



ENGL 1301

Term: Fall 2024

Course Dates: August 26, 2024-December 6, 2024

Professor: Karen Buckland, M.A., M.Ed.

Phone: 903-724-9502

Email: kbuckland@uttyler.edu

Office Hours: by appointment only

Course Overview

Course Information

The course description and learning outcomes are per the Texas Higher Education Coordinating Board *Lower-Division Academic Course Guide Manual* Spring 2023.

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.

Course Grade

Component	Percent of Course Grade
Informative Summary	10%
Rhetorical Analysis	25%
Study of a Professional Community	25%
Reflection on Writing Part I and 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

Extra-Credit Work

There is no extra credit work in this class.

Tips for Success in this Course

1. **Participate.** I invite you to engage deeply, ask questions, and talk about the course content with your classmates. You can learn a great deal from discussing ideas and perspectives with your peers and professor. Participation can also help you articulate your thoughts and develop critical thinking skills.
2. **Manage your time.** I get it—students usually juggle a lot, and I know you've got commitments beyond this class. Still, doing your best often means carving out enough dedicated time for coursework. Try scheduling specific blocks of time and ensure you have enough room to finish assignments, allowing extra space for any tech issues that might pop up.
3. **Login regularly.** I recommend that you log in to Canvas several times a week to view announcements, discussion posts and replies to your posts.
4. **Do not fall behind.** This class moves at a quick pace and each week builds on the previous class content. If you feel you are starting to fall behind, check in with the instructor as soon as possible so we can troubleshoot together. It will be hard to keep up with the course content if you fall behind in the pre-work or post-work.

5. **Use Canvas notification settings.** Pro tip! Canvas can ensure you receive timely notifications in your email or via text. Be sure to enable notifications to be sent instantly or daily. ([Canvas Notification Guide](#))
I regularly use the Announcements feature to post information about due date changes/assignments/etc. Be sure you have your notifications set so you receive those announcements!
6. **Ask for help if needed.** If you are struggling with a course concept, reach out to me and your classmates for support.

Course Structure

There are four modules, or learning units, in this course. Each learning unit will take about 3-4 weeks of the semester to complete.

Learning Unit 1-Informative Summary

Learning Unit 2-Rhetorical Analysis

Learning Unit 3-Study of a Professional Community

Learning Unit 4-Reflection on Writing II

Graded Course Requirements Information

Papers

The papers are the final draft you submit at the end of each unit. 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.

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 not meet expectations and/or is not submitted on time

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

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](mailto: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. If your device is not compatible with Microsoft Word, please complete your assignments on one that is. For a free copy of Microsoft Office, including Word, [click here](#). You can also download a file as Microsoft Word from Google Docs.

Format

Unless otherwise specified, the format for all assignments is MLA or APA format. Visit www.owl.purdue.edu for format guidelines.

Exceptions to Late Work Policies

There may be situations, like illness or other urgent issues, 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.

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. Please set your Canvas notifications to ensure that you receive these.

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.

If you are taking the online only version of this class, please be sure to log in regularly.

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.

University Policies & Student Resources:

University policies and student resources are available on the University website and in Canvas under “Syllabus”. (You may copy or print the following information to include in your syllabus or use the links provided below.)

- [University Policy](#)
- [Student Resources](#)

Plagiarism, Academic Dishonesty, and Artificial Intelligence

If you plagiarize, engage in academic dishonesty, or use artificial intelligence, you will face serious consequences. On the first instance, you receive a 0 for the assignment with no opportunity to re-submit. If you are caught a second time, I will report you to the Office of Student Conduct. If I suspect that you have plagiarized, engaged in academic dishonesty, or used artificial intelligence inappropriately for an assignment submitted in my class, the burden of proof will fall on you. That means, you will have to provide proof to satisfy me that you are innocent. The UT Tyler Policies are pasted below.

(a.) Academic Dishonesty.

Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes but is 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 without giving sufficient credit, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts.

1. Cheating is the following or attempts to do the following:

- Copying from the test paper (or other assignment) of another student, engaging in written, oral, or any other means of communication with another student during a test, or giving aid to or seeking aid from another person during a test or on another assignment where doing so is prohibited by the instructor;
- Possession and/or use during a test of materials which are not authorized by the person giving the test, such as class notes, calculators, electronic devices, books, or specifically designed “crib notes”;
- Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters, but which will be used again either in whole or in part, without permission of the instructor; or accessing a test bank without instructor permission;

- Substituting for another person, or permitting another person to substitute for one's self, to take a test; or
 - Falsifying research data, laboratory reports, and/or other records or academic work offered for credit.
2. Plagiarism is the appropriation of material that is attributable in whole or in part to another source without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements.
 3. Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.
 4. Misrepresenting facts for academic advantage to the University or an agent of the University. This includes providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; and providing false or misleading information in an effort to injure another student academically or financially.

Artificial Intelligence 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 is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).

Calendar of Topics, Readings, and Due Dates

Note the last date to drop the course is included in the calendar along with the final exam date and time. These are required.

Last day to drop the course for a W is November 4, 2024.

There is no proctored final exam for this class. The Writing Reflection II is the final assignment. It is due in Canvas by Tuesday, December 3, at midnight.

All assessments and activities should have a due date assigned in Canvas. You will see the calendar of assignment due dated in your To-Do List in Canvas.

Note: This is a tentative schedule, and subject to change as necessary – monitor the course page for current deadlines. In the unlikely event of a prolonged university closing, or an extended absence from the university, adjustments to the course schedule, deadlines, and assignments will be made based on the duration of the closing and the specific dates missed.