

# Welcome to ENGLISH 1200

## Welcome

Congratulations on embarking on your first college-level English class. I'm so glad you are here! This will be a new journey for many of you and I will be your guide. My name is Miriam Rowntree and I have been teaching First-Year Writing for ten years. 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 a writing process 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. 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

**This course is designed to be a support for ENGL 1301. As a lab, the course meets once a week to provide additional instruction for students who are not TSI eligible. The course focuses on developing writing practices, strengthening grammar and mechanics, and providing additional support for the assignments in ENGL 1301.**

**The course grade is based on engagement. Engagement is:**

- **being prepared by having done whatever reading and writing are due in 1301 and whatever supplemental work is assigned**
- **engaging in class discussions and workshops**
- **attending all lab sessions**
- **completion of weekly surveys**

## Instructor Corner

**Miriam Rowntree, Ph.D.**  
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CAS 238

I am also available via Zoom and  
Canvas Chat.

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# COURSE POLICIES

## COMMUNICATION

The best way to contact me is via Canvas Inbox. 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 office hours and conferences. While you can use any device (iPad, computer, or your phone), you must use your UT- Tyler credentials/patriots account. If you are not familiar with Zoom, you can use Canvas 101 which offers Zoom tutorials and guidelines on how to use Canvas.

Engagement is graded on a credit/no credit basis (complete/incomplete in Canvas). At the end of the semester, the percent of full credits that you earned will be used to calculate your course grade.

### Grading Scale:

90-100 - A demonstrates exceptional competence

80- 89 - B demonstrates competence

70- 79 - C demonstrates promise of competence

60- 69 - D demonstrates probability of incompetence

< 60 - F demonstrates incompetence

This course is dependent on your attendance. You will be assessed on your participation in class, as well as the work you submit. During each class day you will have a short writing task to complete and submit to be assessed. These will be graded as complete/incomplete and will not be available outside the class time.

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It is your responsibility to communicate with me about what help you need. I cannot help you if I am not aware of your situation. One of the primary goals of this class is to ensure your success in ENGL 1301. We have a schedule of activities to help ensure your success. However, the course schedule can be flexible based on the class's needs.

## CLASS NORMS AND EXPECTATIONS

The following practices are a starting point for creating our community and ensuring that everyone can participate at their best. To create this environment, we need a few base practices that we can start with. They are:

- ***Diversity and Inclusion Statement:*** We all come to the table with different experiences and viewpoints. To get the most out of this learning opportunity, show respect for differences by seeking to understand, asking questions, clarifying understanding, and/or respectfully explaining your own perspective. It is important to consider how powerful a diverse education can be. My own understanding of difference has been shaped by the opportunities I have had to encounter people with vastly different experiences and listen to their stories. I want the same for my students. My goal as an instructor is to provide opportunities for everyone in my classes to have a voice and to learn to listen to others. Listening is a valuable skill in our contemporary moment, one that requires practice. I teach listening, as well as conduct research in rhetorical listening, and hope through that process to invite conversation as an ethical engagement with difference.

- ***Actively participate.*** Not only does participating help you to develop your own voice, but you help make space for a more diverse conversation when you engage with other class members and the instructor. You can find more about actively participating in Canvas under “Class Norms and Expectations.”

- ***Engage in discussion and conversation.*** The majority of our class interaction will take place in the classroom. This space will help you as an individual to learn the course material, practice writing, and converse with your classmates and instructor.

- ***Stay on track with your schedule.*** This is not a self-paced course. Staying with the deadlines for assignments will ensure that you are keeping up with the material and completing valuable activities in preparation for your major assignments.

- ***Be specific.*** Vague language can have unintended consequences, including misunderstanding. The more specific you can be with your writing, the more effective you will communicate. We cannot read body language in a text, so it is important to refrain from making assumptions about your audience.

- ***Practice Good Manners.*** Sometimes without meaning to our humor and sarcasm can be mistaken as cold or insulting. Please pay special attention to your tone and language use during class discussion. Consider the way you wish to be responded to. The “golden rule” applies.

## UNIVERSITY POLICIES AND RESOURCES

Resource	Description
UT Tyler Honor Code	<p>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.</p> <p><a href="https://www.uttyler.edu/center-for-ethics/">https://www.uttyler.edu/center-for-ethics/</a></p>
Students Rights and Responsibilities	<p>To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:</p> <p><a href="http://www.uttyler.edu/wellness/rightsandresponsibilities.php">http://www.uttyler.edu/wellness/rightsandresponsibilities.php</a></p>
Campus Carry	<p>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:</p> <p><a href="http://www.uttyler.edu/about/campus-carry/index.php">http://www.uttyler.edu/about/campus-carry/index.php</a></p>
UT Tyler a Tobacco-Free University	<p>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> <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:</p> <p><a href="http://www.uttyler.edu/tobacco-free">www.uttyler.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</p>

	<p>Replacement Contracts are available in the Enrollment Services Center or at <a href="http://www.uttyler.edu/registrar">http://www.uttyler.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> <li>• Completing the process for tuition exemptions or waivers through Financial Aid</li> </ul>
<p>State-Mandated Course Drop Policy</p>	<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</p>

	<p>extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.</p>
<p>Disability/Accessibility Services</p>	<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>
<p>Student Absence due to Religious Observance</p>	<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>
<p>Student Absence for University-Sponsored Events and Activities</p>	<p>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.</p>
<p>Social Security and FERPA Statement</p>	<p>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</p>

	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.
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 specifically prohibited by the person administering the test;</li> <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> </ul>

- 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 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;
- 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, 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.

### UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (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](mailto:counseling@uttyler.edu) (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, the pandemic rears its head, or even personal life happens.

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

## COURSE SCHEDULE

**All surveys will be completed in class.**

	FOCUS AND ASSIGNMENTS
WEEK 1 8/23	Orientation to Academic Writing and the Course Survey #1: Academic Writing
WEEK 2 8/30	Career Success Coach Survey #2: Careers and Writing
WEEK 3 9/6	Writing Center Peer Work/Sentence structure Survey #3: Grammar and Peer Review
WEEK 4 9/13	PASS Tutoring and Paragraph Structure Survey #4: Reading Comprehension
WEEK 5 9/20	Integrating Quotations Survey #5: Citation Practices
WEEK 6 9/27	Purpose and Thesis Survey #6: Why We Write
WEEK 7 10/4	Zoom Conferences NO FACE-TO-FACE CLASS Survey #7: Meeting with your Instructor
WEEK 8 10/11	Revision Process Survey #8: Revision
WEEK 9 10/18	Discourse Communities Survey #9: Your Discourse Community
WEEK 10 10/25	Drafting Workshop Survey #10: Invention Practices

WEEK 11 11/1	Library Workshop Survey #11: Using Resources
WEEK 12 11/8	Revision and Editing Survey #12: TSI Skills
WEEK 13 11/15	Reflection and Last Face-Face Class Survey #13: Semester Reflection
WEEK 14 11/22	Thanksgiving Week
WEEK 15 11/29	Optional Zoom Conferences
FINAL EXAMS	Good Luck!