone they are wrong. In other words, it is okay to disagree; just make sure to acknowledge others' right to have their own perspective. Understand that your peers might have different life experiences and all of our world views are simply different.

ANNOUNCEMENTS IN CANVAS

I will actively use announcements feature in Canvas for our weekly calendar, all updates, and important information. For a tutorial on making sure that you receive announcements, [click here](#) and see "Announcements" chapter linked in the menu on the right.

SUBMITTING ASSIGNMENTS

To be counted as a completed assignment, your drafts for peer review have to be submitted in the appropriate drop box in Assignments in Canvas and be in **Microsoft Word or PDF**. Canvas does not recognize other formats. There is a [free copy of Microsoft Office](#) for all UT-Tyler students. If I cannot open your work, it is late. Please do not zip your files.

UNIVERSITY POLICIES & PROCEDURES

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/StudentRightsandResponsibilities.html>

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, guidelines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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.

"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;
- failing 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 only 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 instructor has designated that the examination is not to be removed from the examination room or not to be returned to or 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, homework 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, 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 résumés, for the purpose of obtaining an academic or financial benefit for oneself or another individual or injuring another student academically or financially.

"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.

"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.

"Falsifying academic records" includes, but is not limited to:

- altering or assisting in the altering of any official record of the university or the University of Texas System,
- the submission of false information or the omission of requested information that is required for or related to any academic record of the university or the University of Texas System.
- Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

AI Policy Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

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 that students need to be aware of. 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)
- Scheduling 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.

Student Accessibility and Resources.

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

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.

UT TYLER RESOURCES FOR STUDENTS

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.565.5746). The 24 hour Crisis Line can be reached by calling 903.566.7254 during regular business hours as well as nights and weekends.

IMPORTANT DATES OF THE SEMESTER

- AUGUST 26- CLASSES BEGIN
- SEPTEMBER 2 – LABOR DAY HOLIDAY
- SEPTEMBER 9 – CENSUS DATE
- OCTOBER 24 – CAREER SUCCESS CONFERENCE
- NOVEMBER 4 - LAST DAY TO WITHDRAW FROM ONE OR MORE CLASSES
- NOVEMBER 25-29 - THANKSGIVING BREAK
- DECEMBER 9 – STUDY DAY
- DECEMBER 9-13 FINAL EXAMS; NO CLASSES

COURSE CALENDAR (Subject to Change)

WEEK	FOCUS
Week 1: August 29	Introduction to academic writing
Week 2: September 5	Writing process and writing in the real world
Week 3: September 12	Writing center and peer review
Week 4: September 19	Purpose and thesis
Week 5: September 26	Integrating quotations
Week 6: October 3	Paragraph structure
Week 7: October 10	Conferences
Week 8: October 17	Library workshop
Week 9: October 24	Career Success Conference (no class)
Week 10: October 31	Discourse communities
Week 11: November 7	Drafting and invention
Week 12: November 14	Revision process
Week 13: November 21	Reflection and last F2F class
Week 14: November 28	Thanksgiving
Week 15: December 5	Optional zoom conferences
Week 16: December 12	Finals (no classes)

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IMPORTANT DATES OF THE SEMESTER

- AUGUST 21- CLASSES BEGIN
- SEPTEMBER 1 – CENSUS DATE
- SEPTEMBER 4 – LABOR DAY HOLIDAY
- OCTOBER 30 - LAST DAY TO WITHDRAW FROM ONE OR MORE CLASSES
- NOVEMBER 20-24 - THANKSGIVING BREAK
- DECEMBER 4 – STUDY DAY
- DECEMBER 5- 8 FINAL EXAMS; NO CLASSES