

English 1302—sections 003, 005, 062
Composition II
Fall 2024

Instructor: Chelsea Alexander

Email: calexander@uttyler.edu

Dates/Location: Mondays & Wednesdays

- **1302.003** meets from 4:05-5:30p in Arts & Sciences 208
- **1302.005** meets from 2:30-3:55p in Arts & Sciences 208
- **1302.062** meets online

Course Descriptions and Learning Outcomes

(per the Texas Higher Education Coordinating Board Lower-Division Academic Course Guide Manual Spring 2019):

Course Description

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Learning Outcomes

Upon successful completion of this course, students will:

- Demonstrate knowledge of individual and collaborative research processes;
- Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays;
- Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence;
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action; and
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).

In compliance with the state mandated course description and learning outcomes, UT-Tyler describes English 1302 as per the following:

Catalog Course Description

This course familiarizes students with writing in academic disciplines through critical reading and writing under supervision. Students develop writing skills through analysis and evaluation of rhetorical conventions of academic writing in and beyond their own disciplines.

Learning Outcomes from *Reading and Writing about the Disciplines*

Upon Completion of this course, students will be able to:

- Recognize the rhetorical conventions characteristic of writing in a discipline they wish to pursue as a major;
- Review, analyze, and evaluate writing in the disciplines for a designated purpose;
- Use the style of writing and documentation appropriate to the discipline;
- Summarize, paraphrase, and synthesize texts accurately and effectively; and
- Select and incorporate material from sources professionally.

Textbook

Wu, H., & Kelly, M. *Reading and writing about the disciplines: A guided process for academic research*. Second edition. Available digitally only through Top Hat.

We will be using Top Hat (www.tophat.com) to access the digital interactive textbook for 1302: *Reading and Writing about the Disciplines: A Guided Process for Academic Research*. Professor will be using the e-textbook in class. If you have not previously used Top Hat, you will need to create an account before joining our course with the information below:

- **For 1302.003**, to access the e-textbook, go to <https://app.tophat.com/e/706102> and use the join code: 706102.
- **For 1302.005**, to access the e-textbook, go to <https://app.tophat.com/e/815411> and use the join code: 815411.
- **For 1302.062**, to access the e-textbook, go to <https://app.tophat.com/e/773625> and use the join code: 773625.

Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email (support@tophat.com), the in-app support button, or by calling 1-888-663-5491. Specific user information may be required by their technical support team when troubleshooting issues.

Course Grade

Assignment	Percent of Course Grade
LU #1 Summary	10%
LU #2 Rhetorical Analysis	15%
LU #3 Compare/Contrast	
Rhetorical Review	20%
Proposal for LU #4	10%
LU #4 Rhetorical Review of	
Published Research Results	25%
End of Semester Reflection	10%

<u>Class Engagement</u>	<u>10%</u>
Total	100%

Grade Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Criteria for Papers

There are rubrics for each LU with specific grading criteria in Canvas.

The Projects

The summary is over a writing-related article. The rhetorical analysis is an analysis of a scholarly article in your field. The compare and contrast rhetorical analysis is an analysis of two scholarly articles. The proposal is on the topic for the rhetorical review. The rhetorical review is a review of recent scholarship on a topic that you are interested in. The end-of-semester reflection is a reflection on what you learned over the course of the semester. Detailed information on projects will be provided in class and via documents in Canvas.

Engagement Grade

This grade is determined by peer review engagement and process work as we develop essays. To earn full credit for engagement, you will need to stay alert and productively contribute to class work and to group projects.

Extra-Credit Work

There is no extra credit work in this course.

Submitting Assignments

To be counted for a grade, your work must be submitted in the appropriate drop box in Canvas and be in Microsoft Word. For a free copy of Microsoft Office, including Word, click [here](#). If I cannot open your work, it is considered late. Do not zip your files or submit a Pages doc. Assignments that are emailed will have to be submitted via Canvas and will be late if not submitted on time.

Format

On all essays, follow the format and citation style for the discipline which you will be entering. All format and citation guides will be available on Canvas. If unsure which is best for your field, use MLA or APA.

Humanities [Art, English, Philosophy, General Studies] = MLA format and citation
Engineering and Computer Sciences = IEEE format and citation

Nursing, Medical, Social Sciences, Business = APA format and citation
History and Natural Sciences = Chicago/Turabian format and citation

Revision Policy & Late/Poor Quality Work

Graded assignments that are submitted after the deadline will be reduced by 10 points each day late. The assignment grade will be 0 if turned in more than 2 full days after due date. Final essays may not be revised for a higher grade. The rough draft process is utilized in this course in order to ensure that final drafts are following guidelines and fulfilling the assignment correctly. It is important to write and submit rough drafts for this reason.

Possible Exceptions

There may be situations which warrant consideration for exceptions to the above point reductions. To earn consideration for an exception, you should establish credibility by attending class, engaging in class, and submitting quality work on time. Then, should a situation occur that causes you to miss a deadline or a peer review session, you will have a leg to stand on. Chronic lateness, minimal engagement in the class, repeated missed deadlines, and/or poor-quality work precludes exceptions to the above point reductions.

Contacting Me

Please do not hesitate to let me that you are having difficulties with the course, have questions, or want to talk about any aspect of the class. Often a meeting with me will alleviate anxiety. The best way to contact me is via UTT email or in person after class.

Email Protocol

Per the [UTT Email Policy](#) I will not reply to emails sent from non-UTT email addresses.

Email subject line: ENGL 1302—your section number, your name, and a topic. If an issue legitimately requires immediate attention, you can also put “URGENT” in the subject line.

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 usually respond to emails and Canvas messages within 24 hours with the exception of emails and messages received between Friday afternoon and Monday morning. I usually respond to those emails and messages Monday afternoon or Tuesday.

Scholastic Dishonesty, AI, Attendance, and Classroom Conduct

Scholastic Dishonesty

This class has a **Zero Tolerance Policy** for scholastic dishonesty. Any deliberate act of scholastic dishonesty will result in immediate failure of the entire course and will be

reported to the Office of Student Conduct and Intervention. Scholastic dishonesty is defined below in “Student Standards of Academic Conduct” in “Standard UT Tyler Syllabi Policies.”

AI

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.

For this course, the work submitted by students will be generated by themselves. This includes all process work, drafts, brainstorming artifacts, editing, and final products. This extends to group assignments where students must collaboratively create the project. Any instance of the following constitutes a violation of UT Tyler’s Honor Code: a student has another person/entity do any portion of a graded assignment, which includes purchasing work from a company, hiring a person or company to complete an assignment or exam, using a previously submitted assignment and/or using AI tools (such as ChatGPT).

Attendance

Students are expected to attend all in-person class sessions unless illness or emergency prevents them from doing so. If you have to miss class because of a legitimate emergency situation, let me know as soon as possible. As stated above, 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.

Students who are absent (unexcused absences) for a total of three or more weeks of classes (7+classes) will fail the class unless a documented illness or emergency accounts for the absences. Make it a priority to attend our class meetings. This is important.

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.

Additional Course Information

Announcements in Canvas

I will use the announcement feature in Canvas. For a tutorial on making sure that you receive announcements, click [here](#) and see the “Announcements” chapter linked in the menu on the right.

Laptops

If you have a laptop, I recommend that you bring it to class. Being able to work on your papers in class will be of immense benefit to you. We will write in class.

On Course

This course is powered by OnCourse, UT Tyler’s academic support system which focuses on *any-time*, *any-place*, and *any-device* course related support resources to improve students’ academic performance and engagement in learning. The OnCourse suite of course level supports will include on-demand video lectures, podcasts, notes, and transcripts. In addition, OnCourse may also include tutorials from faculty and peers, 24/7 access to course-specific tutoring services, and quick links to advising, library, student services, and other student-centered resources to support their success. *The OnCourse suite of course level supports was funded by UT System’s Student Success Quantum Leap.*

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.”

Standard UT Tyler Syllabi Policies

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/rightsresponsibilities.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. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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 of which students need to be aware. 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);
- 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; and
- 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.

Disability/Accessibility Services

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.

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.

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.

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;
- 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 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.

“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.

All written work that is submitted will be subject to review by plagiarism software.

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 (903.566.7254)

FALL 24 UT-Tyler ENGL 1302—sections 003 & 005

Course Calendar

Week	Monday	Wednesday
1	<p>08/26</p> <p>Introduction to course, icebreakers, read the syllabus and review calendar, “textbook” & readings, introduction letter assignment</p>	<p>08/28</p> <p>How to use Canvas, library databases/Google Scholar, review academic writing, format and style conventions, field/discipline conventions, group by discipline/field of study, assign “To the Student” reading</p>
2	<p>09/02</p> <p>No school—Happy Labor Day! You’ve worked hard and already deserve a day off 😊</p>	<p>09/04</p> <p>Quiz over reading, discuss “To the Student,” Module 1—Summary Project introduction, PowerPoint, assign, review and annotate article all students will summarize for Summary Project, begin brainstorming</p>