

## English 0100-01: Integrated Reading and Writing Workshop Summer 2018

Instructor: Lauren Sperandio Phelps

Course Information: PH 103  
W 8:30-9:50a

Office/Hours: 524 Carlisle Hall  
W 12:00-1:30p

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### ENGL 0100 Expected Learning Outcomes

By the end of ENGL 0100, students should be able to do the following things:

- **College Level Writing:** Develop long-term reading and writing strategies for college level courses.
- **Critical Reading, Thinking, and Writing:** Summarize, analyze, and respond to texts. Produce texts with a focus, thesis, and controlling idea, and identify these elements in others' texts.
- **Processes:** Demonstrate knowledge of and ability to use the writing process—including prewriting, drafting, revising, and editing—to write persuasively in multiple genres.

### Required Texts

There are no required texts for this course.

### Grades

In this course, students may earn a P, Z, or F.

Students will earn a P in this course if they have completed assignments with an average of 70 or above. Students will earn a Z in this course if they have completed assignments with an average of 69 or below. Students will earn an F in this course if they do not attend class regularly, do not participate, AND/OR do not complete assigned work.

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

Essay 1 Draft Progress	25%
Essay 2 Draft Progress	25%
Essay 3 Draft Progress	30%
Participation	20%

### Description of Assignments

**Discourse Community Analysis:** For this essay, you will make an argument explaining how you became part of a discourse community.

**Rhetorical Analysis:** For this essay, you will select a topic and write a rhetorical analysis of a designated essay from your selected topic cluster.

**Synthesis Essay:** 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.

**Class Participation:** I will grade you on daily class participation, which includes coming to class prepared, making thoughtful contributions in response to the readings, asking and answering questions, and presenting a general attitude of interest in the course content.

**Late Enrollment Policy:** Though I realize that sometimes 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.

**Late Assignments:** Papers are due at the beginning of class on the due date specified. Assignments turned in after the class has begun will receive a point deduction unless the instructor has agreed to late submission *in advance of the due date*. Late work will not be accepted without written documentation. If you must be absent, your work is still due on the assigned date.

**Participation Policy:**

Improvement in writing is a complex process that requires a great deal of practice. Successful college students come to class and participate regularly. 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. I will not supply what you miss by email or phone. It is your responsibility to conference with a peer to get this material or make an appointment to see me in person.

I have the following policy for this course: Students are given 100 participation points at the beginning of the semester but may lose up to (5) points daily if they fail to participate in class. Participation includes being in class on time, having all necessary books/materials, and being thoughtfully engaged in activities and discussions.

**Classroom Etiquette:** 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 unless the instructor asks you to use them for a class activity or writing workshop**; 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 cluster readings (heavily annotated and carefully read) to every class. Students are expected to participate respectfully in class, 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.**

**Classroom Visitors:** Only students officially enrolled in this section are allowed to attend class meetings. Students may not bring guests (children, spouses, friends, family) to class unless an academic request has been submitted and approved by the instructor well in advance of the proposed class visit.

**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.*

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 or colluding with another to prepare assignments. 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.

**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.

**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](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**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. You may register and schedule appointments online at [uta.mywconline.com](http://uta.mywconline.com) or by visiting the Writing Center. If you need assistance with registration, please call 817-272-2601 during regular business hours.

**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 .....	<a href="http://www.uta.edu/library">http://www.uta.edu/library</a>
Subject Guides .....	<a href="http://libguides.uta.edu">http://libguides.uta.edu</a>
Subject Librarians .....	<a href="http://www.uta.edu/library/help/subject-librarians.php">http://www.uta.edu/library/help/subject-librarians.php</a>

Database List.....	<a href="http://www.uta.edu/library/databases/index.php">http://www.uta.edu/library/databases/index.php</a>
Course Reserves .....	<a href="http://pulse.uta.edu/vwebv/enterCourseReserve.do">http://pulse.uta.edu/vwebv/enterCourseReserve.do</a>
Library Catalog .....	<a href="http://discover.uta.edu/">http://discover.uta.edu/</a>
E-Journals.....	<a href="http://liblink.uta.edu/UTAlink/az">http://liblink.uta.edu/UTAlink/az</a>
Library Tutorials .....	<a href="http://www.uta.edu/library/help/tutorials.php">http://www.uta.edu/library/help/tutorials.php</a>
Connecting from Off- Campus.....	<a href="http://libguides.uta.edu/offcampus">http://libguides.uta.edu/offcampus</a>
Ask A Librarian .....	<a href="http://ask.uta.edu">http://ask.uta.edu</a>

**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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**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.

**Turning in Assignments to Blackboard:** Any assignments submitted to Blackboard must be saved as a .doc or .docx file to ensure that I am able to open them on my computer. It is your responsibility to ensure that your work is saved in this way and submitted in the correct format. If you submit work that is unreadable (i.e. corrupt) or incorrectly formatted, you will receive a zero for the assignment.

**Conferences and Questions:** I have regularly scheduled office hours each week. 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 or quiz 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.

**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 exits, located on the east side of the building. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**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>.

**Drop Policy:** Students who are in the course in order to satisfy TSI requirements cannot drop the course unless TSI requirements have been satisfied. Students may withdraw from all their courses and from the university, but they cannot drop English 0100 without meeting TSI requirements and still stay at UTA. If students wish to test out of the course, they can do so by retaking the approved test and receiving a passing grade on it. This option is not available for bridge students. If students wish to transfer to English 0300, they may do so (if a course is available) within the first week of class and maintain their standing at UTA.

**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.

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

**English 0100 Daily Schedule  
(May be subject to revision)**

Week	Date	Class Topic and Daily Readings	Assignment Due
1	6/6	Course and Syllabus Overview: How Does ENGL 0100 Work and How Will it Help Me?  In Class Pre-Readings	
2	6/13	Review of DCA Prompt Work on DCAs	
3	6/20	Top 20 Grammar Mistakes Instructor Feedback on Draft 1 DCA Work on DCAs	<b>Due:</b> First draft of DCA
4	6/27	Instructor verification of Revised Draft DCA (no further feedback)  Review of RAE Prompt Work on RAE Annotations and Outline	<b>Due:</b> Revised draft of DCA
5	7/4	July 4 Holiday	
6	7/11	Instructor Feedback on Draft 1 RAE Work on RAEs	<b>Due:</b> First draft of RAE
7	7/18	Instructor verification of Revised Draft RAE (no further <i>formal/evaluative</i> feedback) Work on RAEs	<b>Due:</b> Revised draft of RAE
8	7/25	Review of Synthesis Prompt Work on Synthesis Essay Annotations and Outlines	
9	8/1	Instructor Feedback on Draft 1 Synthesis Work on Synthesis Essays	<b>Due:</b> First draft of Synthesis

10	8/8	Instructor verification of Revised Draft Synthesis (no further <i>formal/evaluative</i> feedback) Work on Synthesis Essays	<b>Due:</b> Revised draft of Synthesis
<b>11</b>		Final Exams - There is no final exam for ENGL 0100	