

English 1301: Composition I Spring 2023

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Office Hours: By appointment and via Zoom
Section Info: 001; MW 2:30-3:55; RBN 2011

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 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.

Laptops

If you have a laptop, I recommend that you bring it to class. 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.

Course Grade

Component	Percent of Course Grade
Reading Responses	25%
Research Report	30%
Reflection on Writing II	20%
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

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 class projects and for engagement work. A grade of D or F on the reading responses, research report, reflection on writing II, or for engagement work will result in the grade for the class being no higher than a D.

Extra-Credit Work

There is no extra credit work in this course.

Submitting Written Work

To be counted for a grade, assignments have to be submitted as a Word document and have to be submitted to the correct drop box in Canvas. Do not zip your files or submit a PDF. Assignments that I cannot open will be graded a 0.

For a free copy of Microsoft Office, including Word, [click here](#).

Public Writing

All writing in the class is public writing. As a class, and possibly in small groups, we will discuss what is working well in student projects and areas for improvement.

Grade Components

Detailed information on the projects, including grading criteria, will be provided in class and via documents in Canvas.

Projects

The reading responses are summaries, analysis, and responses to readings on writing and learning. The Research Report is a report on a career that you are interested in. The Reflection on Writing II is a reflection on what you learned over the course of the semester.

Assignments can be revised for a potential higher grade. Details will be provided in class.

Engagement

Engagement is submitting process work. 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. There may be situations which warrant an exception to this policy. If you cannot submit engagement work due to an illness or emergency, notify me as soon as possible. I will determine if an exception is appropriate.

Documentation may be required. Recurring engagement work that is graded as incomplete precludes exceptions.

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](#).

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.

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 should have 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. This class meets three times a week; two weeks of absences is six (6) classes.

It is your responsibility to find out from other students what happened in class during your absence.

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. Documentation may be required.

For relevant UTT policies, see the “UTT Covid Statement” in the UT Tyler Syllabus module, the UTT policy on “[Class Attendance/Excused Absences](#),” and the [UTT policy on withdrawals](#) including “Medical Withdrawal/Course Load Reduction.”

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.

Academic Dishonesty & 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,” see “University Policies and Information” in the UT Tyler Syllabus Module.

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
- Sleeping during class
- Using technology for purposes other than working on the activities assigned by the instructor
- Doing something other than working on the activities assigned by the instructor
- Hindering other students from working on the activities assigned by the instructor

For more information on disruptive behavior, see “University Policies and Information” in the UT Tyler Syllabus Module.

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.”

Required UT Tyler Policies & Information

See “University Policies and Information” in the UT Tyler Syllabus Module.

Schedule

The schedule is subject to change. See Canvas for engagement work due dates and for the current schedule.

Assignment	Time Frame	Graded Draft Due
Reading Responses	Weeks 1-7	See Canvas
Research Report	Weeks 8-12	Sunday 4-2
Reflection on Writing II	Weeks 13-15	Wednesday 4-26

Holidays

Monday January 16: Martin Luther King Jr. Day

Monday March 3 to Friday March 17: Spring Break

Last Day to Withdraw

Thursday March 23: [UTT Drop Policy](#)

Final's Week

Wednesday April 26: Deadline to submit assignments revised for a potential higher grade