

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 policies about the writing portion of the course:

- Assignments are available in the lab section of your course 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. **YOU ARE RESPONSIBLE FOR ALL INFORMATION SENT BY EMAIL AND POSTED AS ANNOUNCEMENTS IN BLACKBOARD.**
- Submission of assignments is completely the student's responsibility. If you upload a blank document or one that your instructor cannot open or read, you will receive a zero for the assignment. Make sure you can see the assignment in Blackboard once you have uploaded it. You have unlimited submissions, so if you make a mistake, you may always submit a new document up until the submission deadline. The last upload (attempt) will be the document that is graded. Use MS Word for your uploads. Do not attempt to upload a document you have open on your computer.
- Assignments are to be submitted on time; late work is not accepted with the exception of the Signature Assignment. 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.
- For Team Assignments, members are instructed to sign up for the corresponding group number on Blackboard during class. If you are absent or tardy, you may not be added to a group. All team members are expected to contribute equally to group/team assignments, and All members receive the same grade. Mistakes by one member can cause all members to receive poor or failing grades.
- 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 daily during the school week and occasionally on the weekend. I will reply to all emails from students within 24 hours during the week (Monday-Friday) and within 48 hours over the weekend (Saturday and Sunday). If you haven't received a reply within those time-frames you are welcome to email me again (including the original email), but please wait that 24 or 48 hours before following up on an email. I strongly advise all students to read through the information at the following link before emailing any professor: <https://m.wikihow.com/Email-a-Professor>
- 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.

- 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. EMAIL AND ALL COMMUNICATION WITH PROFESSORS AND CLASSMATES IS TO BE PROFESSIONAL AND COURTEOUS.
 - 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
- 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.

Writing Weekly Schedule and Assignments
Spring 2018 M/W

Date and Day	Topic and In-Class Activity (All Assignments Due by 10:0pm on Date Listed)
Wednesday 1/17 WEEK ONE	Overview of Writing component <i>For next week: Read Basic Precis Assignment and Precis Practice Reading from Week 2 Folder</i>
Monday 1/22 WEEK TWO	Introducing the Precis and In-class Precis Practice Practice Article: "Empowering Robots for Ethical Behavior" <i>For next week: Read everything in Ethics Week 3 Folder, "The Ethical Lessons of Deepwater," AND Ch.2 from TLE</i>
Monday 1/29 WEEK THREE	Ethics Discussion and Group Precis Writing DUE on 2/1: Group Precis over "The Ethical Lessons of Deepwater" AND Academic Honesty Tutorial and Quiz <i>For next week: Read "Introduction to Grand Challenges" and look over Grand Challenges website from Week 4&5 Folder</i>
Monday 2/5 WEEK FOUR	Grand Challenges and Team enrollment into Blackboard groups DUE on 2/8: Individual Precis over "Introduction to Grand Challenges"
Monday 2/12 WEEK FIVE	Grand Challenges: Team Precis Slide In-Class Prep Time DUE on 2/15: Team Precis Slide
Monday 2/19 WEEK SIX	Exploring Fields of Engineering (Writing during second hour after quiz) DUE on 2/22: Engineer Report
Monday 2/26 WEEK SEVEN	NO WRITING INSTRUCTION
Monday 3/5 WEEK EIGHT	IN CLASS PRECIS WRITING DUE at end of class time: Precis over article to be provided during class <i>For next class on 3/19: Read Signature Assignment from Week 10 Folder</i>
Monday 3/12 WEEK NINE	SPRING BREAK: NO CLASSES
Monday 3/19 WEEK TEN	Overview of Signature Assignment DUE on 3/22: Assignment over Scholarship/Internship
Monday 3/26 WEEK ELEVEN	Preparing the SA Draft (all students MUST turn in a draft and a final version to receive credit for the Signature Assignment) In class peer assessment of Scholarship/Internship Assignment DUE on Sunday 4/1: SA Draft Due for all sections
Monday 4/2 WEEK TWELVE	NO WRITING INSTRUCTION
Monday 4/9 WEEK THIRTEEN	Revising the SA Draft for Final Submission (Must turn in draft and final version to receive credit for Signature Assignment)
Monday 4/16 WEEK FOURTEEN	Team Project Report DUE on 4/20: All students in all sections submit Project Report to Writing Section in Blackboard
Monday 4/22 WEEK FIFTEEN	Final In Class work on SA—Peer Reviews Due on 4/28: All students in all section submit revised Final Signature Assignment