**English 1301: Rhetoric and Composition I**

Syllabus                                                                   Summer 2016

**Course Description**

Introduction to college reading and writing. Emphasizes recursive writing processes, rhetorical analysis, synthesis of sources, and argument.

**Department:** Department of English

**Course Number:** ENGL 1301 (3-0 Credit Hours)

**Course Title:** Rhetoric and Composition I

**Professor:                                  Pamela Rollins,   prollins@uta.edu**

**Course Prerequisites**

None

**Required Textbooks**

* *First-Year Writing: Perspectives on Argument*. (2012 UTA custom 3rd edition) ISBN: 1256744506
* You can purchase an EText of *First Year Writing* at [http://www.pearsoncustom.com/tx/uta\_writing](https://owa.uta.edu/owa/rechelle@exchange.uta.edu/redir.aspx?C=GN50cBEysEmgPCSHa5xEXSdzFGMJ_c9IcB9zvAzGnXCBVjSj5pFO0qQnkvBFalLHjcWwbOrBa0k.&URL=http%3a%2f%2fwww.pearsoncustom.com%2ftx%2futa_writing) . (Once you are on the site, click on "Purchase Access". If you experience technical or logon issues while purchasing your text, please visit the Pearson tech support website at <http://www.pearsoncustom.com/_global/productinfo/websites/_24_7/> or call 1-800-677-6337.)
* Graff, Gerald, and Cathy Birkenstein. *They Say/I Say: The Moves That Matter in Academic Writing*. (3rd edition ISBN:0393935841)
* *The Scott, Foresman Writer*. (Custom edition for UTA.) (If you already have a similar writer's handbook, this text is optional. Students MUST have a writing handbook that provides instruction on grammar, punctuation, etc.)

**Course Objectives and Outcomes**

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

***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

Grading Policy

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

**A**: 900 – 1000

**B**: 800 - 899

**C**: 700 - 799

**Z**: Course must be repeated (does not affect GPA)

**F:** Student does not complete assigned work

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 participate regularly 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.

**Evaluation**

|  |  |
| --- | --- |
| Assignment | Points |
| Paper 1 – Discourse Community Analysis | 200 |
| Paper 2 – Rhetorical Analysis | 200 |
| Paper 3 – Synthesis Essay | 200 |
| Peer Reviews (3) | 200 |
| Discussion Assignments (12) | 200 |

All essay assignments must be completed in order to pass this course. **If you fail to complete a major assignment, you will fail this course, regardless of your average.**

**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 1301/02 class. First, the student must communicate with the instructor in an attempt to resolve any matter in question. The next step is for students to communicate with the Director of First Year English. The Director will then advise students on the next official steps in any 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 / graduate catalog. For undergraduate courses, see <http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10>.

**Course Policies**

**Paper Reuse Policy:** You are not allowed, under any circumstances, to reuse papers from prior classes in this course or any other course that you have taken at any institution. 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. Reusing a paper without approval from your Instructor is considered plagiarism. Please see the full Academic Integrity Policy below.

**Late Work Policy:** All assignments must be submitted by the specified due date. All assignment due dates are listed in the course schedule located at the end of this syllabus. **Students should be aware that** **“technical difficulties” or “computer glitches” are not acceptable excuses for failing to complete an assignment on time.** If the error can be verified by the CDE Help Desk, the Instructor may choose to extend the deadline, at his or her discretion.

Papers are due on the specified due date.  Late essays/assignments will incur a penalty, unless the student meets the following condition: she must contact the instructor or academic coach a week ahead of the assignment due date and provide documentation of a conflict accepted by the University of Texas at Arlington as a reason to miss class or an assignment (These accepted conflicts include military service, religious holidays, and school-sponsored activities such as participation in sporting events. See http://www3.uta.edu/catalog/content/general/academic\_regulations.aspx#5 for further information.). Students presenting documentation are required to complete assignments in the timeframe prescribed by their instructor; otherwise, the assignment(s) will incur a late penalty. Late work submitted without a university excuse will incur a 10% deduction for each day it is submitted past the specified submission deadline (for example, 10% off for one day late, 20% off for two days late, etc.). Essays/assignments beyond 7 days late will not be accepted for credit. **Please note that discussion activities and peer reviews cannot be submitted past the specified deadline**. **Also, the final paper (Synthesis Essay) and revised essays will not be accepted late for any reason.**

**Essay Format:** Essays will be submitted in 12-point Times New Roman font, double spaced, with 1-inch margins on all sides. Essay assignments must be formatted according to MLA guidelines.  All documents must be in .doc or .docx format.

**E-mail Policy:** All major assignments must be submitted to the correct location in Blackboard**.**

Students should contact me via email with questions or concerns about the course, assignments, or any other issues relevant to the course. I will respond to emails with 24 hours of receipt. 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.

If you have an important question about an assignment, it is best to contact me well in advance of the assignment due date. If you do not receive a response from me within 24 hours, please send the email again.

**E-Culture Policy:** The University of Texas at Arlington has adopted the University email address as an official means of communication with students. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. **Students are responsible for checking their email regularly.** I send important information to students via e-mail on a regular basis, including syllabus changes, reading, writing, and homework assignments. I also post important information on the course Announcements page. **Students are responsible for all information, assignments, etc. posted to the course Announcement page and sent to their e-mail account.** Students should log-in to the course every day to ensure they do not miss time sensitive updates and announcements.

**Submitting Assignments:** **Assignments incorrectly posted or submitted to the wrong location or format in Blackboard will not receive credit.** As such, please be mindful that you are submitting your work to the correct location and that you have carefully reviewed the directions for submitting assignments in Blackboard. An online tutorial can be found at [http://ondemand.blackboard.com/r91/movies/bb91\_student\_submit\_assignment.htm\*](http://ondemand.blackboard.com/r91/movies/bb91_student_submit_assignment.htm*)

Also, all assignments must be:

* MLA formatted;
* Turned in as .doc or .docx (Do not copy and paste assignments into the text box field); and
* Submitted before midnight Central Daylight Time (CDT) on the date specified.

**An Important Note about Blackboard Assignment Submissions:** All students are responsible for making sure that they have submitted the correct documents and that their submissions have correctly posted to Blackboard. In order to check if an essay/assignment is submitted correctly, click on the “Grades” tab located on the left-hand side of the course home page and look for the green exclamation point icon in the appropriate assignment column (Note: for discussion activities and peer review, a paper and pencil icon or a colored sphere confirms your submission). If an exclamation point is not present after your essay/assignment is submitted, you should resubmit following the steps above to make sure the essay/assignment is properly submitted. Also, view the document you recently submitted (i.e., open the file saved in Blackboard) to ensure that you have uploaded the correct file.

If your essay/assignment still isn’t posted after several attempts or you notice that you have submitted the wrong assignment, you should email the essay/assignment (work submitted incomplete will be graded accordingly) as an attachment to your academic coach BEFORE the specified assignment deadline.  Your academic coach will contact you about your emailed submission within 24 hours and specify a timeframe for submitting the essay/assignment to Blackboard. Failure to submit your work within the designated timeframe will result in a zero.  Also, you must submit the same essay/assignment to Blackboard that you submitted to your academic coach via email. Failure to submit the same work will result in a zero for the assignment.

Again, keep in mind that it is your responsibility to submit your work on time and ensure that the correct document is submitted to Blackboard properly. Failure to do so will result in a late penalty or zero. As the submission process in Blackboard allows students to ensure that the correct document (the document you wish to have graded) is correctly submitted and an alternative means of submitting assignments is available to all students, NO assignments will be accepted for full credit after the deadline due to incorrect and/or failed submission attempts (See the late assignment policy for more information on late work).  Please be aware that technical errors in Blackboard are very rare and tech support has sophisticated tools to determine if students have actually submitted assignments or posted to discussion boards.

**Revision policy:** Revision is an important means for improving both the writing process and the final product. Students have the option of revising the DCA and RA after it has been graded. The original grade and revision grade will be averaged to arrive at the student’s final grade for the essay. Additionally, students will receive feedback from their Academic Coach on their final draft submissions. The purpose of this feedback is to encourage students to revise and improve their writing. The Synthesis Essay, after it has been submitted for grading, cannot be revised for a higher grade.

Your revised essay must be substantially revised, at least 20%, in order to receive credit. Your revision must demonstrate that you have carefully reconsidered your work and incorporated your coach's comments on your initial evaluation. Revisions that fail to be revised substantially based on your own insights and your instructor's suggestions will not receive credit. Points lost due to late penalties cannot be recovered in revision.

Late submissions will not be accepted for any reason.

**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 1301/02 class. First, the student must communicate with the instructor in an attempt to resolve any matter in question. The next step is for students to communicate with the Director of First Year English. The Director will then advise students on the next official steps in any 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 / graduate catalog. For undergraduate courses, see <http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10>.

**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.

Plagiarism, cheating, or any form of academic dishonesty will not be tolerated for any reason. Specific examples include, but are not limited to:

* Cheating: Copying from another student’s test paper, laboratory report, other report, or computer files and listings; using, during any academic exercise, material and/or devices not authorized by the person in charge of the test; collaborating with or seeking aid from another student during a test or laboratory without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student or permitting another student to substitute for oneself.

* Plagiarism: The appropriation, theft, purchase or obtaining by any means another’s work, and the unacknowledged submission or incorporation of that work as one’s own offered for credit. Appropriation includes the quoting or paraphrasing of another’s work without giving credit therefore. Students should be aware that I utilize the services of SafeAssign, a plagiarism detection service.
* Self-Plagiarism: Reusing work from another course. For example, submitting a paper for one course and then submitting the same paper for credit for another course without the prior authorization of both Instructors. *\*See the Paper Reuse Policy*
* Collusion: The unauthorized collaboration with another in preparing work offered for credit.

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.  If you do understand these conventions, ask your instructor. Plagiarism, cheating, collusion, and any other form of academic dishonesty will not be tolerated. **Students found responsible for any form of academic dishonesty in this course will receive a zero on the assignment and forfeit any option to revise. I also reserve the right to assign an automatic "F" for the entire course to students who engage in this unethical practice.**

**Classroom Behavior**

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 and academic coaches 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 referred to the Office of Student Conduct.

**Late Enrollment Policy**

Though I realize that at 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 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. This policy also applies to students who drop and add.

**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.

**Americans with Disabilities Act**

UT 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), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD).  Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD)  [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. 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).

**Writing Center**

Located in room 411 in the Central Library. The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

In addition to the UTA Writing Center's services, online students in this course have access to the eTutoring Consortium. Please look for announcements in our course about this important service. Students can also contact [etutoring@uta.edu](mailto:etutoring@uta.edu) for additional information.

**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](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:

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

Library Home Page............................. http://www.uta.edu/library

Librarian to Contact: Marquel Anteola  [manteola@uta.edu](mailto:manteola@uta.edu) 817-272-7426

Ask A Librarian.................................... [http://ask.uta.edu](http://ask.uta.edu/)

**Student Support Services Available**

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](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). 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 <http://www.uta.edu/universitycollege/resources/index.php>.

**The IDEAS Center** (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**Counseling and Psychological Services, (CAPS)**   [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** 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 it operates. For more information, visit [uta.edu/eos](http://www.uta.edu/hr/eos/index.php).

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C:/Users/rowntreem/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.IE5/IGVYXPA0/jmhood@uta.edu).

**Campus Carry:** Effective August 1, 2016, the Campus Carry law  (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online 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 via the SFS database is aggregated with that of other students enrolled in the course.  Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Syllabus and Schedule Changes:**This syllabus represents the current plans and objectives for this course. As we go through the semester, those plans may need to change to enhance learning opportunities. Such changes are not unusual and should be expected. Minor changes will be posted to the course Announcement page, and a notice will be emailed to your official UTA email address. If major changes become necessary, a new copy of the syllabus will be uploaded to the course page.