# Syllabus | ENGL 1301: College Composition I

Course/Section: ENGL 1301.062
Class Dates: August 25 - December 13 (Fall 2025)
Format: Online/Asynchronous

---

## Instructor Information

Name: Ms. Nicole Hicks
Email: nhicks@uttyler.edu
Office Hours: By appointment only
Office Location: Zoom

---

## Course Overview

(Three semester credit hours): 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. To earn credit, this course must be completed with a "C" or better. Prerequisite: A satisfactory score on the Texas Success Initiative (TSI) test or successful completion of a developmental writing course.

---

## Course Learning Outcomes

In this course, students will strengthen their abilities in the following areas:
- 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

---

## Required Text(s) and Materials

- All course reading will be provided by the instructor and made accessible in Canvas (i.e., there is no textbook to buy).
- You will need Microsoft Word in this course. As a UT Tyler student, you have free access to Microsoft Office 365; go to http://portal.microsoft.com and log in with your Patriots credentials to access online apps or install them on your computer.

---

## Important Dates

First Class Day: **Monday, August 25**
Census Date/Last Day to Drop without Record: **September 8**
Mid-Term Grades Due: **October 20**
Last Day to Drop a Course: **November 3**
Last Class Day: **Friday, December 5**
Final Exam: **N/A**
Final Grades due: **Tuesday, December 16 by 12:00pm**

## Grading

You will receive a final letter grade for the course based on the assignments and scale below.

### Assignments Overview

| Assignment | Percentage |
| --- | --- |
| Writing Project 1 - Critical Reading | 15% |
| Writing Project 2 - Informative Summary | 15% |
| Writing Project 3 - Rhetorical Analysis | 20% |
| Writing Project 4 - Professional Community Issue Report | 35% |
| Engagement | 15% |
| **Total** | **100%** |

## Scale

A = 90 – 100 (demonstrates *exceptional* performance)
B = 80 – 89 (demonstrates good performance)
C = 70 – 79 (demonstrates average performance)
D = 60 – 69 (demonstrates below average performance)
F = 59 and below (demonstrates poor performance)

For some further good insight into these ranges, see "[What Do Letter Grades Mean](#)?"

### Minimum Requirement to Earn a C in the Class

To earn a C or above in the class, you must submit a final draft for each of the writing projects: critical reading, informative summary, rhetorical analysis, and professional community issue report. Failure to do so will result in your grade for the class being no higher than a D.

Repeated failure to submit peer reviews will also result in your grade for the class being no higher than a D.

English 1301 is considered a core curriculum course at UT Tyler. In order to satisfy the core curriculum requirement, you must achieve at least a C in this course.

## Communication

I encourage students to communicate with me throughout the semester regarding questions, issues, or potential concerns about the class. You can speak to me during class, you can set up an office hours appointment with me, or you can email me. Per the [UT Tyler Email Policy](#), I will not reply to emails sent from non–UT Tyler email addresses.

Email is the easiest way to contact me, but be rhetorical and think about your audience. Since email is quick and easy, people often do not take the time to formulate emails that will effectively communicate what is desired. When emailing me, please include a subject/title for your email, an opening address (Dear Ms. Hicks…), and a closing signature. Although I check my email regularly, please do not expect to receive a reply to weekend emails (those sent between late afternoon Friday and early morning Monday). If an issue legitimately requires immediate attention, please mark it "URGENT" in the subject line.

### Announcements in Canvas

To communicate with the entire class, I will use the announcement feature in Canvas. You are responsible for reading and responding to them as needed. For a tutorial on viewing announcements in Canvas, click here. For a tutorial on how to receive announcement notifications, click here.

## Course Policies

### Attendance

Attendance and participation are critical to your success in this course. In an online environment, attendance means regularly signing in to Canvas, checking on your progression in the course, and completing work. You should plan to spend as much time doing work for this course as you would for a face-to-face course.

### Extra Credit

There is no extra credit work in this course.

### Revision

You may revise the final drafts of WP1, WP2, and WP3 for a potentially higher grade. There is no risk of rewriting papers since only higher grades will be recorded. Revisions are due within one week of grade assignment. I provide detailed comments on every draft, so the rewrite must show substantial revision based on my comments to achieve a higher grade (in other words, fixing comma placement and incorrect semicolons alone will not improve your grade). 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.

WP4 cannot be revised as it is at the end of the semester.

Additionally, papers submitted for a potential higher grade must include a cover memo in which you list and discuss, in detail, the changes you made and why you made those changes.

### Late Work

I will deduct 10% from your score every day after a paper's final draft is due. This includes days that we do not meet for class. I will not accept any drafts that are over five days late.

No other assignments will be accepted late.

**Assignment Submission**

All final drafts must be submitted as a Word document to the correct drop box in Canvas. Emailed assignments or assignments submitted outside of the correct drop box in Canvas (e.g., attached as a submission comment instead of actually submitted) will not be accepted.

Instructions will be provided for how to submit rough drafts and progress work.

It is your responsibility to double check that all submissions are accurate, in the proper format, readable, and correct. After submitting an assignment, verify your submission by downloading and opening it from the submission drop box, ideally on a different device. This will ensure that the submission has not been corrupted and that you submitted the correct file. You are allowed unlimited submissions on assignments up until the due date, so if something went wrong with your original submission, resubmit your assignment immediately. I will only grade your final submission.

Assignments that I cannot open will be graded a zero. Assignments submitted by mistake (e.g., wrong file, old draft) will be graded accordingly.

**Public Writing**

All writing in the course is public writing. I may use your submitted writing, anonymized appropriately, to discuss what is working in student papers and/or areas for improvement.

**Use of AI**

In this course, TBD.

Note: 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 is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

**Classroom Conduct**

You have all been in classrooms a great deal of your life, so you know how to behave and how not to behave, whether the classroom is physical or virtual.

I do have one 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. Such behavior is grounds for disciplinary action.

## UT Tyler Policies and Information

See "University Policies and Information" in the Start Here module in the course Canvas shell.

## Student Resources

See "Student Resources" in the Start Here module in the course Canvas shell.

## Course Calendar

See "Course Calendar" in the Start Here module in the course Canvas shell.