

English 1200: College Composition Lab Fall 2023

Instructor: Dr. June Oh
Email: joh@uttyler.edu
Section: 003 (12:20-1:20) Monday
Location: @ Arts and Sciences 208
Office: CAS 240
Office Hours: W 12-2pm & F 11:15-12:15pm; and by appointment

Course Information

This class is a lab that supports the learning for ENGL 1301. Students must be simultaneously enrolled in ENGL 1301. To register for the class, see your advisor.

Pre-Requisite: Reading/writing assessment score

Co-Requisite: ENGL 1301

Course Description

This class will focus on

1. Practicing effective writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively,
2. Making effective rhetorical choices by analyzing audience, purpose, arrangement, and style,
3. Writing academic essays as a vehicle for learning, communicating, and critical analysis.

Learning Outcomes

Upon successful completion of this course, students will:

- 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

Textbook

Open Educational Resources are used in this class. There is no textbook to buy.

Laptops

If you have a laptop, I recommend that you **bring it to class sessions**. Using a laptop in class will be of immense benefit to you. Using a cell phone or other small hand-held device will be frustrating. Contact me as soon as possible if you foresee problems with acquiring and/or bringing laptops to class sessions.

Syllabus Changes

Per the UTT 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.”

Public Writing

All writing in the class is public writing. As a class, and possibly in small groups, we will discuss what is working in student papers and areas for improvement.

Course Grade

Component	Points
Attendance and Engagement	100
TOTAL	100 points

Course Grade Scale

A	90%	to	100%	of possible points
B	80%	to	89%	of possible points
C	70%	to	79%	of possible points
D	60%	to	69%	of possible points
F	0%	to	59%	of possible points

Grade Components

The course grade is based on attendance and engagement.

Attendance

Attendance means **1. coming to class on time** and **2. being fully present** (i.e., engaging and participating). Students are expected to attend all class sessions. **Missing more than two weeks of classes (i.e., 2 classes) is grounds for automatically failing the class.** There are no excused or unexcused absences. You are either in class or not.

I understand there will be unforeseen incidents such as illness or family emergencies. If you come across any issue that will impact your attendance, contact me immediately. We'll discuss how to make up for it.

For the UTT policies on “Absence for Official University Events or Activities” and “Absence for Religious Holidays,” go to the UT Tyler Syllabus Module in the class Canvas shell. Click on “University Policies and Information.” Scroll to and read the relevant sections.

Engagement

Engagement means participating in class with attention and a willingness to learn. This means

- 1) showing up prepared **by having done and bringing** whatever reading and writing are due in 1301,
- 2) being on time,
- 3) completing the survey,
- 4) contributing meaningful and relevant ideas during discussions,
- 5) encouraging collaboration and respectfulness,
- 6) and taking an active role during peer review.

Engagement is graded on a full credit/no credit basis (complete/incomplete) each week. At the end of the semester, the percent of full credits that you earned will be used to calculate your course grade. Each week will be different. Sometimes, you will turn in a worksheet. Some other times, you may complete a survey. Our class contents depend on how your 1301 classes are going and how you communicate that with me.

Late Arrivals/Leaving Early

Being late (i.e., arriving 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 (i.e., before I dismiss class) two times equals an absence.

Class Communication

Questions

If you have questions about the class, suggestions for what to cover, specific items you're struggling with, etc. you are encouraged to post them on "Q&A" (under "Discussion") on our Canvas. If you have individual questions, you can set up a time to meet either in person or via Zoom.

Contacting Me

To contact me, use UTT email or Canvas messenger. Per the [UTT Email Policy](#), I will not reply to emails sent from non-UTT email addresses.

Emails and Canvas messages should provide a succinct overview of the topic and be written using proper structure, complete sentences, and reasonably correct grammar. In the subject line list the class (ENGL-1301), your name, and a topic.

Announcements in Canvas

I will use announcements in Canvas to communicate essential information. It is your responsibility to read and utilize the information in announcements.

For a tutorial on announcements, [click here](#). To manage notifications, click on "Canvas notifications" in the blue box at the top of the page. For help in resetting notifications, click on the help button on the left-hand side of your UTT Canvas home page (the question mark in a circle) and call the "Canvas Support Hotline (Students)."

Important Note on Class Schedule and Activities

There is no set calendar for this lab. At the beginning and end of class, students will suggest topics and materials that we will cover for the week and the future. Students are expected to take an active role in developing the schedule by discussing aspects of assignments that they need help with. This is to ensure that this lab fulfills its purpose which is to address students' needs and concerns in ENGL 1301. Students are encouraged to use the "Q&A" discussion board or to email the instructor (joh@uttyler.edu) with questions, concerns, and/or topics to cover.

Academic Dishonesty & Disruptive Behavior

This class has a **Zero Tolerance Policy** for academic dishonesty. Any act of academic dishonesty will result in immediate failure of the entire course and will be reported to the Office of Student Conduct and Intervention.

For the UTT definition of "academic dishonesty," go to the UT Tyler Syllabus Module in the class Canvas shell. Click on "University Policies and Information." Scroll to the "Academic Honesty and Academic Misconduct" section. Click on "Student Conduct and Discipline policy." Read Section 8-802 "Academic Dishonesty."

Disruptive behavior will be reported to the Office of Student Conduct and Intervention and may result in failing the class and/or University sanction. Disruptive behavior includes, but is not limited to:

- talking when the instructor is talking
- repeatedly arriving late and/or leaving early
- using technology for purposes other than working on the tangible learning activities taking place during the class period
- doing something other than working on the tangible learning activities taking place during the class period
- hindering other students from working on the tangible learning activities taking place during face-to-face and online class sessions
- sleeping during class

For the UTT definition of "disruptive behavior," go to the UT Tyler Syllabus Module in the class Canvas shell. Click on "University Policies and Information." Scroll to the "Academic Honesty and Academic Misconduct" section. Click on "Student Conduct and Discipline policy." Scroll to Section 8-804 "Certain Other Offenses." Read item number four "Disruptive Behavior."

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Students are welcome to use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, students should indicate how much and which part of their writing and thinking process are facilitated by such programs. In other words, any unacknowledged AI-facilitated work and acknowledged AI-facilitated work without considerable edition and critical revision

process will be considered as cheating and will be directly reported. Students should never submit any work generated or supported by an AI program as their own. It should be cited like any other reference material (with due consideration for the quality of the reference). Violation of this policy may result in disciplinary action, up to and including full revocation of credit for the assignment, and other sanctions.

Important Dates

8/21	Class begins
9/4	Labor Day holiday
10/30	<u>last day to withdraw from course(s)</u>
11/20-24	Thanksgiving break
12/4-9	Final exams (NO FINAL EXAM FOR THIS CLASS)

This class will not meet in person after Thanksgiving break.

Required UT Tyler Policies & Information

See “University Policies and Information” in the UTT University Policies and Information & Student Resources module in class Canvas shell.

Student Resources

See “Student Resources” in the UTT University Policies and Information & Student Resources module in class Canvas shell.