

English 1302 Composition II Spring 2020

Instructor: Dr. Mark Sidey
Email: msidey@uttyler.edu
Office: CAS 248
Office Hours: 8:30-10:00 MW and by appointment
Section Info: 002 10:10-11:05
003 11:15-12:10 All sections meet MWF in CAS 208
004 12:20-1:15

Course Descriptions & 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 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 use of evidence
- Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action
- Apply the convention 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:

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

Course Grade

Assignment	Percent of Course Grade	Ratio of Course Grade
LU #1 Report	20%	
LU #2 Synthesis & Summary	25%	
LU #3 Poster Presentation	25%	70%
Reflections	20%	
Portfolio of Written Work	5%	
Information Literacy Quizzes	5%	30%

The final drafts of all papers and all reflections must be included in the Portfolio of Written Work. Failure to include all of the required assignments, or failure to submit the Portfolio, will result in an F for the class without exception.

Grade Scale

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

Extra Credit Work

There is no extra credit work in this class.

Criteria for Written Work

All papers/projects will be graded on: presenting a focused and well-developed argument using credible sources, format, paragraph structure, clarity, conciseness, and citation.

Submitting Assignments

Assignments must be submitted in the appropriate drop box in Canvas and be in Microsoft Word or a designated platform. For a free copy of Microsoft Office, including Word, [click here](#). If I cannot open an assignment, or it is not in the correct drop box, it is late. Do not zip your files or submit a PDF.

Format

The format for all papers is:

- Block format: text left justified, single spaced, one line between paragraphs
- Calibri 12 pt. font
- 1" margins all around
- One space after periods

Center a title in 16 pt. font on the first page. Use 14 pt. font for first-level subheadings. Assignments that are more than one page should have a header on all pages. The header should be in 10 pt. font and consist of your last name and the page number.

In other words, use the same format as is used in the syllabus.

In the upper left corner of the first page of assignments, below the title, write the following:

Your Name
 ENGL 1302—and the section number
 January 31, 2020 (the date you submit the assignment)
 Peer Review Draft of LU #1 (what draft you are submitting)

Remember to change the date and draft designation when you submit a subsequent draft.

Using Student Work

As one form of feedback, I go over select drafts in class; I discuss what is working and areas for revision. If you do want me to use a particular draft of your work, please let me know when you submit the draft.

Revision Policy & Late/Poor Quality Work

The first graded drafts of LU's #1 and #2 may be revised for a potential one grade improvement. For an assignment to be eligible for a potential higher grade, all changes made to the draft, after I assigned the original grade, must be discussed in a cover memo. Changes that are not discussed in the memo will not be used to evaluate an assignment for a potential higher grade. I will set a due date for revised drafts with cover memos.

The following point reductions remain with drafts revised for a potential one grade improvement.

Peer-Review Draft of Complete Papers Ten (10) point reduction for any of the following: not submitting a draft by the deadline; submitting a draft that is not at least a low C; and/or not engaging fully in peer review.

Graded Drafts Ten (10) point reduction if the first graded draft is not submitted in Canvas by the deadline.

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 absence and/or lateness, minimal engagement in the class, repeated missed deadlines, and/or submitting 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 in person after class or via UTT email. (I do not have a phone in my office.)

Email Protocol

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

Emails 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 and Canvas messages should be written in a somewhat formal style—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 except for emails and messages received between Friday afternoon and Monday morning. I usually respond to those emails and messages Monday afternoon or Tuesday.

Scholastic Dishonesty, Attendance, and Classroom Policies

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.”

Attendance Policy

Students are expected to attend all class sessions. There are no excused or unexcused absences. You are either in class or not. Missing more than two weeks of classes is grounds for failing the class. All sections meet three times a week; two weeks of absences is six (6) classes.

Absences due to religious observances and university sponsored events and activities are covered below under "Standard UT Tyler Syllabi Policies."

Late Arrivals/Leaving Early

Being late (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 (before I dismiss class) two times equals an absence.

Disruptive Behavior

Per Sec. 8-804 of the UTT Manual of Policies and Procedures for Student Affairs:

"Any student who, acting singly or in concert with others, obstructs, disrupts, or interferes with any authorized activity on campus or on property or in a building or facility owned or controlled by the university or the U.T. System is subject to discipline. Authorized activities include but are not limited to teaching, educational research, administrative, disciplinary, public service, learning, or other authorized activity or public performance."

Disruptive classroom behavior includes but it not limited to: using a cellphone, laptop, or other device for purposes other than working on the current class activity; not engaging in the current class activity; sleeping in class, talking with other students for purposes other than working on the current class activity; talking when the professor is addressing the class; excessive lateness; and leaving early. 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.

Conferences

Periodically during the semester class may be cancelled for conferences. Conferences are times for individual and small-group feedback on your work. I expect that when you come to the conference you will be prepared by knowing what has been discussed in class, having completed assigned readings, and have a draft that is appropriate to the stage of the writing process. If you are not prepared for a conference, it will count as an absence.

A missed conference without notifying me via email by 5 pm the day before counts as an absence.

Staying Up to Date with the Course

Obviously, the best way to stay up to date with what is going on in class is to attend class, pay attention, and ask questions as needed.

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.

Missing Class

When you miss class, it is your responsibility to ascertain what you missed from a classmate.

Additional Course Information**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.

Textbook

Wu, Hui, and Emily Standridge. *Reading and Writing about the Disciplines*. Fountainhead Press, 2014.

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
- 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 instructor 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)