

# English 1301 Composition I Spring 2020

Instructor: Professor Milovich  
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Office: CAS 207  
Office Hours: 9:00 - 9:55 a.m. Monday/Wednesday/Friday, and by appointment

The Course Description and Learning Outcomes are per the Texas Higher Education Coordinating Board *Lower-Division Academic Course Guide Manual* Spring 2019.

## Course Description

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay 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; and,
- use Edited American English in academic essays.

## Meeting Times/Room

MWF 10:10 - 11:05 a.m., College of Arts and Sciences, Room 258

## Required Textbook and Materials

Starkey, David. *Academic Writing Now: A Brief Guide for Busy Students*. Broadview Press, 2017.  
ISBN: 978-1-55481-380-3.

Access to a computer to watch videos, conduct research, obtain assignments and documents, write and submit assignments. Access to a printer to print some assignments.

## Course Grade

Assignment	Percent of Course Grade
Learning Unit #1	20%
Learning Unit #2	20%
Learning Unit #3	20%
Learning Unit #4	20%
Participation	10%
Information Literacy Quizzes	5%
In-Class Quizzes	5%

### Grading Scale

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

- A = 90-100 points
- B = 80-89 points
- C = 70-79 points
- D = 60-69 points
- F = 0-59 points

**Important Note:** Failure to turn in a final draft of any paper will result in an F for the class without exception.

Please submit finished assignments to Canvas, unless otherwise instructed.

### Class Participation

Class participation is important. We will be discussing what you have read, so be sure you have carefully and thoughtfully read assignments; bring any questions regarding the readings to class. Daily grades are given for preparedness and participation. Stay alert and productively contribute to the class work and to group projects.

### Extra Credit

There is no extra credit work in this course.

### Contacting Me

The best way to contact me is via email at [kmilovich@uttyler.edu](mailto:kmilovich@uttyler.edu) or in person after class.

Please do not hesitate to let me know if you are having difficulties with the course, have questions or want to talk about any aspect of the class. Often an in-person meeting or email exchange will increase your understanding of assignments and alleviate anxiety.

### Email Protocol

Per the UT Tyler Email Policy, I will respond to UT Tyler emails only, so use your UT Tyler email address.

Include in your email subject line: ENGL 1301-005, your name, and the subject of your email.

## Additional Course Information

### Paper Format

Assignments should

- be left justified, double-spaced, one-inch margins for the top, bottom, left, and right margins;
- use Times New Roman font, 12 point size;
- contain a heading on the first page in the upper left hand corner, double-spaced (see below);
- contain a centered title on the first page that follows your heading; and,
- contain your last name and page number in the upper right corner of each page.

The double-spaced heading should contain:

*your name*

English 1301

Professor Milovich

*name of assignment*

*dd name of month yy*

### Draft Submission

Submit drafts via Canvas. You may also be required to bring a printed copy to class. Emailed assignments will not be accepted.

### Late/Superficial Draft Submission

Late and/or superficial process drafts will reduce your grade for the Learning Unit by 10 points. Each late and/or superficial process draft will result in a 10 point reduction for those learning units. (Process drafts are noted on the Course Calendar as the drafts used for peer reviews and teacher class comments.)

### Late Projects

Late papers will be penalized ten points for each day late. Permission to turn in a late assignment without penalty will rarely be given and only given based on a conference with me and never on the same day the paper is due.

### Scholastic Dishonesty

Please see UT Tyler's policy on scholastic dishonesty at

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

This class has a zero tolerance policy for scholastic dishonesty. Any deliberate act of scholastic dishonesty will result in immediate failure of the course.

**Attendance Policy**

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 also that of their fellow students. **Students who miss two weeks' 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.

Being late twice (i.e., showing up after I take attendance) equals one absence.

**Missing Class**

If you miss class, it is your responsibility to ascertain what you missed from another student.

**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 that you were late and not absent. Similarly, leaving early (before I dismiss class) two times equals an absence.

**Disruptive Behavior**

Disruptive behavior in class includes, but is not limited to:

- repeatedly arriving late and/or leaving early
- using technology for purposes other than working on assignments
- sleeping
- hindering other students from learning or working on assignments
- talking to other students when the instructor is talking

Egregious and/or repeated instances of disruptive behavior will be referred to the office of Student Conduct and Intervention.

**Syllabus Changes**

The information contained in this syllabus, other than the grading criteria and absence 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 and Information****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 access <http://www.uttyler.edu/wellness/rightsresponsibilities.php>.

### **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](http://www.uttyler.edu/tobacco-free).

### **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. (For the fall semester, the Census Date is September 9, 2019.)

Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. (This website links to an external site.) 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 of which students need to be aware. 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

### **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.

### **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 Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a 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 an appointment with an Accessibility Case Manager. 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.

### **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.

### **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.

1. "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 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;
  - 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 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.
2. “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.
  3. “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.

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

### **UT Tyler Resources for Students**

**UT Tyler Writing Center** (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)

**UT Tyler Tutoring Center** (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** (903.566.7254)