

ENGL 1301: Rhetoric and Composition I

Spring 2016

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Course Description

This course satisfies the University of Texas at Arlington core curriculum requirement in communication. This course will require students to read rhetorically and analyze scholarly texts on a variety of subjects. The course emphasizes writing to specific audiences and understanding how information is context dependent and audience specific. Students must engage with a variety of ideas and learn how to synthesize those in college level essays.

Core Objectives:

Critical Thinking Skills: *To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.*

Communication Skills: *To include effective development and expression of ideas through written, oral, and visual communication.*

Teamwork: *To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.*

Personal Responsibility: *To include the ability to connect choices, actions and consequences to ethical decision-making.*

ENGL 1301 Expected Learning Outcomes

By the end of ENGL 1301, students should be able to demonstrate:

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

These books are *required*, not optional. I will conduct random book checks that will count toward your citizenship grade.

- Graff and Birkenstein. *They Say, I Say*. 3rd edition. ISBN: 9780393935844
- *First-Year Writing: Perspectives on Argument*. (3rd UTA Custom Edition, 2012)

They Say/I Say (3rd edition), is available at the bookstore or through online retailers. If ordering online, please be sure you get the correct edition and that you order it ASAP. I encourage you to purchase the e-book version of the *FYW* book. It's about half the cost of the print version. You can purchase *FYW* at the UTA bookstore, or directly from Pearson at http://www.pearsoncustom.com/tx/uta_firstyearwriting. **These are the only two places you can purchase the *FYW* e-book; it is a UTA custom edition.**

You must have the relevant book with you in class each day—so if you're using a digital version, you'll need to bring your (charged) laptop or tablet to class in order to have access to your book. Don't rely on your smart phone; this is not a practical way to read or review a text in class.

Grades

- Discourse Community Analysis 150 points
- Rhetorical Analysis 250 points
- Synthesis Essay 300 points
- Peer Evaluations 100 points
- Reading Responses 100 points (5 x 20 points each)
- Class Citizenship 100 points

A= 90-100% (900-1000 points); B= 80-89.9% (800-899 points); C= 70-79.9% (700-799 points); Z or F= below 70% (0-699 points)

I will usually round up, if the final grade is within 0.5% (5 points) of the next grade. The “Total” grade you see in the grade center on Blackboard is a current cumulative average. It will change as each assignment is graded.

Assignment Grades

The assignment grades you see on Blackboard will be the points you earned on that assignment. To determine your letter grade on each assignment, divide your score by the points possible on that assignment. For example, a grade of 175 on the Rhetorical Analysis Essay is 87.5% (175/200), which is a B.

Feedback

I provide feedback electronically, using the Comments feature in Word (or Adobe Acrobat, for PDFs). Generally, I spend more time commenting on first drafts. I will try to point out at least three strengths and three weaknesses of your first draft, along with specific examples from your paper, to help you revise effectively. On the final draft, my comments will typically be shorter and more general. You can see my feedback by going to the Grade Center on Blackboard, locating the assignment, and clicking on Comments.

Final Grades

Final grades in ENGL 1301 are A, B, C, F, and Z. **Students must pass ENGL 1301 and 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 of the assigned work on time, but still do not write well enough to earn a passing grade. **This judgment is made by the instructor and not necessarily based on a numerical 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. Students who earn a Z grade 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, and/or do not complete assigned work.

All three of the major papers must be completed to pass the course. Submitting a partial or rough draft as the final draft does not count as completing the paper – even if you submitted the wrong draft/document by accident – nor does submitting a paper that contains plagiarism. If you fail to submit a completed final draft of any of the major papers (on time), you will fail the course, regardless of your average in the class. Save all drafts of all papers, as well as my comments on all drafts, until you receive your final grade from the university. You cannot challenge a grade without evidence.

Grade Inquiries

I will not discuss students' grades or individual concerns before, during, or after class. If you want to know why you got a certain grade on a paper or if you want to discuss how you can improve your grade, you can make an appointment to meet with me during office hours. Keep in mind, however, that grades are not negotiable.

Do not wait until the end of the semester to try to salvage your grade! There is no extra credit in this class. Please keep up with the required assignments to avoid last minute grade concerns. If you are struggling, seek help early and often.

Assignment Descriptions

Discourse Community Analysis (FYW, pp. P26-P32)

For this essay, you will make an argument explaining how you became part of a discourse community. Length requirement: 4-5 pages (1100-1500 words). Because this is a reflective essay based on your own personal experience, it does not require any sources.

Rhetorical Analysis (FYW, pp. P33-P38)

For this essay, you will select an essay cluster on one of the following topics: Social Class; PEDs in Professional Sports; or Living in the Anthropocene. You will write a rhetorical analysis of a designated essay from your selected cluster. Length requirement: 4 pages (1100-1200 words), plus a Works Cited. This paper requires both in-text citations and a Works Cited page in order to receive a passing grade. The Works Cited should be the last page of the document – *not* a separate document.

Synthesis Essay (FYW, pp. P39-P44)

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. Length requirement: no more than 4 pages (900-1200 words), plus a Works Cited page. This paper requires both in-text citations and a Works Cited page in order to receive a passing grade. The Works Cited should be the last page of the document – *not* a separate document.

Peer Evaluations

For each of the three major papers, you will read two of your peers' papers and provide detailed feedback using the Comments feature in Word or Pages. You will be given a checklist and guidelines to help you compose constructive and useful feedback. Papers and reviewers will be anonymous. We will discuss the details of this process in class, and examples or appropriate responses will be made available on Blackboard. The entire review process will take place on Blackboard, outside of class. After each peer evaluation, you will be expected to complete a short survey assessing the quality of feedback you gave and received. The peer evaluations for the DCA and Rhetorical Analysis will each

be worth 30 points and the one for the Synthesis Essay will be worth 40 points, for a total of 100 points.

To participate in peer evaluations, you must submit your own rough draft and it must meet the following minimum requirements: 1) complete draft – not partial draft or outline; 2) submitted on time, in Word, RTF, or PDF format (Mac users should save their Pages docs as PDF); 3) follows, or at least attempts to follow, the assignment guidelines. In other words, if you didn't complete your own paper on time and/or did the assignment incorrectly, I'll assume you didn't understand the instructions and therefore should not be advising your classmates on the strengths/weaknesses of their papers. Please be diligent when preparing your rough drafts, so that you may participate and earn credit for all of the peer evaluations.

Reading Responses

You will complete several reading responses throughout the semester. For each one, you will carefully read and analyze an article from an assigned topic cluster. Prompts will be provided to guide your responses.

Class Citizenship

In order for class to function most productively, it is essential that all students behave as engaged citizens. Good classroom citizenship includes preparation, participation and civility. The citizenship grade will be based on the following:

1. Preparation:
 - You will earn a citizenship point for completing each homework assignment and having it with you in class on the day it's due.
 - I will randomly look to make sure you brought the day's required textbook(s). You will earn a citizenship point for preparedness on the days I do these book checks. For digital versions, having your (operable/charged) laptop or tablet counts; your phone does not.
2. Participation:
 - You will automatically earn a citizenship point simply by being in class during class discussions and lectures and actively listening. You'll forfeit that point if you are sleeping in class or otherwise "checked out."
 - I will also track participation in small group discussions, workshops, and other in-class activities. These discussions/activities will range in value from 1-3 citizenship points, depending on the length and complexity of the activity.
 - After each peer review, you will submit a survey on Blackboard rating your peer's quality of feedback (as well as your own). Each of these surveys is worth 10 citizenship points.
3. Quizzes: We will have several quizzes throughout the semester. Some will be open-book quizzes to help you practice a concept we're discussing in class, and some will be closed-book pop quizzes on the day's assigned reading. Quizzes are typically worth 5 citizenship points each.
4. Civil behavior: I expect everyone to conduct themselves appropriately in class and in our class's online interactions. Points will be *deducted* from your citizenship grade for inappropriate behavior such as: habitual tardiness; sleeping in class; texting in class or other phone-related disturbances; wearing headphones in class; using laptops/tablets in class for any purpose other than relevant class work; engaging in side conversations or interrupting when someone else is trying to speak; speaking to your instructor or classmates with an antagonistic or hostile tone; belittling others' ideas; or otherwise behaving rudely or disrespectfully. Racist, sexist or homophobic comments will absolutely not be tolerated.

To calculate the citizenship grade, I will divide your earned citizenship points by the total possible. I will update your citizenship grade in Blackboard once every four weeks, but not in between.

Policies

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, due dates, etc. Instructors reserve the right to make such changes as they become necessary. Students will be informed of any major changes in writing.

Attendance Policy

The University of Texas at Arlington does not have an official attendance requirement. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have set the following policy:

I will take attendance daily, using a sign-in sheet. You will be automatically excused for up to **four (4)** absences without penalty, regardless of the reason. This means I don't need to see doctor's notes or other documentation. You get four excused, and that's it. After each additional missed class, for *any* reason, I will deduct 5% (50 points) from your final grade—even if you have a note. In other words, you should save your excused absences in case of true illnesses/emergencies.

Please note that, under this policy, if you miss more than five weeks of classes (ten absences), you will not be able to pass the class—even if you turn in all of your work and get an A+ on everything. Ten absences (four excused, six unexcused): $6 \times -5\% = -30\%$. More realistically, as few as two additional absences (six total) could have a serious impact on your grade—a full letter grade penalty, in addition to lost citizenship points.

- **University-authorized absences:** The University authorizes absences for religious holy days, military service, and university-related events (such as athletic and academic competitions). In all cases, notification must be given to your instructors, in writing, at least one week in advance. The athletics department usually provides student athletes with a letter listing all of the dates of away-games. Get this letter and make copies for all of your instructors ASAP!
 - Please note that university-authorized absences still count against your six excused absences in this class. For example, if you are a student athlete and you're scheduled to miss five classes due to games/tournaments, you'll only have one more excused absence left for illness, emergencies, etc. In other words, your four excused absences in this class are *not* in addition to your university-authorized absences. If you are absent more than four times and they are all for university-authorized reasons, you won't be penalized (with appropriate advance notice); however, you also won't have any excused absences left to use for other reasons, including illness or emergencies.
- **Attendance Sign-In Sheet:** It is your responsibility to make sure you sign in, even if you arrive late. If you sign in and then leave, stay for part of the class but leave early, or arrive more than ten (10) minutes late, I will notice and I will count you absent. If you sign in for a friend who is absent, you will both be counted absent and you will also lose points on your citizenship grade.

Late Work and Make-up Policy

Rough drafts and final drafts of the three major papers must be submitted via the appropriate SafeAssignment uplink on Blackboard. You can find the SafeAssignment links in the appropriate assignment folder. Assignments (drafts, peer evaluations, final papers) are always due by 8pm on the due date, regardless of illness, university-authorized events, or other life circumstances. Blackboard can be accessed from any computer with an internet connection. **I will not accept any work through email, nor will I accept late work.** Please see calendar for due dates. If you anticipate a schedule conflict with any of the due dates, please talk to me about it and plan to submit your work early.

This policy includes technical problems with your computer or with Blackboard. If you get an error on Blackboard, it is your responsibility to troubleshoot the problem with OIT or Blackboard support in order to get the paper submitted on time. I recommend that you always attempt to submit your papers at least 24 hours before the deadline, in case of any technical issues that might arise. (See “Technology Requirements” below for OIT contact details.) I do not allow students to make up missed quizzes or other in-class work, except in the case of university-authorized absences with prior written notification.

Late Enrollment Policy

Sometimes enrolling in a course after the start date is unavoidable. However, you are responsible for the class periods you miss, even if you were not yet enrolled in the course. You will not be able to make up missed opportunities for citizenship points or any other assignments that occurred before you enrolled. If you enroll in class after the start date, it is your responsibility to catch up on the schedule and any announcements.

Drop Policy

Students may drop or swap classes through MyMav during registration and late registration only. After late registration, students must see their academic advisor for schedule changes. Undeclared students should see an advisor in the University Advising Center. The final date to drop a class with a W is **April 1, 2016** (no joke). Requests must be submitted to the advisor no later than 4:00pm on the final drop date. If you cannot find me to sign your drop slip, the English Department advisors are authorized to sign on behalf of instructors. You can find them on the 2nd floor of Carlisle Hall during normal business hours. I will also authorize drops via email, if your advisor is willing.

It is the student's responsibility to drop a class (or withdraw from the university) if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Please note that dropping classes might affect your financial aid eligibility and/or require repayment of certain types of aid. Contact the Financial Aid Office for details.

Paper Reuse Policy

You are not allowed, under any circumstances, to reuse papers from any prior classes. Reusing papers does not demonstrate any advance in knowledge or skill. Moreover, it's academically dishonest to pass off recycled work as original work produced for this class.

Academic Integrity

Plagiarism and other forms of academic dishonesty will not be tolerated. Plagiarism includes: submitting work written by another person as if it were your own; using the exact (or nearly exact) words of a source without quotation marks and documentation; paraphrasing ideas or passages from a source without documentation; including information that is not known to the general public without documenting the source; and following the structure or style of a source without documentation. Please note that “source” refers not only to print sources (books, journals, periodicals), but also to all other media (websites, video and sound recordings, etc.).

Documentation is required any time you use information from a source, whether it’s quoted directly or not. Required documentation includes both in-text citations for quoted or paraphrased material and a Works Cited page. If you use information from a source and either the citations or the Works Cited is missing, the paper will receive an automatic zero and you will probably not pass the course.

Whether intentional or not, all cases of plagiarism will be reported to the Office of Student Conduct and will result in a failing grade on the assignment, even if only a single phrase or sentence is plagiarized. Plagiarism could also result in a failing grade in the course, or even suspension from the university. **If I’ve given you a zero due to plagiarism, I have either verified it by comparing your work to the original source or you have failed to include quotation marks, citations and/or a Works Cite page.** This means your zero is not up for debate. The reason for the zero will be clearly indicated in the comments attached to your grade. If you want further clarification, please contact me through email or during office hours. When in doubt about whether to cite something or how to cite it, check your handbook, ask your instructor and/or visit the Writing Center.

Grade Grievances

First-Year English has a specific procedure that must be followed in order for a student to appeal a grade or any other matter related to their ENGL 1301 or 1302 class. First, the student must communicate with the instructor in an attempt to resolve any matter in question. The next step is for the student to communicate with the Interim Director of First-Year English, Dr. Justin Lerberg (jlerberg@uta.edu). The Interim Director will advise the student on the next official steps in the appeal process. Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog. http://www.uta.edu/catalog/content/general/academic_regulations.aspx#10

Expectations for Out-of-Class Study

It is essential that you keep up with the reading and writing required for this class and that you arrive to class prepared. Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 5-6 hours per week of their own time in course-related activities, including reading required materials, completing assignments, etc. Please plan accordingly.

Technology Requirements

This class requires consistent access to the Internet and MS Word. It is essential that you have consistent access to your **UTA email account** and **Blackboard**; it is your responsibility to make sure your NetID and MavMail are working properly. Contact OIT immediately if you have any problems gaining access to these systems.

All major assignments must be submitted through SafeAssign in MS Word (.doc, .docx) or PDF format. Mac users and those without MS Office on their computers should save/submit their work as PDFs. Failure to comply with these basic formatting guidelines will result in a grade reduction of at least 10%. I will only accept major projects through SafeAssign – not printed or emailed.

If you're having difficulty with Blackboard, contact the OIT Helpdesk immediately (helpdesk@uta.edu or 817-272-2208); don't wait until after the deadline has passed! I will not accept late or emailed work. The OIT Helpdesk also offers Live Chat during their regular hours (<http://www.uta.edu/oit/cs/helpdesk/>).

Be sure to frequently back up all of your work on an external hard drive, a removable disk, or an online file management system (such as Dropbox or iCloud). **Computer problems, including lost/stolen/broken laptops, are not acceptable excuses for missing or late work.** You should maintain external backups of all your work, and the university provides computer labs for student use. You can also borrow a laptop from the library for up to 24 hours.

Email

Please check the syllabus, announcements, assignment sheets, etc. for answers to your questions before emailing me. I strive to answer emails within one business day. This means I might not answer emails at night, on weekends, or on holidays. Please give me at least one full business day to respond before sending a follow-up email. UTA has adopted MavMail as the sole means of communication between faculty, administrators, and students. Therefore, I will not answer email from private accounts; all communication must go through MavMail. **Students are responsible for checking their MavMail on a daily basis.**

Please do not email me to ask when a particular grade will be posted. I promise I am not withholding this information. Grades and comments will be posted as soon as possible after I've finished grading an assignment. Final grades will likely not be posted until after finals week; please be patient.

Office Hours & Conferences

We will have mandatory conferences at least twice during the semester, to help you work through the major projects (see calendar). If you need additional help, I encourage you to make use of my office hours. Office hours are most productive when students email me in advance to tell me what they'd like to discuss and (about) what time I can expect them. This allows me to prepare in advance – for example, to review your work or look up your grades. Office hours are a time for informal discussions during which I can answer your questions, help you work through anything that's confusing you, advise you on how to improve your reading/writing skills, answer questions about your grades, etc.; don't be shy about coming to see me!

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.

Americans with Disabilities Act (ADA)

Students who require accommodations for disability must present the instructor with the official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities (UH 102). This includes physical disabilities, learning disabilities, and psychological disabilities. Please get your documentation from OSD and present it to me as soon as possible. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodation can be found at www.uta.edu/disability or by calling OSD at 817-272-3364.

Writing Center

The Writing Center (Central Library, Room 411) offers guidance to UTA students on writing assignments for any of their classes. Writing Center hours Mon-Thu, 9-8:00; Fri, 9-3; and Sat/Sun 12-5:00. Students must register in advance and can make appointments online at <http://uta.mywconline.com>. Face-to-Face and online appointments for undergraduate students are scheduled for 20, 40, or 60 minutes.

Writing Center consultants assist with any aspect of academic writing, from understanding an assignment, brainstorming, revising an early draft, to polishing a final draft. However, the Writing Center is not an editing service; consultants will not correct grammar or rewrite assignments during our long sessions. Please see www.uta.edu/owl for more information about services and guidelines.

For quick questions related to citation, style, minor editing, grammar, punctuation, etc., students can post on the Writing Center's Facebook page during regular business hours and get a response within an hour or two: www.facebook.com/WritingCenteratUTArlington.

Title IX

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information and/or veteran status in its educational programs or activities. For more information, visit www.uta.edu/eos and www.uta.edu/titleIX.

Classroom Visitors

Only students officially enrolled in this section may attend class meetings. Students may not bring guests to class unless an academic request has been approved by the instructor well in advance of the proposed class visit. Children are not allowed in class as visitors at any time.

Emergency Exit Procedures

If we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit(s). For Preston Hall, the exits are located at the end of the hall in either direction. When exiting the building during an emergency, use the stairwells – *not* the elevators. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist disabled individuals.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** from a non-campus phone, or **2-3003** from a campus phone. You may also dial 911.