

ENGLISH 0300.023

Fall 2024

Instructor: Dr. June Oh

Email: joh@uttyler.edu

Section: Monday 023 (1:25-2:20)

Location: Souls 00227

Office: CAS 240

Office Hours: Tuesday 1-3 pm; and by appointment

Course Overview

This course is designed to be a support for ENGL 1301. As supplemental instruction, the course meets once a week to provide additional support for students who are not TSI eligible. The course focuses on developing writing practices, strengthening grammar and mechanics, and providing added explanation and practice for assignments in ENGL 1301.

<p>The course grade is determined by the following:</p> <ul style="list-style-type: none">25% Engagement35 % Cohort Reports and Conferences15 % Surveys15% Reflection10 % Writing Center Visits	<p>Grading Scale:</p> <ul style="list-style-type: none">90-100 – A demonstrates exceptional competence80- 89 – B demonstrates competence70- 79 – C demonstrates promise of competence60- 69 – D demonstrates probability of incompetence< 60 – F demonstrates incompetence
---	---

Laptops and Hardcopy

Students are recommended to bring a laptop to class sessions. You will also occasionally need to bring physical copies of your 1301 writing.

COURSE OBJECTIVES

A successful completion of this course will help you

1. Navigate ENGL1301, College Composition 1.
2. Practice and learn the values of the collaborative writing process.
3. Identify and reflect on the strengths and improvements of student's own writing process.

COURSE POLICIES

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."

Depending on the needs of the students and the instructors, the course schedule can change.

Communication

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. 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)."

It is your responsibility to communicate with me about what help you need. I cannot help you if I am not aware of your situation.

Contacting Instructor

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

Emails should provide a succinct overview of the topic and be written using proper structure, complete sentences, and reasonably correct grammar. In the subject line list the class, your name, and a topic. You can expect my response within 48 hours during work days.

Engagement

Students are expected to take an active role in creating an engaging, dynamic, and safe learning environment. Engagement means attending and participating in class with attention and a willingness to learn. In this class, this entails

- 1) showing up prepared by having done and bringing whatever reading and writing are due in 1301,
- 2) being on time,
- 3) completing the survey,
- 4) contributing meaningful and relevant ideas during discussions,
- 5) encouraging collaboration and respectfulness,
- 6) and/or taking an active role during peer review.

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 improvements.

Cohort meeting

This class emphasizes the collaborative writing process. Students will meet with their cohort almost weekly. This is a 3-hour credit course. The remaining 2 hours will be filled by cohort meetings. During the meeting, students will work on their writing for 1301 together and fill out a cohort meeting report (see [sample here](#)).

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 entire 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:

- 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
- hindering other students from working on the tangible learning activities taking place during face-to-face and online class sessions
- 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.”

ARTIFICIAL INTELLIGENCE USE POLICY

I expect all work students submit for this course to be their own. While using artificial intelligence assistance can aid various parts of the writing process such as brainstorming, editing, and peer review, in such instances, students should clearly indicate how much and which part of their writing and thinking process are facilitated by such programs. In other words, any unacknowledged AI-facilitated work **and** acknowledged AI-facilitated work without considerable edition and critical revision will be considered cheating and will be directly reported. Students should never submit any work generated or supported by an AI program as their own. Violation of this policy may result in disciplinary action, up to and including full revocation of credit for the assignment, and other sanctions.

UNIVERSITY POLICIES AND RESOURCES

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. https://www.uttyler.edu/center-for-ethics/
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/rightsandresponsibilities.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.

	<p>For more information on cessation programs please visit: www.uttyler.edu/tobacco-free</p>
<p>Grade Replacement/ Forgiveness and Census Date Policies</p>	<p>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.</p> <p>Failure to file a Grade Replacement Contract will result in the 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.</p> <p>The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:</p> <ul style="list-style-type: none"> Submitting Grade Replacement contracts, Transient forms, request 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
<p>State-Mandated Course Drop Policy</p>	<p>Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses 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</p>

	<p>after the Census Date (See Academic Calendar for the specific date).</p> <p>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.</p>
Disability/Accessibility Services	<p>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.</p> <p>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.</p>
Student Absence due to Religious Observance	<p>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.</p>
Student Absence for University-Sponsored Events and Activities	<p>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.</p>

<p>Social Security and FERPA Statement</p>	<p>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.</p>
<p>Emergency Exits and Evacuation</p>	<p>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.</p>
<p>Student Standards of Academic Conduct</p>	<p>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.</p> <p>i. “Cheating” includes, but is not limited to:</p> <p>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</p>

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.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (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](tel:903.566.7254) (903.566.7254)

	FOCUS AND ASSIGNMENTS
WEEK 1 8/26	Intro to Academic Writing: Writing in the Real World Due 8/30: Survey #1 and Opening Reflection
WEEK 2 9/2	Peer Work.
WEEK 3 9/9	Writing Center & Peer Work, cont. Due 9/13: Survey #3
WEEK 4 9/16	Cohort meeting
WEEK 5 9/23	Cohort meeting
WEEK 6 9/30	Cohort meeting
WEEK 7 10/7	Cohort meeting, Optional Conference
WEEK 8 10/14	No cohort meeting, No class, Optional Conference
WEEK 9 10/21	Revision Process Due 10/25: Survey #9
WEEK 10 10/28	Cohort meeting
WEEK 11 11/4	Drafting Workshop Due 11/8: Survey #11
WEEK 12 11/11	Cohort meeting

WEEK 13 11/18	Reflection and Last Face-to-Face Class; No cohort meeting
WEEK 14 11/25	No class; Thanksgiving Week
WEEK 15 12/2	Optional Zoom Conferences
FINAL EXAMS	No class; Good Luck!