

Term: Fall 2024

Instructor: Hannah Johnson

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Office Hours: TTH 1:00-2:30 via Zoom, or by appointment

Course Dates: August 26, 2024 - Dec 14, 2024

Course Times: TTH, 9:30-11:00

Classroom: RBN 4032

Course Overview

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.

Student Learning Outcomes

After successfully completing 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
- Use Edited American English in academic essays

Required Textbooks and Readings

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

Course Structure

This course is composed of four Learning Units, each culminating in a major writing assignment. Each Learning Unit has its own learning objectives, skills, and topics of focus. The first Learning Unit focuses on Summary; the second Learning Unit focuses on Rhetorical Analysis; the Learning Unit focuses on Discourse Communities; the fourth and final Learning Unit focuses on Reflective Writing.

This course is a synchronous, in-person course. Therefore, you will be expected to attend class on campus at the indicated time every week in order to get the most out of this experience and to receive full credit. During our meetings, we will spend time refining our writing skills through writing exercises and building blocks, our editing skills through peer review, and our reading and analytical skills by discussing the assigned articles and chapters. Students will engage in independent and collaborative work over the course of the semester.

Though our class sessions are held in-person, all of the course content will be found online on our Canvas page. If you have a laptop, I recommend that you bring it to all class sessions. Using a laptop in class will be of immense benefit to you. Using a cell phone or other small hand-held device will be frustrating. Contact me as soon as possible if you foresee problems with acquiring and/or bringing laptops to class sessions.

Graded Course Requirements

Papers

You will have four major writing assignments, each associated with one of the four Learning Units:

- Summary
- Rhetorical Analysis
- Study of a Professional Community
- Reflection

Information Literacy Lessons

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.

Participation & Engagement

Engagement means participating in class with attention and a willingness to learn. This involves showing up prepared, being on time, contributing meaningful and relevant ideas during discussions, encouraging collaboration and respectfulness, reading and watching relevant materials, and taking an active role during peer-review. There will be multiple ways I use to evaluate your engagement including turning in drafts, exit notes, etc. This class will also ask students to work on not only their papers but also their peers' papers. In order to understand how writing is a repetitive and collaborative process, this will be a major part of the overall grade. (See the Attendance Policy below for more.)

Grade Distribution:

Assignment	Percentage %
LU #1: Summary	10%
LU #2: Rhetorical Analysis	25%
LU #3: Study of a Professional Community	25%
LU #4: Reflection	15%
Information Literacy Lessons	5%
Engagement	20%
Total	100%

Grading Scale

- A - (90% or higher)
- B - (80 - 89%)
- C - (70 - 79%)
- D - (60 - 69%)
- F - (Below 60%)

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 papers. A grade of D or F on the Reflection on Writing, Summary, Rhetorical Analysis, Study of a

Professional Community, or Reflection will result in the grade for the class being no higher than a D.

Late Work and Make-Up Exams:

Late work will not be accepted. However, there may be situations, illness for example, which warrant an exception to late work policies. 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. If you anticipate any roadblocks and need an extension, consult with me as soon as possible. I will determine if an exception or an extension is appropriate.

Notifying me before the deadline and submitting work that is at least 50% complete makes an exception more likely. Recurring late work precludes exceptions.

Submitting Written Work

To be counted for a grade, written work must be submitted as a Word document in the appropriate drop box in Canvas. I will not accept shared files through links. You will also turn in hard copies of your work including all the drafts when prompted.

Format

Unless otherwise specified, the format for all assignments is:

- Double spaced
- Times New Roman 12 pt. font
- 1" margins all around
- A header in Times New Roman 12 pt. font that consists of your last name and the page number
- No title page
- 12 pt. Times New Roman title centered on first page
- On the top left corner of the first page:
 - o Your name
 - o Class (ENGL 1301)
 - o Date of submission (The date that you submit the assignment)

Assignments that do not follow the above format, that are emailed, that are submitted to the wrong drop box, or that I cannot open (e.g., zipped files, ios files, damaged files, shared links) will receive 0 points.

Attendance Policy:

Students are expected to attend all class sessions. Attendance means 1. coming to class on time and 2. being present (i.e., engaging and participating). See “Being Present; Engagement” below. Attendance is not a “portion” of your grade in this course but an absolute requirement for you to succeed in this course. This course emphasizes writing as process and collaboration. You will need to be in class for such lessons. Missing more than two weeks of classes (i.e., six classes) is grounds for automatically failing the class. There are no excused or unexcused absences. You are either in class or not. I understand there will be unforeseen incidents such as illness or family emergencies. If you come across any issue that will impact your attendance, contact me immediately. We’ll discuss how to make up for missed classes. 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.

Late Arrivals/Leaving Early

Being late (i.e., arriving after I take attendance) two times equals an absence. If you are late, it is your responsibility to remind me after class to note that you were late, not absent. Similarly, leaving early (i.e., before I dismiss class) two times equals an absence.

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 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.

Academic Dishonesty and 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 (AI) Use Policy

Students are welcome to use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, students should 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 process will be considered as cheating and will be directly reported. Students should never submit any work generated or supported by an AI program as their own. It should be cited like any other reference material (with due consideration for the quality of the reference). 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 & Student Resources:

See “University Policies and Information” and “Student Resources” in the class Canvas shell.