

ENGLISH 1301.005
COLLEGE COMPOSITION I
FALL 2024
M/W/F 11:15 – 12:10
CAS 208

Instructor: Ms. Nicole Hicks
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Office Hours: By appointment

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 completion of this course, students will be able to

- 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; and
- Use Edited American English in academic essays.

REQUIRED CLASS MATERIALS

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

You will be required to submit work-in-progress writing during class, so you'll need to bring a Wi-Fi-connectable device to each class period. I highly recommend a laptop or tablet; you may use a cell phone or other small handheld device, but doing so will likely be frustrating.

All written work must be submitted as a Word document. For a free copy of Microsoft Office, including Word, [click here](#).

GRADING

You will receive a final letter grade for the course based on the computations and scale below.

Computation.

- 10 LU1: Informative Summary
- 25 LU2: Rhetorical Analysis
- 20 LU3: Study of a Professional Community
- 10 LU4: Reflection on Writing
- 15 Peer reviews
- 18 Engagement
- 2 Information Literacy Quizzes

Scale.

- 100 – 90 A (demonstrates *exceptional* performance)
- 89 – 80 B (demonstrates good performance)
- 79 – 70 C (demonstrates average performance)
- 69 – 60 D (demonstrates below average performance)
- < 60 F (demonstrates poor performance)

For some further good insight into these ranges, see "[What Do Letter Grades Mean?](#)"

Minimum Requirement to Earn a C in the Class.

To earn a C or above in the class, you must submit a final draft for each of the papers: informative summary, rhetorical analysis, study of a professional community, and reflection on writing. Failure to do so will result in your grade for the class being no higher than a D. Repeated failure to submit peer reviews will also result in your grade for the class being no higher than a D.

English 1301 is considered a core curriculum course at UT Tyler. In order to satisfy the core curriculum requirement, you must achieve at least a C in this course.

GRADE COMPONENTS

Detailed information on the papers and grading criteria will be provided in class and via documents in the course 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 is a reflection on what you learned over the course of the semester.

Peer Review.

Peer review is at least two people of similar skill levels evaluating each other's work. You will submit a complete rough draft of LU1, LU2, and LU3 to a peer for review. You will also be responsible for reviewing a peer's draft.

Engagement.

Writing is an ongoing process to reach a polished final piece. We will work on each paper over a matter of weeks, and you will be required to submit progress work to ensure you're on the right track for success in the assignment. Most engagement work will be done during class, and you must be present and submit during the designated class period to earn engagement points.

Information Literacy Quizzes.

The information literacy quizzes cover knowledge and skills that will help you look for and evaluate sources. The quizzes are designed by Professional Librarian Vandy Dubre. For help with quizzes, email [Ms. Dubre](mailto:Ms.Dubre).

Extra Credit.

There is no extra credit work in this course.

Revision.

You may revise the papers for LU1, LU2, and LU3 for a potentially higher grade. There is no risk of rewriting papers since only higher grades will be recorded. Revisions are due within one week of grade assignment. I provide detailed comments on every draft, so the rewrite must show substantial revision based on my comments to achieve a higher grade (in other words, fixing comma placement and incorrect semicolons alone will not improve your grade). If you turn in the same assignment without substantial revision, you will receive *a lower grade* on the revised assignment than you did on the original.

LU4 cannot be revised as it is at the end of the semester.

Additionally, 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.

Late Work.

I will deduct 10% from your score every day after a paper's final draft is due. This includes days that we do not meet for class. I will not accept any drafts that are over five days late.

No other assignments will be accepted late.

COMMUNICATION

I encourage students to communicate with me throughout the semester regarding questions, issues, or potential concerns about the class. You can speak to me during class, you can set up an office hours appointment with me, or you can email me. Per the [UT Tyler Email Policy](#), I will not reply to emails sent from non-UT Tyler email addresses.

Email is the easiest way to contact me, but be rhetorical and think about your audience. Since email is quick and easy, people often do not take the time to formulate emails that will effectively communicate what is desired. When emailing me, please include a subject/title for your email, an opening address (Dear Ms. Hicks...), and a closing signature. Although I check my email regularly, please do not expect to receive a reply to weekend emails (those sent between late afternoon Friday and early morning Monday). If an issue legitimately requires immediate attention, please mark it “URGENT” in the subject line.

Announcements in Canvas.

To communicate with the entire class, I will use the announcement feature in Canvas. You are responsible for reading and responding to them as needed. For a tutorial on viewing announcements in Canvas, [click here](#). For a tutorial on how to receive announcement notifications, [click here](#).

POLICIES

Attendance. Class attendance is the responsibility of the student. You are expected to attend class, to arrive on time, to remain awake, to have prepared assigned reading and writing, and to participate in all in-class editing, revising, and discussion sessions. A substantial portion of class time will be devoted to discussion and writing, which gives you opportunities to ask questions and seek guidance. Missing this class time will almost certainly be detrimental to your final course grade. Additionally, if you miss a class in which engagement work is due, you will not earn those points.

When you must miss a class, you are responsible for getting notes and assignments from a classmate.

If you see that you will miss, or you do miss, a week or more of class work due to an illness or a significant life event, contact me ASAP. I will discuss the situation with you to determine if you can keep up with the class.

Assignment Submission. All final drafts must be submitted as a Word document to the correct drop box in Canvas. Emailed assignments will not be accepted.

Instructions will be provided for how to submit rough drafts and progress work.

It is your responsibility to double check that all submissions are accurate, in the proper format, readable, and correct. After submitting an assignment, verify your submission by downloading and opening it from the submission drop box, ideally on a different device. This will ensure that the submission has not been corrupted and that you submitted the correct file. You are allowed

unlimited submissions on assignments (except revisions) up until the due date, so if something went wrong with your original submission, resubmit your assignment immediately. I will only grade your final submission.

Assignments that I cannot open will be graded a zero. Assignments submitted by mistake (e.g., wrong file, old draft) will be graded accordingly.

Classroom Conduct. TBD

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

Academic Dishonesty & Disruptive Behavior. This course has a *Zero Tolerance Policy* for academic dishonesty. Any deliberate act of academic dishonesty, including inappropriate use of AI tools, will result in immediate failure of the entire course and will be reported to the Office of Student Conduct and Intervention.

Students who engage in disruptive behavior will be required to leave the class. Disruptive behavior will be reported to the Office of Student Conduct and Intervention.

For the UT Tyler definition of “academic dishonesty,” go to the Start Here Module in Canvas, click on “University Policies and Information,” scroll to the “Academic Honesty and Academic Misconduct” section, click on “Student Conduct and Discipline policy,” and read Section 8-802 “Academic Dishonesty.” For the UT Tyler policy on disruptive behavior, see item number four, “Disruptive Behavior,” in section 8-804 (Certain Other Offenses) in the “Student Conduct and Discipline” policy.

SYLLABUS CHANGES

Per the UT Tyler 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 Start Here module in the course Canvas shell.