

# Welcome to ENGLISH 1301.016

## Welcome

Congratulations on embarking on your first college-level English class. I'm so glad you are here! My name is Dr. Miriam Rowntree, and I have been teaching First-Year Writing for over a decade. 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 processes you will find much of our course relevant to your daily life. This syllabus will give you an important overview of the course, our policies and procedures, as well as some information on the fun stuff we will do in the course. Treat your syllabus as a contract between you and me. I agree to adhere to the policies and hope that you will as well. If you have concerns about anything in this document, please raise your concerns.

## Course Overview

The course description and learning outcomes are per the Texas Higher Education Coordinating Board Lower-Division Academic Course Guide Manual Spring 2020:

- 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:**

1. **Demonstrate knowledge of individual and collaborative writing processes.**
2. **Develop ideas with appropriate support and attribution.**
3. **Write in a style appropriate to audience and purpose.**
4. **Read, reflect, and respond critically to a variety of texts.**
5. **Use Edited American English in academic essays.**

## Instructor Corner

**Miriam Rowntree, Ph.D.**  
Assistant Professor of Instruction  
Department of Literature and  
Languages

[mrowntree@uttyler.edu](mailto:mrowntree@uttyler.edu)

Office: CAS 238

I am also available via Zoom and  
Canvas Chat.

## Class Information

All classes will be held in CAS 208.

Tues/Thurs

2-3:20 pm

If you have questions about the class, please check Announcements in Canvas first. This will ensure you are up-to-date on the class.

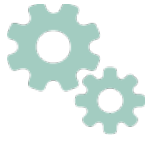
# Types of Assignments

We will read from the book *AI and Writing* by Sidney I. Dobrin. You can purchase the book, but I will also have PDFs of the selected chapters. The rest of the course materials are available in your weekly checklists in PDF or link. 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](#). See format for paper submission under “Assignment Submission” located in FAQ page of our course.

ASSIGNMENT	OUTCOMES
UNIT #1: CRITICAL READING AND ANNOTATION 15%	<p>Outcomes:</p> <ol style="list-style-type: none"> <li>1. To annotate a text thoroughly</li> <li>2. To reflect on reading practices</li> <li>3. To engage deeply with a text</li> </ol> <p>AI Literacy: Develop a basic understanding of GenAI and its relationship to writing and research</p>
UNIT #2: INFORMATIVE SUMMARY 15%	<p>Outcomes:</p> <ol style="list-style-type: none"> <li>1. To report useful information concisely and accurately to a specific audience</li> <li>2. To become familiar with reading and writing strategies</li> <li>3. To identify claims and textual evidence, as well as distinguish between pertinent and extraneous information</li> </ol> <p>AI Literacy: Compare AI generated to human generated texts.</p>
UNIT #3: COMMENT AND RESPONSE 20%	<p>Outcomes:</p> <ol style="list-style-type: none"> <li>1. To conduct a close rhetorical reading</li> <li>2. To analyze how a text is constructed</li> <li>3. To write a detailed and well-supported argument</li> <li>4. To cite source material correctly</li> </ol> <p>AI Literacy: Ethics, Voice, and Conversation</p>
UNIT #4: PROFESSIONAL COMMUNITY ISSUE REPORT (PCI) 25%	<p>Outcomes:</p> <ol style="list-style-type: none"> <li>1. To gather and analyze data for a professional community in your major</li> <li>2. To write a detailed and well-supported study of discourse in your field</li> <li>3. To use the correct format for papers in your major</li> <li>4. To use online writing help resources</li> <li>5. To cite source material correctly</li> </ol> <p>AI Literacy: Prompt Engineering</p>
INFORMATION LITERACY LESSONS (IL): 5%	<p>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. You can take them as often as you'd like.</p>
ENGAGEMENT: 20%	<p>Building Blocks, discussions, group assignments and other work will be assessed in this category. The main goals for these assignments are to:</p> <ol style="list-style-type: none"> <li>1. Define rhetorical concepts and understand how they function in texts</li> <li>2. Classify, compare, and discuss the texts and their elements</li> <li>3. Invent material relevant to the final projects for each Learning Unit</li> </ol> <p>Many of these assignments are completion grades. Some assignments such as quizzes are graded on a points basis.</p>



# Policies for an Effective Writing Course



## 1. Course Nuts and Bolts

- A. Revision will be an integral part of your grade.
- B. All work will be submitted via Canvas. (See page 7-8 and “Grade Concerns” in FAQ)
- C. Due dates for major assignments have “windows of time.” The **Available Until Date** is the last date that I will take the assignment.



## 2. Establishing Our Discourse Community

- A. Your interactions with class members enhance both yours and their learning experience.
- B. Be generous with your peers and with your instructor. Life changes fast and we cannot always know what others are going through.
- C. Vocabulary is a key part of a discourse community. We will define words that we will use in the course.



## 3. AI Principles

- A. We develop ideas in collaboration and in conversation with others. GenerativeAI is part of that collaboration.
- B. We will try a variety of strategies using GenerativeAI, however, we remain committed to the writing process and do not tolerate submission of work that is not your own.
- C. GenerativeAI is a tool and should be respected as such.



## 4. Attendance

- A. Attendance is required. This is a face-to-face course, and I will not provide “online” lessons.
- B. You as the student are responsible for the material in class. You should ask another student if you must miss class.
- C. Missing more than 5 days of class will result in a 5-point deduction on your final weighted average.



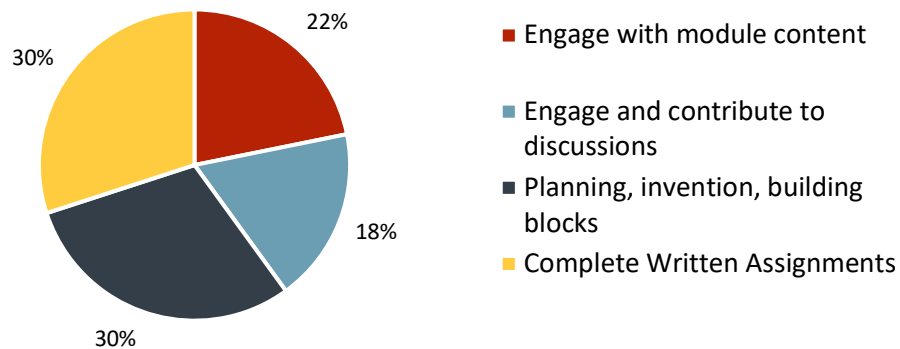
## 5. Writing Assessment Statement

- A. I strive to be transparent in my grading practices by using rubrics and checklists.
- B. I aim to provide feedback and grades within two weeks (or less) of submission.
- C. I accept revisions of all major papers that receive a grade lower than C, up to seven days following the return of the paper.
- D. I accept well-articulated challenges to graded work. In the event of a challenge, we will meet via Zoom to discuss the rubric and elements required.

## How to be Successful in this Course

Now, 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.

**Module Time**



### Example Weekly Schedule

Day	Task
Monday -Tuesday (or get a jumpstart on the weekend)	Engage in module content (readings, short writing assignments, etc) Prepare for class for the week.
Tuesday-Thursday	Begin planning, writing, and inventing. Attend class.
Wednesday- Friday	Give yourself time for revision or to revisit the readings. Plan ahead for the time required to move through the material.
Friday- Sunday	Submit required assignments and revisit anything that was confusing or requires clarification. Build in rest for your brain on the weekend.

## Campus Resources and Policies

Resource	Description
COVID Policy	<i>It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure (<a href="#">CDC quarantine/isolation guidelines</a>). Please work with your faculty members to maintain coursework and please consult <a href="#">existing campus resources</a> for support.</i>
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. <a href="https://www.uttyler.edu/center-for-ethics/">https://www.uttyler.edu/center-for-ethics/</a>
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: <a href="http://www.uttyler.edu/wellness/rightsandresponsibilities.php">http://www.uttyler.edu/wellness/rightsandresponsibilities.php</a>
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: <a href="http://www.uttyler.edu/about/campus-carry/index.php">http://www.uttyler.edu/about/campus-carry/index.php</a>
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.

	<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: <a href="http://www.utt Tyler.edu/tobacco-free">www.utt Tyler.edu/tobacco-free</a></p>
Grade Replacement/ Forgiveness and Census Date Policies	<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 <a href="http://www.utt Tyler.edu/registrar">http://www.utt Tyler.edu/registrar</a>. 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"> <li>• Submitting Grade Replacement contracts, Transient forms, request to withhold directory information, approvals for taking courses as Audit, Pass/Fail, or Credit/No Credit</li> <li>• Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date.)</li> <li>• Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)</li> <li>• Being reinstated or re-enrolled in classes after being dropped for non-payment</li> </ul>

	<ul style="list-style-type: none"> <li>Completing the process for tuition exemptions or waivers through Financial Aid</li> </ul>
State-Mandated Course Drop Policy	<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>
Disability/Accessibility Services	<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 <a href="https://hood.accessiblelearning.com/UTTyler">https://hood.accessiblelearning.com/UTTyler</a> 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 <a href="http://www.uttyler.edu/disabilityservices">http://www.uttyler.edu/disabilityservices</a> , the SAR office located in the University Center, # 3150 or call 903.566.7079.</p>
Student Absence due to Religious Observance	<p>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.</p>

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.
UT Tyler AI Policy	UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a



	<p>breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.</p> <p>For this course:</p> <p>1) AI is encouraged during the course, and appropriate acknowledgment is expected. I encourage you to explore using artificial intelligence (AI) tools, such as ChatGPT, for all assignments and assessments. Any such use must be appropriately acknowledged and cited, following the guidelines established by the APA/MLA/Chicago Style Guide, including the specific version of the tool used. The submitted work should include the exact prompt you used to generate the content</p>
Student Standards of Academic Conduct	<p>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.</p> <p>i. "Cheating" includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• copying from another student's test paper;</li> <li>• using, during a test, materials not authorized by the person giving the test;</li> <li>• failure to comply with instructions given by the person administering the test;</li> <li>• 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</li> </ul>

	<p>specifically prohibited by the person administering the test;</p> <ul style="list-style-type: none"> <li>• using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;</li> <li>• collaborating with or seeking aid from another student during a test or other assignment without authority;</li> <li>• discussing the contents of an examination with another student who will take the examination;</li> <li>• divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors 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;</li> <li>• substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;</li> <li>• 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;</li> <li>• falsifying research data, laboratory reports, and/or other academic work offered for credit;</li> <li>• 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</li> <li>• misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or</li> </ul>
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	<p>financial benefit or injuring another student academically or financially.</p> <p>ii. “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.</p> <p>iii. “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.</p> <p>iv. All written work that is submitted will be subject to review by plagiarism software.</p>
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#### UT Tyler Resources for Students

- [UT Tyler Writing Center](#) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](#) (903.565.5964), [tutoring@uttyler.edu](mailto: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)

#### 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, a pandemic rears its head, or even personal life happens.

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