ENGR 1300 Section 015 Fall 2017

Writing Instructor: Jeffrey Marchand (marchand@uta.edu.com)

**ENGR 1300 Writing Class Policies and Guidelines:**

The general syllabus for ENGR 1300 sets forth the policies and expectations for all aspects of ENGR 1300 including the writing portion of the course. Below are some additional important policies for you to review about the writing portion of the course:

* Assignments are available in lab section 107 on Blackboard. Students should check email and Blackboard Announcements regularly for course information and updates. I will send group emails through Blackboard. Your UTA email will be the official class email address. The course Blackboard shell will be your link to our course assignments, extra resources, reading material, and Power Points.
* 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 and Blackboard 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.
* Students are expected to address instructors using professional titles, to treat instructors and classmates with respect and courtesy, to be attentive and focused during class time, and to participate in all class activities.
* When contacting your instructor or any professional via email, remember to construct your messages both respectfully and carefully (be as specific as possible with your questions). In this course, as with any other UTA course, your communication with other students and faculty should be courteous and professional. When communicating with your peers and instructor, there will be NO discrimination on the basis of sex, race, color, national origin, sexual orientation, religion, ideology, political affiliation, veteran status, age, physical handicap, or marital status
* Keep in mind that instructors reserve the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. All UTA students are responsible for behaving in a manner consistent with UTA's Standard Code of Conduct. Students violating these codes will be referred to the Office of Student Conduct. Inappropriate behavior, lack of cooperation, and being un-prepared for class all constitute reasons for a student being asked to leave class. If a student is asked to leave class, the student must meet with the instructor during office hours to discuss the matter and to make a plan for readmission to the class.
* Assignments are to be submitted on time. Emailed assignments are not accepted. All work must be submitted via Blackboard.
* In-class work may not be made up. Students are responsible for information and announcements they miss when tardy or absent.
* Electronics, laptops, cellphones, tablets are only to display specific course material or assignments being covered during the class time.
* Writing time is for purposes of the writing component of the course only.
* Students should know the name of the Engineering professor and the name of the Writing professor. Please make sure you are contacting the correct person.
* Students should know the course section in which they are enrolled.
* Grade calculations are important. Attend to all assignments rather than negotiating at the end of the semester.
* All questions about grades on assignments should be addressed with the writing instructor. If questions remain after meeting with your writing instructor, you may then contact Dr. Peggy Kulesz, Writing Coordinator for ENGR 1300 (kulesz@uta.edu) to discuss your concerns. Your engineering professors do not address issues with writing assignments. Your writing professors do not address issues with engineering assignments.
* All issues of suspected academic dishonesty and violations of the Honor Code will be referred to the Office of Student Conduct. You may not reuse work you have completed for another class, including prior enrollments in ENGR 1300. Your work is to be your own and original to this section and term of the course.
* Everyone can improve her/his writing.

**Writing Weekly Schedule and Assignments**

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| **Date and Day** | **Topic and In-Class Activity** |
| **Monday 8/28**  **WEEK ONE** | Overview of Writing component |
| **Wednesday 9/6**  **WEEK TWO** | Introducing the Precis  *Reading assignment for next week: Everything in Ethics folder on Bboard AND Ch.2 from TLE*  **DUE on 9/7:** Academic Honesty Tutorial and Quiz Due on Thursday, according to instructions in Blackboard |
| **Monday 9/11**  **WEEK THREE** | Ethics Discussion and Class Activity  Possible quiz over assigned reading.  **DUE on 9/14:** Precis over “Why Engineering Ethics are Important” |
| **Monday 9/18**  **WEEK FOUR** | Grand Challenges: Team Precis Slide  Team enrollment into Blackboard groups  **DUE on 9/21:** Individual Precis over” Introduction to Grand Challenges” |
| **Monday 9/25**  **WEEK FIVE** | Grand Challenges: Team Precis Slides  **DUE on 9/28:** Team Precis Slide |
| **Monday 10/2**  **WEEK SIX** | Exploring Fields of Engineering  **DUE on 10/5:** Engineer Report |
| **Monday 10/9**  **WEEK SEVEN** | NO WRTING INSTRUCTION |
| **Monday 10/16**  **WEEK EIGHT** | Improving our own sentences and other common issues  **DUE on 10/19:** Precis over “Phoenix 27th Street Compost Plant” |
| **Monday 10/23**  **WEEK NINE** | Overview of Signature Assignment  **DUE on 10/26:** Assignment over Scholarship/Internship |
| **Monday 10/30**  **WEEK TEN** | Preparing the SA Draft (all students MUST turn in a draft and a final version to receive credit for the Signature Assignment)  **DUE on 11/2:** SA Draft Due |
| **Monday 11/6**  **WEEK ELEVEN** | NO WRITING INSTRUCTION |
| **Monday 11/13**  **WEEK TWELVE** | Team Project Report  **DUE on 11/17:Project Report submitted to Writing Section in Blackboard** |
| **Monday 11/20**  **WEEK THIRTEEN** | Revising the SA Draft for Final Submission  **Due on 12/1: All sections submit revised SA** |
| **Monday 11/27**  **WEEK FOURTEEN** | The In-Class Precis  **Due on 12/1: All sections submit revised SA** |
| **Monday 12/4**  **WEEK FIFTEEN** | NO WRITING INSTRUCTION |