

ENGLISH 1302 - SPRING 2023

Composition II

Faculty: Professor Mindi McGreevy

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Office Hours: Before or after school Monday through Friday from 7:25 to 7:50 a.m. or 3:00 p.m. to 4:00 p.m.

Section Info: TBA

Textbook (Required): Wu, H., & Standridge, E. (2014). *Reading and Writing About the Disciplines: A Rhetorical Approach*. Fountainhead Press. ¹

Course Descriptions and Learning Outcomes

- Per the Texas Higher Education Coordinating Board Lower-Division Academic Course Guide Manual Spring 2020:

Course Description

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Effective and ethical rhetorical inquiry emphasizes primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Learning Outcomes

Upon successful completion of this course, students will:

- 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, etc.)

¹ Port Neches -Groves High School will provide students with the course textbook.

Course Descriptions and Learning Outcomes

- In compliance with the state-mandated course description and learning outcomes, UT Tyler describes English 1302 as per the following:

Catalog Course Description

This course familiarizes students with writing in academic disciplines through critical reading and writing under supervision. Students develop writing skills by analyzing and evaluating rhetorical conventions of academic writing in and beyond their own disciplines.

Learning Outcomes from *Reading and Writing about the Disciplines*

Upon completion of this course, students will 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 to 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 writing with a minimum of errors.
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Overview of Grade Components

Learning Unit #1:

Summary (Weeks 1-2) The assignment for this learning unit is a 300 word summary of “Professional Writing Expertise.” See pages 11-12 in the textbook for more information on the Summary.

Learning Unit #2:

Rhetorical Analysis (Weeks 3-5) The assignment for this learning unit is a 650-700 word rhetorical analysis of a scholarly article from your academic discipline. See pages 14-18 in the textbook for more information on Rhetorical Analysis.

Learning Unit #3:

Compare and Contrast Rhetorical Review (Weeks 6- 10) The assignment for this learning unit is a 1,200-word review of two academic articles—one from your academic discipline and one from another discipline. See pages 20-23 in the textbook for more information on the Compare and Contrast Rhetorical Review.

Learning Unit #4:

Literature/Rhetorical Review (Weeks 11-15) The assignment for this learning unit is a 1,400-word review of four scholarly articles from your academic discipline published within the last 5-10 years. You will also write a proposal that is not part of the 1,400 words. See pages 24-26 in the textbook for more information on the Rhetorical Review and Proposal.

Grade Computation Percent of Grade Learning ²

Learning Unit 1 Composition	10%
Learning Unit 2 Composition	20%
Learning Unit 3 Composition	20%
Learning Unit 4 Composition	25%

***The Unit 4 Proposal Letter is worth 5% of this grade.

Final Course and Progress Reflection	10%
Participation	15%

***This includes in-class writing exercises, information literacy exercises, writing and peer review workshops, and reflections.³⁴

Grading To compute the final course grade, the following point totals are assigned to the standard letter grades of A through F:

- A = 90-100 points
- B = 80-89 points
- C = 70-79 points
- D = 60-69 points
- F = 59 points and below ⁵

Additional Course Information

I. Paper Format

All assignments will be in block format—text left-justified, one line between paragraphs.

All assignments will be in Times New Roman, 12 pt. Font, 1” margins all around. All assignments should have a centered title and page numbers in the upper left corner.

In the upper left corner of papers, place this heading:

Jane Doe
Professor McGreevy
ENGL 1302
Date

II. Contacting Me

Please do not hesitate to contact me if you are having difficulties with assignments. Often, a conference can resolve issues and alleviate anxiety. E-mail is the easiest way to contact me outside of class. However, etiquette and courtesy in the correspondence are important. When e-mailing me, please include a subject/title for your e-mail, an opening address (Dear Mrs. McGreevy...), and a closing signature. I will check my e-mail regularly Mondays-Fridays from 7 a.m.-4 p.m. You can expect

² College grade and high school grade may reflect differently due to district grade weighting policy

³ Course schedule of readings will be finalized by the second week of classes, seeing as these will be based upon the needs and goals of students.

⁴ Supplemental grades will be added to the high school grade to meet the Port Neches – Groves District grade requirement per six weeks.

⁵ Failure to turn in a final draft of the summary, rhetorical analysis, compare and contrast review, proposal for LU #4, and the rhetorical review will result in an F for the class without exception.

a response from me 24 hours after I have read your message (not 24 hours after you sent your message). Lastly, I expect everyone to check their e-mail at the same frequency.

III. Class Design

Much of this class will be conducted in a workshop format. This means that although I may lecture briefly on a particular topic during a class period, I will expect you to have read the material before class so that you can engage in-class discussion and group work. It also means that you will be wise to take full advantage of workshop time.

IV. Draft Submission

All drafts will be submitted via Canvas. Do **not** ask if you can e-mail an assignment.

V. Revision

Revision will be an ongoing process until the final drafts are due. See the Tentative Course Calendar for due dates. There is no revision after final drafts are submitted.

VI. Late Projects ⁶

Late papers will be penalized one letter grade for every class session the paper is late. Permission to turn in a late assignment without penalty will rarely be given and only based on an in-person conference with me and never on the same day the paper is due.

VII. 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.

UT Tyler's policy on scholastic dishonesty:

<http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>

VIII. Attendance Policy ⁷

Students are expected to attend all class sessions. Because this class incorporates frequent small- and large-group activities, students who are absent affect not only their own learning but that of their fellow students. Therefore, only two weeks' worth of absences (see below) will be allowed for the semester, regardless of reason, including documented illness or emergency. Students who exceed two weeks' worth of classes will fail the course unless they withdraw by the census date. See "Standard UT Tyler Syllabus Policies" below for information on the census date. Special consideration for absences due to religious observance or university-sponsored events and activities are described below under "Standard UT Tyler Syllabus Policies."

IX. Late Arrivals/Leaving Early ⁸

Being late (showing up after I take attendance) two times equals an absence. If you are late, it is your responsibility to remind me AFTER CLASS to note that you were late, not absent. Similarly, leaving early (before I dismiss class) two times equals an absence.

⁶ Per the English department guidelines set by the Port Neches - Groves High School, students will receive 25% off per day the assignment is late. The fourth day the assignment is late will result in a zero for the assignment.

⁷ Per Port Neches - Groves High School U.I.L. Attendance Policy, if the student is missing class for a school-related event it is that student's responsibility to (1) communicate with their instructor, (2) complete and turn in all assignments before their absence unless otherwise instructed by the professor.

⁸ High School Guidelines: Being late (showing up after the bell) three times equals an absence.

X. Technological Distractions⁹

Please refrain from any unauthorized usage of technology during our class sessions. In this usage, 'unauthorized' means unrelated to the tangible learning activity or activities taking place before class so that you can engage in-class discussion and group work. It also means that you will be wise to take full advantage of workshop time.

XI. Syllabus Changes

The information contained in the course 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.

University Policies and Additional Information

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.

II. 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/rightsresponsibilities.php>

III. 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>

IV. 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 university community members, including students, faculty, staff, University affiliates, contractors, and visitors. Not permitted forms of tobacco include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and other tobacco products.

Several cessation programs are 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.

V. 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 semester's Census Date in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) 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.

⁹ Following English Department Policy no cell phone use is permitted
Professor McGreevy

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.

VI. The Census Date is the deadline for many forms and enrollment actions 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

VII. 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.

VIII. Disability/Accessibility Services

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 <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student Application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and make 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.

IX. 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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 an unfair advantage to a student or the attempt to commit such acts.

I. "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;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials that 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 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 instructors have 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;
- 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 things 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;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- 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 misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

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.

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.

IV. All written work that is submitted will be subject to review by plagiarism software.

XIV. UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, 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)