

Syllabus Template—English 1301

English 1301: Rhetoric and Composition I

Instructor Information:

Instructor's Name: Stephanie Peebles Tavera, M.A.

Course Information: ENGL 1301.007

Class Meeting: MWF 10:00 AM – 10:50 AM

Room: TH 219

Office/Hours: CAR 409, WF 9:00 AM – 9:45 AM & F 12:00-1:30 PM or by appt

Email: tavera@uta.edu

ENGL 1301 RHETORIC AND COMPOSITION I: Introduction to college reading and writing. Emphasizes recursive writing processes, rhetorical analysis, synthesis of sources, and argument.

ENGL 1301 Expected Learning Outcomes. By the end of ENGL 1301, students should be able to:

Rhetorical Knowledge

- Use knowledge of the rhetorical situation—author, audience, exigence, constraints—to analyze and construct texts
- Compose texts in a variety of genres, expanding their repertoire beyond predictable forms
- Adjust voice, tone, diction, syntax, level of formality, and structure to meet the demands of different rhetorical situations

Critical Reading, Thinking, and Writing

- Use writing, reading, and discussion for inquiry, learning, communicating, and examining assumptions
- Employ critical reading strategies to identify an author's position, main ideas, genre conventions, and rhetorical strategies
- Summarize, analyze, and respond to texts
- Find, evaluate, and synthesize appropriate sources to inform, support, and situate their own claims
- Produce texts with a focus, thesis, and controlling idea, and identify these elements in others' texts

Processes

- Practice flexible strategies for generating, revising, and editing texts
- Practice writing as a recursive process that can lead to substantive changes in ideas, structure, and supporting evidence through multiple revisions
- Use the collaborative and social aspects of writing to critique their own and others' texts

Conventions

- Apply knowledge of genre conventions ranging from structure and paragraphing to tone and mechanics
- Summarize, paraphrase, and quote from sources using appropriate documentation style
- Control such surface features as syntax, grammar, punctuation, and spelling
- Employ technologies to format texts according to appropriate stylistic conventions

Required Texts: STUDENTS MUST HAVE THE FOLLOWING EDITIONS

Graff and Birkenstein, *They Say/I Say* 2nd edition

First-Year Writing: Perspectives on Argument (2012 UTA custom 3rd edition)

NOTE: STUDENTS MUST HAVE THIS EDITION

Ruszkiewicz et al, *The Scott, Foresman Writer* (UTA custom edition)

Description of Major Assignments:

Labs/Mini-Papers: More specific **reading response** and **peer review** prompts will also be provided via Blackboard. All reading responses will be Summary-Response essays consisting of 400 words minimum.

Discourse Community Analysis (due Feb 17): For this essay, you will make an argument explaining how you became part of a discourse community.

Rhetorical Analysis (due Mar 19): For this essay, you will select an essay cluster on one of the following topics: Fat Taxes, The Body, or Is College Worth It. You will write a rhetorical analysis of a designated essay from your selected cluster.

Synthesis Essay (due Apr 21): For this essay, you will continue your writing on the topic cluster you selected for the Rhetorical Analysis. After reading multiple sources about your chosen topic, you will develop a clear central claim and use multiple sources to support your claim.

In-Class Essay Exam (due May 2): The in-class essay exam will require you to write in response to a prompt you will be given on the day of the exam. That prompt will relate to Visual Argument, as you will be required to analyze the rhetorical situation of an advertisement.

Class Participation: Although there is no class participation grade, class attendance is mandatory. Students who **miss six or more class sessions** will automatically be dropped one full letter grade in their overall grade for the course, regardless of the student's performance in the course. Further, failure to attend the course may affect the overall grade as students may fail to complete and/or submit assignments, and I do NOT take late assignments.

Peer Reviews. Each essay will include mandatory peer review workshops. You will be required to submit all peer review materials on the class period following a paper's final submission in order to receive full credit. It is **very important that you participate in peer review, as you will not be able to make up these points.**

Grades. Final grades in FYC are A, B, C, F, and Z. **Students must pass ENGL 1301 and ENGL 1302 with a grade of C or higher in order to move on to the next course.** This policy is in place because of the key role that First-Year English courses play in students' educational experiences at UTA.

The Z grade is reserved for students who attend class regularly, participate actively, and complete all the assigned work on time but simply fail to write well enough to earn a passing grade. **This judgment is made by the instructor and not necessarily based upon a number average.** The Z grade is intended to reward students for good effort. While students who receive a Z will not get credit for the course, the Z grade will not affect their grade point average. They may repeat the course for credit until they do earn a passing grade.

The F grade, which does negatively affect GPA, goes to failing students who do not attend class regularly, do not participate actively, or do not complete assigned work.

Your final grade for this course will consist of the following:

Discourse Community Analysis	25%
Rhetorical Analysis	25%
Synthesis Essay	25%
Responses/Peer Reviews	15%
In-Class Essay Exam	10%

Final grades will be calculated as follows: A=90-100%, B=80-89%, C=70-79%, F=69%-and below; Z=see the Z grade policy above.

All major essay projects must be completed to pass the course. If you fail to complete an essay project, you will fail the course, regardless of your overall grade average. **Keep all papers** until you receive your final grade from the university. You cannot challenge a grade without evidence.

Expectations for Out-of-Class Study: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate / graduate catalog. For undergraduate courses, see http://www.uta.edu/catalog/content/general/academic_regulations.aspx#10

Late Assignments: Papers are due at the beginning of class on the due date specified. Summary responses and peer reviews **will not** be accepted late. If a student misses class, s/he is responsible for making up the work and submitting the following class period. NO late assignments will be accepted unless the instructor has agreed to late submission *in advance of the due date*.

Paper Reuse Policy – You are not allowed, under any circumstances, to reuse papers from prior classes in this course. Reusing papers does not demonstrate any advance in knowledge or skill, and so would not be helpful for you either in terms of your learning this semester, or for me in terms of assessing this learning. If you feel your situation constitutes a clear or significant exception to this rule, you must discuss this with me prior to the due date of the first draft.

Attendance Policy: Improvement in writing is a complex process that requires a great deal of practice and feedback from readers. Regular attendance is thus necessary for success in ENGL 1301. Students are expected to attend class regularly and to arrive on time. Excused absences include official university activities, military service, and/or religious holidays. Students must inform the instructor in writing **at least one week in advance of an excused absence**. After accruing six unexcused absences, students will be penalized one full letter grade on their overall average for the course.

Late Enrollment Policy:

Though I realize that some times enrolling in a course after the start date is unavoidable, please be advised that you will be held responsible for the class periods that you have missed even if you were not enrolled in the course. I will not allow you to make up attendance, missed opportunities for participation points, or any other assignments that occurred before you enrolled. If you enroll in class after the start date, it is your responsibility to contact your peers in order to get caught up on the schedule and any announcements that might have been delivered in your absence.

Classroom behavior: Class sessions are short and require your full attention. All cell phones, pagers, iPods, MP3 players, laptops, and other electronic devices should be **turned off and put away when entering the classroom**; all earpieces should be removed. Store newspapers, crosswords, magazines, bulky bags, and other distractions so that you can concentrate on the readings and discussions each day. Bring book(s) and e-reserve readings (heavily annotated and carefully read) to every class. Students are expected to participate respectfully in class, to listen to other class members, and to comment

appropriately. I also expect consideration and courtesy from students. Professors are to be addressed appropriately and communicated with professionally.

According to *Student Conduct and Discipline*, "students are prohibited from engaging in or attempting to engage in conduct, either alone or in concert with others, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any instructional, educational, research, administrative, or public performance or other activity authorized to be conducted in or on a University facility. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, or computer equipment, software, or networks" (UTA Handbook or Operating Procedures, Ch. 2, Sec. 2-202). Students who do not respect the guidelines listed above or who disrupt other students' learning may be asked to leave class and/or referred to the Office of Student Conduct.

Academic Integrity. All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is 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" (Regents' Rules and Regulations, Series 50101, Section 2.2)

You can get in trouble for plagiarism by failing to correctly indicate places where you are making use of the work of another. It is your responsibility to familiarize yourself with the conventions of citation by which you indicate which ideas are not your own and how your reader can find those sources. Read your textbook and/or handbook for more information on quoting and citing properly to avoid plagiarism. If you still do not understand, ask your instructor. All students caught plagiarizing or cheating will be referred to the Office of Student Conduct.

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Writing Center: The Writing Center, Room 411 in the Central Library, offers tutoring for any writing you are assigned while a student at UT-Arlington. During Spring 2014, Writing Center hours are 9 a.m. to 7:30 p.m., Monday through Thursday; 9 a.m. to 3 p.m., Friday; and 12 p.m. (noon) to 4:30 p.m., Saturday and Sunday. You may register and schedule appointments online at uta.mywconline.com or by visiting the Writing Center. If you need assistance with registration, please call 817-272-2601. If you come to the Writing Center without an appointment, you will be helped on a first-come, first-served basis as consultants become available. Writing Center consultants are carefully chosen and trained, and they can assist you with any aspect of your writing, from understanding an assignment to revising an early draft to polishing a final draft. However, the Writing Center is not an editing service; consultants will not correct your grammar or rewrite your assignment for you, but they will help you become a better editor of your own writing. I encourage each of you to use the Writing Center.

In addition to normal sessions, the Writing Center will offer Quick Hits (5-10 minute sessions for those nagging last minute problems, spelling/word choice questions, or editing concerns) 4:30-7:30 p.m. Monday through Thursday. During Quick Hits periods one of our staff will also respond to brief questions on our FaceBook page www.facebook.com/WritingCenteratUTARlington.

Research Librarians will also offer Paper's Due Drop Inn to assist with research and citation specific questions. If you need assistance with registration, please call 817-272-2601 during regular business hours.

In addition to one-on-one consultations, the Writing Center will offer FYC and grammar workshops periodically throughout the semester. For more information on these, please visit us at <http://www.uta.edu/owl>.

Library Research Help for Students in the First-Year English Program: UT Arlington Library offers many ways for students to receive help with writing assignments. All First-Year English courses have access to research guides that assist students with required research. To access the guides go to <http://libguides.uta.edu>. Search for the course number in the search box located at the top of the page. The research guides direct students to useful databases, as well as provide information about citation, developing a topic/thesis, and receiving help. Other helpful information may be found at links provided below:

Library Home Page	http://www.uta.edu/library
Subject Guides	http://libguides.uta.edu
Subject Librarians	http://www.uta.edu/library/help/subject-librarians.php
Database List	http://www.uta.edu/library/databases/index.php
Course Reserves	http://pulse.uta.edu/vwebv/enterCourseReserve.do
Library Catalog	http://discover.uta.edu/
E-Journals	http://liblink.uta.edu/UTALink/az
Library Tutorials	http://www.uta.edu/library/help/tutorials.php
Connecting from Off- Campus	http://libguides.uta.edu/offcampus
Ask A Librarian	http://ask.uta.edu

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. After exiting the room, students go down the hallway to the central stairwell. Walk down one flight of stairs and exit the Trimble Hall-Hammond Hall compound by walking toward the cul-de-sac on Planetarium Place.

Electronic Communication Policy: All students must have access to a computer with internet capabilities. Students should **check email daily for course information and updates**. I will send group emails through Blackboard. I am happy to communicate with students through email. However, I ask that you be wise in your use of this tool. Make sure you have consulted the syllabus for answers before you send me an email. ***Remember, I do not monitor my email 24 hours a day. I check it periodically during the school week and occasionally on the weekend.***

The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

Conferences and Questions: I have three regularly scheduled office hours each week on Wednesdays and Fridays from 9:00 AM to 9:45 AM or on Fridays from 12:00 PM to 1:30 PM. These times are reserved for students to drop by or to make an appointment to discuss course assignments, grades, or other class-related concerns. I will be happy to make other appointment times for you if your class schedule conflicts with regular conference times or if I am not available on certain days. If you receive a grade on an assignment about which you have questions, **please wait twenty-four hours before discussing** it with me. This gives you time to process the assignment comments and to think about how your course work meets the requirements set forth for each assignment. I do NOT discuss individual student issues in the classroom before, during or after class.

Syllabus and Schedule Changes: Instructors try to make their syllabuses as complete as possible; however, during the course of the semester I may be required to alter, add, or abandon certain policies/assignments. Instructors reserve the right to make such changes as they become necessary. Students will be informed of any major changes in writing.

Course Schedule. Assignments are due on the day they are listed.

Syllabus Abbreviations	
<i>TSIS: They Say/I Say</i>	RR: Reading Response
<i>SFW: The Scott, Foresman Writer</i>	DCA: Discourse Community Analysis
<i>FYW: First-Year Writing: Perspectives on Argument</i> (Capital "P" followed by numbers indicates a page from Preface to textbook)	RAE: Rhetorical Analysis Essay

Week	Date	Class Topic and Assignments Due
1	1/13	Course introduction. Policies and Procedures.
1	1/15	Introduction to Academic Conversation: Watch & Discuss <i>Monty Python</i> . Read: <i>FYW</i> Ch. 1
1	1/17	Diagnostic Essay (in-class) (RR#1 Grade) Last day for late registration
2	1/20	No Class: Martin Luther King Holiday
2	1/22	Introduction to Argument: Discuss Rhetorical Triangle Due: RR #2 on Review Question #2, p.28 of <i>FYW</i> Read: <i>FYW</i> pp. P 11-P16 (The capital "P" indicates a page in the preface of <i>FYW</i>)
2	1/24	Introduction to Argument: They Say/I Say Read: <i>TSIS</i> Preface, Intro, Ch.1 & Ch. 4
3	1/27	Introduce Discourse Community Analysis Read In-Class: DCA Assignment in <i>FYW</i> pp. P 26-P32
3	1/29	Identifying and Analyzing Discourse Communities: DCA Invention (Interview) Activity Census Date: Last day to withdraw without a W
3	1/31	Identifying and Analyzing Discourse Communities: DCA Invention (Interview) Activity
4	2/3	Appeals: Logos & Ethos & Pathos Notting Hill Activity Due: RR #3 Proposal for DCA Read: <i>FYW</i> Ch. 5: Supporting Claims

4	2/5	Appeals: Logos & Ethos & Pathos Notting Hill Activity
4	2/7	Drafting the DCA: Read Sample DCA & Discuss Rubric/Checklist Read In-Class: Sample DCA in <i>FYW</i> pp. P 26-P32
5	2/10	Peer Review (Highlight)/Conferences Due: Bring Draft of DCA
5	2/12	Peer Review (Prompt)/Conferences Due: Bring Draft of DCA
5	2/14	Peer Review (Prompt)/Conferences Due: Bring Draft of DCA
6	2/17	Introduce Rhetorical Analysis Essay (RAE) and Reading Clusters In-Class Read: Assignment prompts and sample RAE, <i>FYW</i> pp. P33-P38 Due: Discourse Community Analysis Paper & RR #4: Peer Review Prompt
6	2/19	The Rhetorical Situation: Revisiting the Triangle Read: <i>FYW</i> Ch. 3: Reading, Thinking, and Writing About Issues
6	2/21	The Rhetorical Situation: Finding & Stating Claims (Groups) Read: YOUR Chosen RAE article in cluster; <i>FYW</i> Ch. 4 Finding and Stating Claims
7	2/24	Parts of the Argument: Finding Reasons & Evidence in RAE Article (Groups) Read: <i>FYW</i> Ch.6 Reasons and Evidence
7	2/26	Parts of the Argument: Finding Pathos & Ethos in RAE Article (Groups) Review: <i>FYW</i> Ch. 5 Logos, Pathos, and Ethos
7	2/28	No Class: Prof. Tavera at Conference
8	3/3	Parts of the Argument: Finding Naysayer/Counterargument in RAE Article (Groups) Review: <i>TS/S</i> Ch. 9 Skeptics May Agree

8	3/5	Drafting the RAE: Read Sample RAE & Discuss Rubric/Checklist Read In-Class: Sample RAE in <i>FYW</i> pp. P 33-P38
8	3/7	Peer Review: Prompt Due: Bring Draft of RAE
	3/10	No Class: Spring Break
	3/12	No Class: Spring Break
	3/14	No Class: Spring Break
9	3/17	Peer Review: Cut & Paste Due: Bring Draft of RAE
9	3/19	Due: Rhetorical Analysis Essay & RR #5: Peer Review Prompt Introduce Synthesis Essay & Assign Discussion Lead Assignment Read In-Class: Assignment prompt pp. P39-42 in <i>FYW</i>
9	3/21	Synthesizing Sources: Sweet Synthesis Activity
10	3/24	Synthesizing and Documenting Sources Read: <i>SFW</i> Ch. 26, pp. 249-260; <i>FYW</i> Appendix A MLA Documentation Last day to drop
10	3/26	Essay Cluster 1: "Fat Taxes" Read: All essays in cluster Due: RR #6 DL Essay
10	3/28	Essay Cluster 2: "Is College Worth It?" Read: All essays in cluster Due: RR #6 DL Essay
11	3/31	Essay Cluster 3: "The Body" Read: All essays in cluster Due: RR #6 DL Essay
11	4/2	In-Class Work on Synthesis Essay: Claims & Reasons (the Scientific Method)
11	4/4	In-Class Work on Synthesis Essay: Drafting (Bring laptops!)
12	4/7	CONFERENCES (RR #7) (Bring a copy of draft 1.)

12	4/9	CONFERENCES (RR #7) (Bring a copy of draft 1.)
12	4/11	CONFERENCES (RR #7) (Bring a copy of draft 1.)
13	4/14	Drafting the Synthesis Essay: Read Sample Synthesis Essay & Discuss Rubric/Checklist Read: Sample Synthesis Essay pp. P43-45 in <i>FYW</i>
13	4/16	Peer Review: Quick Hits Due: Bring Draft of Synthesis Essay
13	4/18	Peer Review: Prompt Due: Bring Draft of Synthesis Essay
14	4/21	Intro to Analyzing Visual Argument Due: Synthesis Essay & RR #8: Peer Review Prompt
14	4/23	Analyzing Visual Argument Discuss Visual Presentation Read: <i>FYW</i> Ch. 10 Visual Argument
14	4/25	Visual Presentations (Group A, B, C Due) Due: RR #9: On Visual Rhetoric
15	4/28	Visual Presentations (Group D, E, F Due) Due: RR # 9: On Visual Rhetoric
15	4/30	Visual Presentations (Group G, H Due) Due: RR #9: On Visual Rhetoric
15	5/2	In-Class Timed Essay (45 minutes) LAST DAY OF CLASS (We will not meet after this class. There is no final during “Finals Week.”)

ENGL 1301 Syllabus Contract

I have read and understood the syllabus, and I agree to abide by the course policies.

Print Name

Date

Signature

Date

Permission to Use Student Writing

Student's Name_____

Class Number and Section_____

Instructor Name_____

I give my permission for my writing to be used as an example of student work and/or as a teaching tool for future classes. I understand that my name will be removed from my work before it is shared with others.

Student's signature_____

UTA ID_____ Date_____