

Welcome to ENGLISH 1302

Welcome

Congratulations on embarking on your college-level English class. I'm so glad you are here! This will be a new journey for many of you and I will be your guide. My name is Miriam Rowntree and I have been teaching First-Year Writing for more than ten years. I hope you will find that this course is not only relevant to your academic career, but also that as you begin developing writing skills and a writing process you will find much of our course relevant to your daily life. This syllabus will give you an important overview of the course, the policies and procedures, as well as some information on the fun stuff we will do in the course.

Instructor Corner

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CAS 238

I am also available via Zoom and
Canvas Chat.

Course Goals

A course using *Reading and Writing about the Disciplines* aims to familiarize students with discourses in their future fields by teaching the skills of critical reading and thinking, analysis of the structure of a text, logical development of its standpoint, hypothesis, or argument; its use of evidence and language; and its purpose. The ultimate goal is to advance students' capability of critical reading, thinking, and writing about any source or text rather than for a specific upper-division course. At the end of the class, the students will be able to complete literature reviews for their research projects in their disciplines.

In addition to the resources posted online you are required to purchase the following textbook: Wu, Hui, and Matthew Kelly. *Reading and Writing about the Disciplines: A Rhetorical Approach*, second edition, Fountainhead Press, 2023.

Most assignments are online. Each week you will have a checklist that will have additional resources, assignments, and the schedule for class. The following table provides a description of the components you might find in each weekly checklist for the module.

Module Component	Description
Weekly Checklist	This is the most important element of the online environment. You should check this list each week so that you know what is coming and what is required. Your assignments, readings, and discussion questions will be in this checklist. If you need to miss class for any reason, you should consult the checklist to see what is due and what material you need to look at.
Read and Respond (every week)	Each week you will have material to read and respond to. Our responses will consist of active questioning, collective annotation, quizzes, and short written reflections.
Building Blocks	These assignments are designed to help you to practice the writing techniques we are learning in the course. They will help you to build your major assignments, reflect on your own writing practices and habits, and encourage you to develop those practices and habits.
Information Literacy Lessons	Each week you will have short lessons on information literacy. This includes plagiarism, academic writing and research, and other topics.

Course Learning Outcomes

This course provides you with the following opportunities:

Upon completion, students will be able to

1. Recognize the 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 for the discipline
4. Summarize, paraphrase, and synthesize texts accurately and effectively
5. Select and incorporate material from sources professionally
6. Adopt an intensive reading and writing process for developing and structuring ideas, revising, rewriting, editing, and formatting to accomplish an academic writing task
7. Present writing with a minimum of errors
8. Write a literature review for a research project



The course is organized according to four learning units focused on skills that build towards these learning outcomes. Each module presents a variety of assignments that lead directly and indirectly to the major writing assignment for each learning unit. **All work will be submitted through Canvas.** You must submit papers as a PDF, doc, or docx. I cannot open other formats. You can download a free copy of Microsoft Word here: <https://www.utt Tyler.edu/it/office365/proplus.php>. I do not accept emailed assignments. See format for paper submission under “Assignment Submission” located on the Syllabus page of our course.

ASSIGNMENT	ASSIGNMENTS
LEARNING UNIT #1: SUMMARY 10%	Final Draft Outcomes: <ol style="list-style-type: none"> 1. To engage in the craft of paraphrasing through complete accurate restatements of other’s ideas in the student’s own words 2. To become adept at close reading strategies and properly document a single source according to disciplinary requirements 3. To identify claims and textual evidence, as well as distinguish between pertinent and extraneous information 4. To generalize to define the nature of a matter of the gist of a text
LEARNING UNIT #2: RHETORIC ANALYSIS 15%	Final Draft Outcomes: <ol style="list-style-type: none"> 1. To conduct a close rhetorical reading 2. To analyze how a text is constructed by examining the assumptions behind an argument, the evidence, the voice, the language use, the methodology, and the logical development of the text 3. To distinguish the nature of the source and incorporate the source into the student’s own writing 4. To cite source material correctly
LEARNING UNIT #3: COMPARISON REVIEW 15%	Final Draft Outcomes: <ol style="list-style-type: none"> 1. To practice writing literature reviews for the discipline 2. To conduct a close rhetorical reading of more than one text 3. To identify and analyze writing and rhetorical conventions in different disciplines 4. To understand the difference between qualitative and quantitative research 5. To cite source material correctly
LEARNING UNIT #4: RHETORICAL REVIEW 20%	Final Draft Outcomes: <ol style="list-style-type: none"> 1. To synthesize the arguments and information present in the articles under analysis 2. To demonstrate logical reasoning, analytical writing, and documentation 3. To compose a well-articulated justification for the project using a proposal
INFORMATION LITERACY LESSONS (IL): 5%	These are short lessons that complement our dive into information literacy. They take approximately 5-10 minutes to complete and offer insight into research practices that are key in becoming literate in our information saturated world.
ENGAGEMENT: 20%	Building Blocks, discussions, group assignments and other work will be assessed in this category. The main goals for these assignments are to: <ol style="list-style-type: none"> 1. Define rhetorical concepts and understand how they function in texts 2. Classify, compare, and discuss the texts and their elements 3. Invent material relevant to the final projects for each Learning Unit
FINAL REFLECTION: 15%	Reflection is a key component of our course. The goal of your final reflection is to display the progress, practices, and accomplishments of the semester. In this final reflection, you will include a final reflection that examines the portfolio as a representation of the growth achieved during the semester.

Build Our Community

This course takes place face to face so there are a few practices that can help us build our class community. The following practices are a starting point for creating our community and ensuring that everyone can participate at their best.

- ***Diversity and Inclusion Statement:*** We all come to the table with different experiences and viewpoints. To get the most out of this learning opportunity show respect for differences by seeking to understand, asking questions, clarifying understanding, and/or respectfully explaining your own perspective. It is important to consider how powerful a diverse education can be. My own understanding of difference has been shaped by the opportunities I have had to encounter people with vastly different experiences and listen to their stories. I want the same for my students. My goal as an instructor is to provide opportunities for everyone in my classes to have a voice and to learn to listen to others.
- ***Actively participate.*** Not only does participating help you to develop your own voice, but you help make space for a more diverse conversation when you engage with other class members and the instructor. You can find more about actively participating in Canvas under “Class Norms and Expectations.”
- ***Engage in the discussion board questions and conversation.*** The majority of our class interaction will take place on the discussion board in Canvas. This space will help you as an individual to learn the course material, practice writing, and converse with your classmates and instructor. Be sure to read the guidelines for Discussion Posts located on our “Course Syllabus” page.
- ***Stay on track with your schedule.*** This is not a self-paced course. Staying with the deadlines for assignments will ensure that you are keeping up with the material and completing valuable activities in preparation for your major assignments. This also ensures that our discussion board remains lively and engaged. Waiting until the last moment to post makes it difficult for your colleagues in the class to respond to you.
- ***Be specific.*** Vague language can have unintended consequences, including misunderstanding. The more specific you can be with your writing, the more effective you will communicate.

Attendance Policy

This is a writing and discussion-based course. While much of the course can be completed online, attendance in our class sessions is mandatory. I use a positive reinforcement system to encourage you to attend class. At the end of each class, you will submit a card in response to a prompt. If we must hold Zoom sessions this card will take the form of an inbox message. Everyone is required to submit a card at the end of class to receive credit for attending that class session. Missing class in most cases does not constitute a penalty to you. **You do not need to tell me you are missing class unless you have become ill or have some other kind of extended emergency that will require you to miss more than 5 class sessions.**

If you miss 0 notecards, you will have the opportunity to receive 3 extra points on your final weighted average. For example, if your final grade is an 87 and you have missed 0 notecards you would receive an A in the course. The breakdown is as follows:

0 notecards missed	3 extra points
1-2 notecards missed	2 extra points
3-4 notecards missed	0 extra points
5 or more notecards missed	5 points deducted from your final average

Missing Class

When you miss class, it is your responsibility to ascertain what you missed from another student. The majority of the course material is online. You can keep up with your coursework by following the weekly checklists. If you choose to miss class, you are choosing to miss the information presented in the class session. **Please do not email me with a request to "cover what you missed." I will not do so.**

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.”

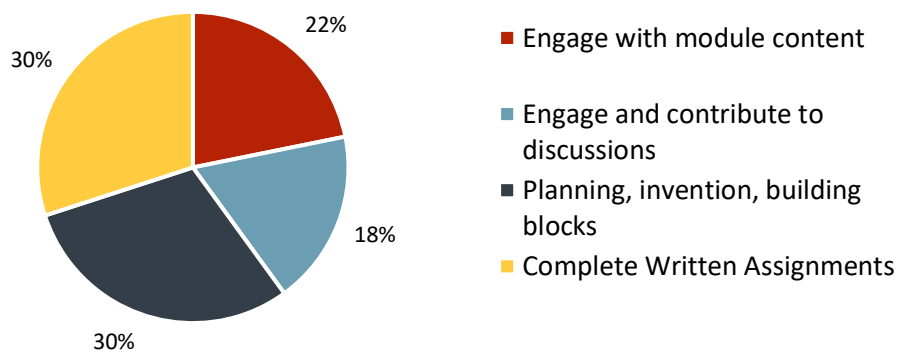
Disruptive classroom behavior includes but it not limited to: using a cellphone, laptop, or other device for purposes other than working on the current class activity; not engaging in the current class activity; sleeping in class, talking with other students for purposes other than working on the current 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.

The policy on disruptive behavior applies to face-to-face and Zoom class sessions.

How to be Successful in this Course

Create some goals you have for the course. As your instructor, I have outcomes I want to accomplish, but you will need to decide what goals you have as well. Consider the goals you have for engaging in this course as you determine how to allocate time to complete course requirements. The Module Time chart below provides a visual representation of the typical time spent completing a module, followed by an example weekly schedule. You should also track your time using a timer. When you begin working on the course materials, set a timer and record how long it takes to read an academic article, to draft, etc.

Module Time



Example Weekly Schedule

Day	Task
Monday -Tuesday (or get a jumpstart on the weekend)	Open your weekly checklist and survey the requirements for the week. Engage in module content (readings, short writing assignments, etc)
Tuesday-Thursday	Contribute to and engage in discussion Begin planning, writing, and inventing
Wednesday- Friday	Give yourself time for revision or to revisit the readings
Friday- Sunday	Submit required assignments, respond to colleagues, revisit anything that was confusing or requires clarification

Campus Resources and Policies

Resource	Description
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. https://www.uttyler.edu/center-for-ethics/
COVID Policy	<p><i>Information for Classrooms and Laboratories:</i> Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code (Links to an external site.) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.</p> <p>Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature should stay at home and notify their faculty. Students are also encouraged to use the UT Tyler COVID-19 Information and Procedures website. This website also provides information about our Vaccination Mobile Clinic. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.</p>
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/rightsandresponsibilities.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	<p>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.</p> <p>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.</p> <p>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</p>

<p>Grade Replacement/ Forgiveness and Census Date Policies</p>	<p>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.</p> <p>Failure to file a Grade Replacement Contract will result in the 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.</p> <p>The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:</p> <ul style="list-style-type: none"> • Submitting Grade Replacement contracts, Transient forms, request 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
<p>State-Mandated Course Drop Policy</p>	<p>Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses 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).</p> <p>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.</p>
<p>Disability/Accessibility Services</p>	<p>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</p>

	<p>https://hood.accessiblelearning.com/UTTyler and fill out the New Student application.</p> <p>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.</p>
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	<p>Academic Dishonesty & Disruptive Behavior</p> <p>This class has a Zero Tolerance Policy for academic dishonesty. Any deliberate act of academic dishonesty will result in immediate failure of the <u>entire</u> course and will be reported to the Office of Student Conduct and Intervention.</p> <p>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. The policy on disruptive behavior applies to face-to-face and Zoom class sessions.</p> <p>Disruptive 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</p>

students for purposes other than working on the current class activity; talking when the professor is addressing the class; excessive lateness; and leaving early.

For the UTT definition of “academic dishonesty,” go to the UT Tyler Syllabus Module in Canvas, click on “University Policies and Information,” scroll to the “Academic Honesty and Academic Misconduct” section, click on “Student Conduct and Discipline policy,” and read Section 8-802 “Academic Dishonesty.” For the UTT policy on disruptive behavior, see item number four, “Disruptive Behavior,” in section 8-804 (Certain Other Offenses) in the “Student Conduct and Discipline” policy.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (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](tel:903.566.7254) (903.566.7254)

Life Happens

Due dates for every module are provided on the course schedule (and posted in Canvas). However, I recognize that sometimes things come up, the pandemic rears its head, or even personal life happens.

Contact me as soon as possible to discuss extensions or revisions to deadlines.

Course Schedule

Abbreviations below: *TSIS*-They Say I Say; *RWD*-Textbook; *IL*-Information Literacy Lessons; *BB*-Building Block

All assignments are due by 11:59 pm on the date in the column, unless otherwise noted (before class, in-class, etc. Readings should be complete before class on the day listed.

LEARNING UNIT #1			
	Tuesday	Thursday	Assignments Due
Week 1	Jan 16 Introduction to academic writing and the course	Jan 18 Read: -The Syllabus - “To the Student” (<i>RWD</i>) - “TSIS Introduction?” Graff and Berkenstein (PDF)	DUE 1/22 by 11:59 pm: • BB#1 Opening Reflection • IL: Pre-test
Week 2	Jan 23 Read: - <i>TSIS</i> “The Art of Summary” (PDF) - “Defining a Profession: The Role of Knowledge and Expertise” by Mike Saks (<i>RWD</i>)	Jan 25 Critical Reading Workshop	DUE 1/25 by 11:59 pm: • Quiz #1: Saks Critical Reading DUE 1/29 by 11:59 pm: • IL: Popular vs. Scholarly AND Primary vs. Secondary
Week 3	Jan 30 Drafting Workshop	Feb 1 Revision Workshop Read: - “Punctuation’s Rhetorical Effects” by Kevin Cassell	Final Submission of Summary DUE MON 2/5-2/9 by 11:59 pm
LEARNING UNIT #2			
Week 4	Feb 6 Read: -LU #2 Assignment Sheet - <i>RWD</i> pp. 13-20 Watch: - “Analyzing a Text”	Feb 8 Read: -“Critical Thinking in College Writing: From the Personal to the Academic” by Gita DasBender	DUE 2/12 by 11:59 pm • IL: “Identifying Bias” • IL: “Identifying and Critiquing Research Methodologies” • Quiz #2: “Critical Thinking”
Week 5	Feb 13 Analysis Prep Strategy Practice	Feb 15 Critical Reading Practice	DUE 2/15 by 11:59 pm: • BB #2 “Critical Reading Questions” DUE 2/19 by 11:59 pm:

			<ul style="list-style-type: none"> IL “Accuracy and Authority”
Week 6	<p style="text-align: center;">Feb 20</p> <p>Drafting Workshop</p>	<p style="text-align: center;">Feb 22</p> <p>“How to Write a Meaningful Peer Review” by Ron Depeter (PDF)</p>	<p>DUE 2/22 by 11:59 pm:</p> <ul style="list-style-type: none"> BB #3 Draft of Rhetorical Analysis <p>DUE 2/26 by 11:59 pm</p> <ul style="list-style-type: none"> IL “Identifying Relevance”
Week 7	<p style="text-align: center;">Feb 27</p> <p style="text-align: center;">CONFERENCES</p>	<p style="text-align: center;">Feb 29</p> <p style="text-align: center;">CONFERENCES</p>	<p>Final Submission of Rhetorical Analysis Due MON 3/4-3/7 by 11:59 pm</p>
LEARNING UNIT #3			
Week 8	<p style="text-align: center;">Mar 5</p> <p>Read: LU #3 Assignment Sheet and Proposal Assignment Sheet LU #4 Assignment Sheet</p>	<p style="text-align: center;">Mar 7</p> <p>Read: How to Write a Comparative Analysis</p>	<p>DUE 3/10 by 11:59 pm:</p> <ul style="list-style-type: none"> BB#4 Comp/Con Chart (bring copy to class) Prepare to work on your LU #3 projects over the break.
Week 9	SPRING BREAK		
Week 10	<p style="text-align: center;">Mar 19</p> <p>In-Class Collaboration</p>	<p style="text-align: center;">Mar 21</p> <p>Presentations</p>	<p>Final Submission of Comp Review Due 3/21 by 11:59 pm</p>
LEARNING UNIT #4			
Week 11	<p style="text-align: center;">Mar 26</p> <p>Review: LU #4 Assignment Sheet</p>	<p style="text-align: center;">Mar 28</p> <p>Read: “Googlepedia: Turning Information Behaviors into Research Skills” by Randall McClure (PDF)</p>	<p>DUE 3/28-4/1 11:59 pm:</p> <ul style="list-style-type: none"> Proposal <p>DUE 3/28 by 11:59 pm</p> <ul style="list-style-type: none"> Quiz #3: Googlepedia IL The Basics of Searching
Week 12	<p style="text-align: center;">Apr 2</p> <p>Research Workshop</p>	<p style="text-align: center;">Apr 4</p> <p>No F2F Class</p>	<p>DUE 4/8 by 11:59 pm:</p> <ul style="list-style-type: none"> IL Boolean Operators and Navigating Databases
Week 13	<p style="text-align: center;">Apr 9</p> <p>Read: Articles for Review and https://guides.library.cornell.edu/annotatedbibliography/home</p>	<p style="text-align: center;">Apr 11</p> <p>From Annotations to Review</p>	<p>DUE 4/11 by 11:59 pm:</p> <ul style="list-style-type: none"> BB #5 Annotated Bibliography

Week 14	Apr 16 Peer Review	Apr 18 Presentations and Last Class Day	DUE 4/16 <ul style="list-style-type: none"> • BB #8 Full Draft of Rhetorical Review
Week 15 Final Exams	No F2F Class Zoom Conferences		Final Draft of Rhetorical Review Due 4/22-4/26 by 11:59 pm
			Final Reflection Due 4/29 by 11:59 pm