

SPRING 2024
ENGL 1302 COLLEGE COMPOSITION II

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Office Hours: M/W 1:00 p.m. – 2:20 p.m.; T/Th
9:30 a.m. – 10:45 a.m.; or by appointment (Zoom appointments are available as well).
Section info: 008 M/W 2:30 p.m. – 3:55 p.m. CAS 258
009 M/W 4:05 p.m. – 5:30 p.m. CAS 258



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.

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, IEEE, etc.)

COURSE TEXTBOOK

We will be using **Top Hat** (www.tophat.com) to access the digital interactive textbook, *Reading and Writing about the Disciplines: A Rhetorical Approach*, 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 already have a Top Hat account, go to <https://app.tophat.com/e/966122> to be taken directly to our course. 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>
- Click "Search by school" and input the name of our school
- Search for your course with the following join code:

ENGL 1302.008 - **916324**
ENGL 1302.009 - **414753**

The cost of the textbook is \$ 64.29 and will be applied at checkout when enrolling in our Top Hat course. 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), 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

Engagement	10%
Writing Project 1 - Summary	15%
Writing Project 2 – Rhetorical Analysis	20%
Writing Project 3 – Comparative Rhetorical Analysis	20%
Writing Project 4 – Rhetorical Review	20%
ILTs	5%
Final Reflection	10%

	100%

See assignment prompts for a more detailed description of each assignment. We will also go over assignments in class.

GRADING SCALE

90-100	A	demonstrates <i>exceptional</i> competence
80- 89	B	demonstrates competence
70- 79	C	demonstrates promise of competence
60- 69	D	demonstrates probability of incompetence
< 60	F	demonstrates incompetence

Grading:

- To grade your writing projects, I use detailed grading rubrics aligned with our course outcomes, which are included in each assignment sheet and should be used to help guide your writing process. I also provide specific and personalized feedback in the comments section of your grade book to help you continuously improve.
- To earn a C or above in the class, students must earn a C or above on all writing projects and reflections. A grade of D or F on Summary, Rhetorical Analysis, Comparative Rhetorical Analysis, Rhetorical Review, or the Final (End-of-Semester) Reflection will result in the grade for the class being no higher than a D.

COURSE ACTIVITIES

Engagement (10%)

Your **engagement grade** is the direct reflection of your attendance (showing up to class) and participation in all course activities (assignments and discussions). These assignments include in-class reflections, worksheets, discussion board posts, peer reviews, reflection letters, assigned free-writing/brainstorming, ILT quizzes, etc. The assignments may be counted as complete/incomplete or given a letter grade depending on the nature of the assignment. Most of the assignments will be submitted in Canvas. A calendar with daily assignments, activities, and due dates will be provided.

Final Drafts (75%)

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 Office for all UT-Tyler students. If I cannot open your work, it is late. Please do not zip your files. Assignments that are emailed will have to be submitted via Canvas and will be late.

ILTs - Information Literacy Tutorials (5%)

Throughout the semester you will have to complete Information Literacy Tutorial quizzes as a part of your home work to demonstrate your understanding of the material covered in quizzes that we will complete in class. These quizzes are based on our collaboration with Vandy Dubre, a UT-Tyler librarian who compiled them. In case you face any technical issues or have any questions, please email her at vdubre@uttyler.edu

Final Reflection (10%)

At the end of the semester, you will write your final reflection to discuss your experiences in the course and your progress as a writer. Instructions with questions to guide your reflection will be supplied.

Extra Credit

I do not give work for extra credit. Improving one's grade average requires improving performance on regular assignments. However, students who visit the campus Writing Center (in person or online) will earn **3 extra credit points** per paper. In order to receive credit, you must ask your tutor to send me a confirmation email with the date of visit and assignment name. Throughout the semester you can receive a maximum of 12 extra credit points for visiting the writing center. **I strongly encourage students worried about grades to meet with me personally to discuss their concerns. Addressing concerns early in the semester will allow you time to develop strategies to improve your grade.**

COURSE POLICIES

Communication with Instructor

The best way to contact me is via UTT email or Canvas message or during office hours. Per the UT Tyler email policy, 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 101 which offers Zoom tutorials and guidelines on how to use Canvas.

Additionally, be sure that every email related to the course has "ENGL 1302" + your section 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").

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. **I will not respond to emails without a proper professional address.**

Attendance

While I expect all students to attend all classes regularly, I know that certain absences are unavoidable. You may have **3 unexcused absences** throughout the semester. If you miss more than 3 class days, your final grade will be lowered by **one letter grade**. Your absences will be counted as excused if you provide an acceptable documentation (a doctor's note, for example).

From UTT President Calhoun: "One crucial precaution, and I cannot stress this enough, is if you do not feel well, please stay home and get tested. What you may think is simply allergies or a common cold, could very well be COVID, so monitor your health daily and act accordingly." For more information, see UTT "[Covid Information and Procedures](#)." If you have to miss class because you or someone you care for is sick or must isolate, let me know as soon as possible. When you are able to return to class, let me know and we will discuss a timeline for catching up.

Revision Policy

You may rewrite and revise any paper (except Rhetorical Review, our the last project) for a potential **one letter grade improvement**. All changes made to the assignment, after I assign the original grade, must be **highlighted and annotated**. Changes that are not annotated/discussed will not be used to evaluate an assignment for a potential higher grade. All revisions are due within **one week** of getting your graded paper back. 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.

Late Work

Graded final drafts of the papers and infographic that are submitted after the deadline will be reduced one letter grade. This letter grade reduction remains in force with projects that are revised for a potential one grade improvement. In other words, the highest grade for a late project is a B. Engagement work (short writing assignments, group work activities, peer reviews, writing journals, etc.) cannot be revised or submitted after the due date.

There may be situations which warrant consideration for exceptions to the late-work policy. In some cases, a note from a health provider may be required to document the reason for missing class/deadlines. Minimal engagement in class and /or repeated missed deadlines precludes exceptions to the late-work policy.

Announcements in Canvas

I will actively use announcements feature in Canvas for all updates, important information, and as our daily calendar. For a tutorial on making sure that you receive announcements, [click here](#) and see "Announcements" chapter linked in the menu on the right.

Jamboard

We will occasionally use jamboard for various activities. Jamboard is a digital tool that allows us to collaborate in real time. To access jamboard, students need a Google account and a phone (with a mobile app) or/and a computer.

SCHOLASTIC DISHONESTY & CLASSROOM CONDUCT

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.”

AI Statement

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic dishonesty (chapter 8). In other words, if you submit anything AI generated without substantially revising and citing it, it will be considered as plagiarism and you will receive a "0" for the assignment.

Acceptable Use of AI:

The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Drafting an outline to organize your thoughts; and
- Checking grammar, style, and citations.

Unacceptable Use of AI:

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to complete worksheets, generate discussion board posts, and write essays;
- Writing a draft of a writing assignment; and
- Writing entire sentences, paragraphs, or papers to complete class assignments.

Technological Distractions:

Please refrain from any unauthorized usages of technology during class. “Unauthorized” means unrelated to the tangible learning activities taking place during the class. Egregious and/or repeat offenders may be considered disruptive and asked to leave the class.

Note on Diversity:

It's an ethnically rich and diverse, multi-cultural world in which we live. Use no language that is—or that could be construed to be—offensive toward others. Racists, sexist, and heterosexist comments and jokes are unacceptable, as are derogatory and/or sarcastic comments and jokes directed at religious beliefs, disabilities, and age. We all come with different perspectives, so please be respectful and resist the urge to tell anyone they are wrong. In other words, it is okay to disagree, just make sure to acknowledge their right to have their own perspective. Understand that your peers might have different life experiences and all of our world views are simply different.

Ground Rules for Productive Learning Environment & Classroom Conduct:

- Arrive to class on time and prepared with the assigned work.
- Stay for the duration of the class until the instructor dismisses you. If you need to arrive late or leave early, notify the instructor in advance.

- Be respectful of other classmates' opinions. Use an appropriate tone when engaging in discussions, especially those about controversial issues.
- Avoid disruptive behavior (phones, small groups chats, class passes, sleeping, etc)
- Follow assignment guidelines and submit work on time. If you miss a class, you should still submit the work on its due date. If you have questions about an assignment or are unable to submit the work on time, contact the instructor in advance.
- Contact two or three classmates to ask what work you missed when you are absent. If they are unsure, then you should reach out to the instructor.

ADDITIONAL COURSE INFORMATION

Laptops

If you have a laptop, I recommend that you bring it to class. Being able to work on your papers in class will be of immense benefit to you.

OnCourse

This course is powered by OnCourse, UT-Tyler's academic support system which focuses on any-time, any-place, and any-device course related support resources to improve students' academic performance and engagement in learning. The OnCourse suite of course level supports will include on-demand video lectures, podcasts, notes, and transcripts. In addition, OnCourse may also include tutorials from faculty and peers, 24/7 access to course-specific tutoring services, and quick links to advising, library, student services, and other student centered resources to support their success. The OnCourse suite of course level supports was funded by UT System's Student Success Quantum Leap.

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 RESOURCES FOR STUDENTS

- UT-Tyler Writing Center (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.
- UT-Tyler PASS Tutoring Center (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 Center, (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 Center (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.

UNIVERSITY POLICIES & PROCEDURES

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.

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>. 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

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

- JANUARY 16 - CLASSES BEGIN
- JANUARY 29 – CENSUS DATE
- MARCH 11-15 – SPRING BREAK
- MARCH 25 - LAST DAY TO WITHDRAW FROM ONE OR MORE CLASSES
- APRIL 29-MAY 3 – FINALS

Course Calendar (subject to change)

WEEK	MONDAY	WEDNESDAY
ONE Jan 17	Martin Luther King Day	<ul style="list-style-type: none"> Introduction to the course Syllabus
TWO Jan 22-24	<ul style="list-style-type: none"> Syllabus quiz ILT: Pre-Test Critical reading strategies P1 assignment (Summary) 	<ul style="list-style-type: none"> P1 article critical reading with annotations P1 worksheet ILT: Even More Plagiarism
THREE Jan 29-31	<ul style="list-style-type: none"> P1 Draft #1 ILT: Copyright & Fair Use 	<ul style="list-style-type: none"> P1 Draft #2 P2 formats
FOUR Feb 5-7	<ul style="list-style-type: none"> P1 Final draft & Reflection Letter are due P2 assignment (Rhetorical Analysis) 	<ul style="list-style-type: none"> P2 worksheet ILT: Identifying Bias
FIVE Feb 12-14	<ul style="list-style-type: none"> Summary VS Analysis P2 sample workshop 	<ul style="list-style-type: none"> P2 Draft #1 P2 organization
SIX Feb 19-21	<ul style="list-style-type: none"> P2 Draft #2 P2 thesis structure 	<ul style="list-style-type: none"> P2 Draft #3 P2 formats
SEVEN Feb 26-28	<ul style="list-style-type: none"> P2 Final Draft & Reflection Letter are due P3 assignment (Comparative Rhetorical Analysis) 	<ul style="list-style-type: none"> P3 article critical reading with annotations
EIGHT Feb Mar 4-6	<ul style="list-style-type: none"> P3 worksheets 1 & 2 P3 sample workshop ILT: Accuracy & Authority 	<ul style="list-style-type: none"> P3 Draft #1 P3 organization P3 sample workshop
WEEK	MONDAY	WEDNESDAY
NINE March 11-13	Spring Break	
TEN March 18-20	<ul style="list-style-type: none"> P3 Draft #2 P3 organization and thesis review 	<ul style="list-style-type: none"> P3 Draft #3 P3 article citation P3 Final draft & Reflection Letter are due by March 12, 11:59 p.m.
ELEVEN March 25-27	<ul style="list-style-type: none"> P4 assignment ILT: Identifying & Critiquing Research Methodologies P4 Topic letter 	<ul style="list-style-type: none"> P4 Research workshop (LIB 422)
TWELVE April 1-3	<ul style="list-style-type: none"> P4 articles submission P4 Proposal ILT: Finding Sources 	<ul style="list-style-type: none"> P4 articles critical reading P4 Annotated Bibliography
THIRTEEN April 8-10	<ul style="list-style-type: none"> P4 worksheet P4 Organization P4 sample workshop ILT: Navigating Databases 	<ul style="list-style-type: none"> P4 Draft #1
FOURTEEN April 15-17	<ul style="list-style-type: none"> P4 Draft #2 Comparative paragraph sample 	<ul style="list-style-type: none"> P4 Draft #3 P4 Thesis, introduction, and conclusion
FIFTEEN April 22-24	<ul style="list-style-type: none"> P4 Draft #4 P4 formats 	<ul style="list-style-type: none"> P4 Draft #5 P4 Final Draft is due by April 23 at 11:59 p.m.
SIXTEEN April 29-May 1	Finals Week/No Classes	<ul style="list-style-type: none"> End of the Semester Reflection is due

