ENGL 1302.002 COLLEGE COMPOSITION
FALL 2015
MoWeFr 9:05 a.m. - 10:00 a.m.
BUS 212

CONTACT INFORMATION
Instructor             Natalia Menkina Snider
Lit/Lang Dept. Contact Ms. Holland (903) 566-7373
E-mail                nmenkina@uttyler.edu
Office                BUS 267
Office Hours          MoWeFr 8:00 a.m - 9:00 a.m or by appointment

COURSE DESCRIPTION
The purpose of English 1302 is to familiarize students with discourses in their future fields by teaching them the skills of critical reading and thinking, rhetorical 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.

COURSE OBJECTIVES
By the end of the course students should 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 for the discipline
• Summarize, paraphrase, and synthesize texts accurately and effectively
• Select and incorporate material from sources professionally
• Adopt an intensive reading and writing process for developing and structuring ideas, revising, rewriting, editing, and formatting to accomplish an academic writing task
• Present a writing with a minimum of errors

REQUIRED TEXTBOOK
• Reading and Writing about the Disciplines by Wu and Standridge

RECOMMENDED MATERIALS:
• The Writer’s FAQs: A Pocket Handbook 5th. ed. 9780321857521

You will also need
• paper and pen/pencils in class to take notes on and complete in-class writing
• access to a dictionary while you are reading for homework
• access to a computer for researching, typing, saving, and electronically submitting your papers
• folders (to turn in portfolios with your writing projects)
ASSIGNMENTS/GRADING

Writing Process Assignments and Attendance 15%
Writing Projects - 80%
Final Exam/Personal Reflection Letter - 5%

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100%

Writing Projects
5% Project 1 (Summary)
25% Project 2 (Rhetorical Analysis)
25% Project 3 (Comparative and Contrastive Rhetorical Review)
25% Project 4 (Rhetorical Review of Published Sources)

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tr>
<td>A</td>
<td>demonstrates exceptional competence—&quot;A&quot; students take initiative for their learning; seldom if ever miss class; go beyond the stated requirements for assignments; contribute significantly to the quality of the class; and achieve an average of 90-100 on quantitatively evaluated assignments.</td>
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<tr>
<td>B</td>
<td>demonstrates competence—&quot;B&quot; students take initiative for their learning; meet all the objectives of the course; do not miss more than 4 classes in a Tu-Th schedule; successfully complete assignments; contribute regularly to the quality of the class; and achieve an average of 80-89 on quantitatively evaluated assignments.</td>
</tr>
<tr>
<td>C</td>
<td>demonstrates promise of competence—&quot;C&quot; students successfully complete all major assignments on time; miss no more than 4 classes in a Tu-Th schedule; meet most of the objectives of the class; participate actively in class activities; and achieve an average of 70-79 on quantitatively evaluated assignments.</td>
</tr>
<tr>
<td>D</td>
<td>demonstrates probability of incompetence—&quot;D&quot; students meet some of the objectives of the course; miss more than 4 classes in a Tu-Th schedule; successfully complete most of the major assignments; usually attend class; occasionally participate in class activities; and achieve an average of 60-69 on quantitatively evaluated assignments.</td>
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<tr>
<td>F</td>
<td>demonstrates incompetence--F students miss an excessive number of classes (more than 8); or fail to complete one or more major assignments; or fail to demonstrate mastery of important concepts of literary analysis; or fail to demonstrate mastery of the conventions of standard English; or fail to achieve an average of at least 60 on quantitatively evaluated assignments.</td>
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GRADE REPRESENTATIONS

A     demonstrates exceptional competence—"A" students take initiative for their learning; seldom if ever miss class; go beyond the stated requirements for assignments; contribute significantly to the quality of the class; and achieve an average of 90-100 on quantitatively evaluated assignments.

B     demonstrates competence—"B" students take initiative for their learning; meet all the objectives of the course; do not miss more than 4 classes in a Tu-Th schedule; successfully complete assignments; contribute regularly to the quality of the class; and achieve an average of 80-89 on quantitatively evaluated assignments.

C     demonstrates promise of competence—"C" students successfully complete all major assignments on time; miss no more than 4 classes in a Tu-Th schedule; meet most of the objectives of the class; participate actively in class activities; and achieve an average of 70-79 on quantitatively evaluated assignments.

D     demonstrates probability of incompetence—"D" students meet some of the objectives of the course; miss more than 4 classes in a Tu-Th schedule; successfully complete most of the major assignments; usually attend class; occasionally participate in class activities; and achieve an average of 60-69 on quantitatively evaluated assignments.

F     demonstrates incompetence--F students miss an excessive number of classes (more than 8); or fail to complete one or more major assignments; or fail to demonstrate mastery of important concepts of literary analysis; or fail to demonstrate mastery of the conventions of standard English; or fail to achieve an average of at least 60 on quantitatively evaluated assignments.

TENTATIVE TIMELINES FOR PROJECTS

Project 1 (5%) Due: Week 4

A Summary (approx. 300 words, 1-1.5 pages) of a text of general nature from Reading and Writing About Disciplines

Project 2 (25%) Due: Week 7
A Rhetorical Analysis (approx. 650-700 words, 3-4 pages) of a reading in a specific discipline from Reading and Writing About Disciplines

Project 3 (25%) Due: Week 10

A Comparative and Contrastive Rhetorical Review (approx. 4-5 pages) of readings in two different disciplines from Reading and Writing About Disciplines

Project 4 (25%) Due: Week 15

A Rhetorical Review of three source texts in the student’s discipline, one from Reading and Writing About Disciplines and two outside sources in the field, which could be a writing of less than 6-7 pages for a profession (e.g. case notes by a nurse, a tech manual by an engineer, legal writing by a lawyer, a business proposal, etc.)

Final Exam (5%) Due: Week 15

A Personal Reflection Letter will be completed in class.

WRITING PROJECT ASSIGNMENTS

The Writing Process Assignments are a reflection of student participation. These assignments include in-class reflections, worksheets, assigned free-writing/brainstorming, etc. The assignments may be counted as complete/incomplete or given a letter grade depending on the nature of the assignment.

REWRITES

Writing is a process. Therefore, you will have the chance to revise your Writing Projects at least once to improve your grade on that assignment and to give you a chance to show what you have learned in a given unit. You may rewrite and revise your first Project - Summary and other Projects (except the last one) that receive a grade below a B (3 papers total). All revisions are due within one week of getting your graded paper back. You must let me know that you plan to revise within one week of receiving the grade. You will have an additional week to substantially revise the assignment for a new grade. I will devote much time and energy into giving you comments on how to revise your writing. If you turn in the same assignment without substantial revision, you will receive a lower grade on the revised assignment than you did on the original. The original paper grade and the revised paper grade will be averaged. Remember to include the original copy with the revised one.

COMMUNICATION WITH INSTRUCTOR

I encourage students to contact me throughout the semester by email or in person during my office hours or at an appointed time. VERY IMPORTANT: Every email related to the course should have “ENGL 1302.002” and YOUR FULL NAME in the subject line. This applies especially if your email address does not include your name. Although I check my email regularly even on weekends, please do not expect to receive a reply to weekend emails (those sent between late afternoon Friday and Monday morning before 8:00 a.m.). If an issue legitimately requires immediate attention, please mark it “URGENT” in the subject line (along with “ENGL 1302.002”).

CLASSROOM POLICIES

Attendance

While I expect you to show up for class regularly, I know that certain absences are unavoidable. If you miss more than 3 class days, your grade will be lowered by one letter grade. If you miss more than 6 class days, you will fail this course.
Tardiness
Each tardy will count for .3 absence. If you are 25 minutes or more late, then you will be counted absent for the class meeting.

Late Work
I will deduct ten points from your score for every day after a paper’s due date. This includes days that we do not meet for class. I will not accept any papers that are over one week late.

Classroom Conduct
You have all been in classrooms a great deal of your life. You know how to behave and how not to behave. However, I do have 1 rule that I will enforce quite strongly: Be respectful. By this I mean that you must be respectful of me, your classmates, the assignments, and the work process of the class. You may disagree with any of the above, but you may not be disrespectful. If I see you being disrespectful, I will ask you to leave the class for an absence.

Conferences
At specific points throughout the semester, I will be holding individual or/and small group conferences with you both in class and outside of class. Missing one of these conferences without prior notification will result in 2 absences.

Writing Center
Located in BUS 202, the UT-Tyler Writing Center provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning—you will be expected write and/or discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix your paper for you. Appointments: 565-5995. More information: www.uttyler.edu/writingcenter.

UNIVERSITY POLICIES & PROCEDURES
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

Scholastic Dishonesty (Sec. 8802)
"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

"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.

Penalties for Scholastic Dishonesty (Sec. 8500)
Please consult the above section for a list of potential consequences of proof of academic dishonesty.

Financial Transactions with the University (Sec. 8803)

a. Students who owe debts to the university may be denied admission or readmission.

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 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)
- 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 Services.** 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 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@utttyler.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.

**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.

**IMPORTANT DATES OF THE SEMESTER**
- **AUGUST 24** - CLASSES BEGIN
- **SEPTEMBER 4** - CENSUS DATE
- **SEPTEMBER 7** - LABOR DAY HOLIDAY
- **OCTOBER 26** - LAST DAY TO WITHDRAW FROM CLASSES
- **NOVEMBER 2** - FINAL FILING DEADLINE - FALL
- **NOVEMBER 23 - 28** - THANKSGIVING HOLIDAY
- **DECEMBER 7** - STUDY DAY
- **DECEMBER 7** - FINAL EXAMS FOR MONDAY CLASSES ONLY
- **DECEMBER 8 - 12** - FINAL EXAMS FOR FALL TERM (FINAL EXAM TBA)