

## ENGL 1302: Composition II

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Office Hours: Canvas e-mail or by appointment.

### 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 method; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

### Student Learning Outcomes

- 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.
- Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, IEEE, etc.)

### Required Textbook

We will be using Top Hat ([www.tophat.com](http://www.tophat.com)) to access the digital interactive textbook, *Reading and Writing about the Disciplines: A Guided Process for Academic Research*, that we will be using in this class. For instructions on how to create a Top Hat account and enroll in our Top Hat course, please refer to the invitation sent to your school email address or consult Top Hat's Getting Started Guide (<https://bit.ly/31TGMIw>).

- If you are new to Top Hat, follow the link in the email invitation you received or... Go to <https://app.tophat.com/register/student> Links to an external site.
- Click "Search by school" and input the name of our school.

Bear in mind that textbook material will be made available in our course throughout the semester, so do not panic if you do not see any in the course upon entry.

Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email ([support@tophat.com](mailto: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.

## Grade Computation

|   |            |
|---|------------|
| Writing Project 1 – Summary Paper                         | 10 points  |
| Writing Project 2 – Thesis Paper                          | 15 points  |
| Writing Project 3 – Rhetorical Analysis Paper             | 25 points  |
| Writing Project 4 – Comparative Review Paper              | 25 points  |
| Writing Project 5 – Critical Review of Published Research | 25 points  |
| Total Points =  | 100 points |

## Grading Scale

|          |   |   |
|----------|---|---|
| 100 – 90 | = | A |
| 89 – 80  | = | B |
| 79 – 70  | = | C |
| 69 – 60  | = | D |
| 60 – 0   | = | F |

- To earn a C or above in the class, students must earn a C or above in all writing projects. A grade of D or F on Summary, Rhetorical Analysis, Comparative Review, or Critical Review of Published Research will result in the grade for the class being no higher than a D.
- Failure to turn in a final draft of the summary, rhetorical analysis, comparative review, or critical review of published research will result in an F for the class without exception.

To be counted for a grade, your work has to be submitted in the appropriate drop box in Assignments in Canvas and be in Microsoft Word or PDF. There is a [free copy of Microsoft OfficeLinks to an external site.](#) for all UT-Tyler students. If I cannot open your work, it is late. Please do not zip your files.

I do not give work for extra credit. I strongly encourage students worried about grades to discuss their concerns with me via e-mail or in my office. Addressing concerns early in the semester will allow you time to develop strategies to improve your grade.

## *Syllabus ENGL 1302*

Week 1—Complete Module 1. This includes the “Welcome Video” and “Summary Video.” Submit one-page summary by Friday, June 7.

Week 2—Complete Module 2. This includes the “Thesis Video.” Submit one-page thesis paragraph by Thursday, June 13.

Week 3—Complete Module 3. This includes “Analysis of Scholarly Publication Video.” Submit three-page paper by Thursday, June 20.

Week 4—Complete Module 4. This includes “Comparative Review of Two Scholarly Publications Video.” Submit six-page paper by Thursday, June 27.

Week 5—Complete Module 5. This includes “Research Paper Video.” Submit nine-page paper by Friday, July 5. Write a page-and-a-half on each research article. Each review of the article should include a thesis paragraph and two body paragraphs explaining the critical significance and connection to the previously analyzed articles.

Please note that if these assignments, excluding the first one, are designed to build off one another. Assignment Two can serve as the thesis for Assignment Three and Assignment Three can serve as one of the two scholarly publications analyzed for the next assignment. If you choose to connect the previous week with the next week’s assignment, then you will not have to write more than two or three pages per week.

*Course Policies:*

### **Communication with Instructor**

The best way to contact me is via Canvas e-mail. Per the [UT Tyler email policyLinks to an external site.](#), which stipulates that "the Patriot Email account serves as the communication source for all UT-Tyler learning management systems," I will not reply to emails sent from non-UTT email addresses. The same policy is applied to Zoom meetings. While you can use any device (iPad, computer, or your phone), you must use your UTT credentials/patriot's account. If you are not familiar with Zoom, you can use [Canvas 101Links to an external site.](#) which offers Zoom tutorials and guidelines on how to use Canvas.

Finally, 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.

### **Revision Policy**

You may rewrite and revise any paper (except Rhetorical Review, our the last project) for a potential **one letter grade improvement**. You are allowed on revision per paper. These revisions must be turned in by midnight on the Tuesday following the original submission date via Canvas e-mail. All changes made to the assignment, after I assign the original grade, must be **highlighted and annotated**. If the revisions do not explicitly address these areas and show marked improvement, the grade will be lowered by one full letter grade. Finally, all revisions should be accompanied by a cover letter explaining what you changed and why.

### **Late Work**

Each paper must be submitted on Canvas by the assigned due date. Papers that are submitted after the deadline will be **receive a grade of zero and will not be eligible for revision**.

## Grammar Rules:

Strive to follow basic grammar rules. Two rules will be strictly enforced because of their integral importance to professional writing. First, place the comma and period inside the quotation marks. (The British place them outside of the quotation marks.) Second, use active voice. In other words, do not place a form of the verb “to be” before the main verb.

Yes: He walks to the grocery store.

No: He is walking to the grocery store.

Active voice makes the writing more compelling and engaging.

If a grammar mistake is noted in the paper, take note of it and learn why it is a mistake. If you cannot figure it out, simply send me an e-mail. I will be happy to explain the rule.

## 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,” “Standard UT Tyler Syllabi Policies.”

## Syllabus Changes

Per the UT-Tyler 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.”

- [UT-Tyler Writing Center Links to an external site.](#)(903.565.5995), CAS 212, is a place for undergraduate and graduate students, faculty and staff to work on their writing projects and writing skills. Due to Covid-19, all appointment are held online.
- [UT-Tyler PASS Tutoring CenterLinks to an external site.](#) (903.565.5964), LIB 401, is a free walk-in tutoring center, with an individual appointment option, for current UT Tyler students who need help with accounting, biology, chemistry, engineering, mathematics, nursing, or physics.
- [UT-Tyler Mathematics Learning CenterLinks to an external site.](#), (903.565.5839), 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 CenterLinks to an external site.](#) (903.565.5746). The 24 hour Crisis Line can be reached by calling 903.566.7254 during regular business hours as well as nights and weekends.

## 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/StudentRightsandResponsibilities.html>

### ***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](http://www.uttyler.edu/tobacco-free). [Links to an external site.](#)

### ***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;
- failing 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 only 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 to or 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, homework 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, 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 résumés, for the purpose of obtaining an academic or financial benefit for oneself or another individual 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.

*"Falsifying academic records" includes, but is not limited to:*

altering or assisting in the altering of any official record of the university or the University of Texas System,

- the submission of false information or the omission of requested information that is required for or related to any academic record of the university or the University of Texas System.
- Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

## **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>. [Links to an external site.](#) 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 that students need to be aware of. 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)
- Scheduling 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.

## **Student Accessibility and Resources**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to [cstaples@uttyler.edu](mailto:cstaples@uttyler.edu).

### **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.