

# English 1200: College Composition I Lab Fall 2023

Instructor: Dr. Mark Sidey  
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Office Hours: By appointment and via Zoom  
Section Info: 004 M 1:25-2:20

## Course Overview

This course is a lab for ENGL 1301 which 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.

## Textbook

There is no textbook to buy. We will use free online resources.

## Laptops

If you have a laptop, I recommend that you bring it to class. 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.

## Course Grade

The course grade is based on engagement. Engagement is:

- completing supplemental work and weekly surveys
- engaging in class discussions and workshops
- attending all lab sessions

Engagement work is graded as complete or incomplete which is how Canvas handles pass/fail grading:

- Complete: Meets expectations and is submitted on time
- Incomplete: Does not meet expectations and/or is not submitted on time

In most cases, engagement work cannot be revised or submitted after the due date. There may be situations which warrant an exception to this policy. If you cannot submit engagement work due to an illness or emergency, notify me as soon as possible. I will determine if an exception is appropriate. Documentation may be required. Recurring engagement work that is graded as incomplete precludes exceptions.

### **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

### **Extra-Credit Work**

There is no extra credit work in this course.

### **Submitting Assignments**

To be counted for a grade, assignments have to be submitted as a Word document and have to be submitted to the correct drop box in Canvas. Do not zip your files or submit a PDF. Assignments that I cannot open will be graded a 0.

For a free copy of Microsoft Office, including Word, [click here](#).

### **Attendance Policy**

Students are expected to attend all class sessions. Missing more than two weeks of classes is grounds for failing the class. This class meets once a week; two weeks of absences is two (2) classes.

It is your responsibility to find out from other students what happened in class during your absence.

For relevant UTT policies, see the UTT policy on "[Class Attendance/Excused Absences](#)," and the [UTT policy on withdrawals](#) including "Medical Withdrawal/Course Load Reduction."

### **Late Arrivals/Leaving Early**

Being late (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 (before I dismiss class) two times equals an absence.

### **Class Communication**

If you have questions on the class or on any assignment, you can ask those questions in class. If you have individual questions, you can talk with me after class and/or set up a time to meet via Zoom.

### **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).”

### **Contacting Me**

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

When you send me a canvas message or email, provide a succinct overview of the topic and use complete sentences and reasonably correct grammar. In the subject line, list the class (ENGL-1200), your name, and a topic. In accordance with the [UTT Email Policy](#), emails sent from non-UTT accounts will not be answered.

**The last day and time for Zoom meetings is 5:00 pm Thursday November 30.**

### **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,” see “University Policies and Information” in the UT Tyler Syllabus Module.

Disruptive behavior will be reported to the Office of Student Conduct and Intervention and may result in failing the class and/or University sanction. For the UTT definition of “disruptive behavior,” see “University Policies and Information” in the UT Tyler Syllabus Module.

### **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.”

### **Required UT Tyler Policies & Information**

See “University Policies and Information” in the UT Tyler Syllabus Module.

### **Schedule**

See Canvas for the current schedule and for engagement work due dates.