

ENGLISH 1302: Composition, Rhetoric, and Argument
Texas Tech University
Spring 2022

Section: 034
Meeting Times: Mondays & Wednesdays 3:30 – 4:50 p.m.
Meeting Location: English & Philosophy Room 360
Instructor: Michelle Cowan (call me Michelle or Ms. Cowan)
Email: michelle.cowan@ttu.edu
Office Location: English & Philosophy Room 456
Office Hours: MW 12:30 - 12:50 p.m., MW 2:00 p.m. – 3:20 p.m., and by appointment

Course Description

This course is designed to ground students in the reading, writing, and rhetorical demands and practices necessary for engaging in civic discourse and for success in college and beyond. This class focuses on understanding rhetorical practices and identifying stakeholders so that students can become critical readers of complex texts and critical writers of effective texts. In this class, you will conduct research, incorporate source material in your writing, and enter that conversation through creating original content. Rhetoric is foundational for this course because it helps you to understand how other people's texts work and helps you compose effective and purposeful texts yourself in a variety of genres, media, and forms.

To be successful in this course, try to work on this class throughout each week rather than waiting until assignments are due. This class is all about *practicing writing* and getting experience using new forms and techniques. We will do extensive writing and rewriting, none of which needs to be perfect, but it will take a lot of mental energy and some time. If you can work at least a half-hour each weekday on this class, the work will be more manageable.

Check our course website (and the schedule posted there) *every week* to make sure you know which assignments are due, which readings will help you complete those assignments, and any other information I need to share with you. I may update the schedule or other elements throughout the semester. I will also send announcements out via email, so make sure you regularly check your Texas Tech email. It is your responsibility to stay on top of all the assignments in this class. Please contact me as soon as possible if you have questions or issues—or if you have trouble regularly accessing email or other online materials.

Student Learning Objectives

Texas Tech Student Learning Objectives

1. Identify and adapt appropriate communication choices based on subject, occasion, and audience.
2. Develop, apply, and express appropriate form and content in written, visual, aural and oral communication.
3. Demonstrate basic principles of critical thinking, problem solving and technical proficiency as evidence through their communication choices, including those of organization, genre, and platform.

College-Level Competency

Students graduating from Texas Tech University should be able to develop ideas and express them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate effectively.

Texas Higher Education Coordinating Board Objectives

1. Critical Thinking Skills: to include creative thinking, innovating, inquiry, and analysis, evaluation, and synthesis of information.
2. Communication Skills: to include effective development, interpretation and expression of ideas through written, oral, and visual communication.
3. Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision making.
4. Teamwork: To include the ability to consider different points of view and to work effectively with other to support a shared purpose or goal.

Course-Specific Writing Goals

Rhetorical Knowledge

- Use key rhetorical concepts through analyzing and composing a variety of texts
- Develop facility in responding to a variety of situations and contexts (academic and nonacademic) calling for purposeful shifts in voice, tone, level of formality, design, medium, and/or structure
- Use a variety of technologies to address a range of audiences
- Read and compose in several genres, understanding how genre conventions shape and are shaped by readers' and writers' practices and purposes
- Identify stakeholders and their standpoints on issues of public concern, and identify, explain, and analyze the values informing those standpoints

Inquiry & Research

- Locate and evaluate a variety of primary and secondary research materials
- Summarize, paraphrase, analyze, and synthesize information from a variety of sources in their writing
- Incorporate work created by others in a variety of media (e.g., text, images, sound, video) ethically and effectively for rhetorical purposes
- Apply citation conventions appropriate for genre, purpose, and audience
- Formulate viable research questions, hypotheses, and conclusions

Writing Processes & Craft

- Develop a writing project through multiple drafts
- Develop flexible strategies for reading, drafting, reviewing, collaborating, revising, rewriting, rereading, and editing
- Evaluate the work of others, give useful feedback to others on their writing, and evaluate and incorporate feedback from others in their own writing
- Assess accurately the strengths and weaknesses of their own writing, and develop individual plans for revision and improvement
- Enact revision as substantive change

Required Materials

- *A Guide to Rhetoric, Genre, and Success in First-Year Writing*, by Melanie Gagich & Emilie Zickel, Pressbooks, open source (free), <https://pressbooks.ulib.csuohio.edu/csu-fyw-rhetoric/>
- *They Say / I Say: The Moves that Matter in Academic Writing*, 5th edition, by Gerald Graff and Cathy Birkenstein, W.W. Norton & Company, 2021 (must purchase, \$20 new)
- Blackboard (www.depts.ttu.edu/lms)
- Course website (URL here)
- Electronic storage media to hold copies of all work completed and submitted for the course
- Access to a computer with Internet capabilities (I suggest you bring a computer to class to work on your assignments and take notes. But if you prefer a pen and paper, you can simply bring that.)
- Access to Texas Tech email
- Access to a version of Microsoft Word (you have access to the entire Microsoft Office suite as a Texas Tech student – contact me if you have trouble with this)
- Top Hat (download application on phone or other device)

Assignments and Grades

Your final grade in this class will be based on your successful completion of assignments and participation in class, according to the **guidelines described in the ENGL 1301 Grading Contract**. That document is available on our course website. You must review the grading contract to understand and keep track of your grade in the class. A few key points are outlined below.

You must complete *all* of the following assignments to earn a C or above.

- Summary and Synthesis
- Rhetorical Analysis
- Topic Pitch with Preliminary Research Questions
- Four Stakeholder Views: Snapshots
- Research Questions
- Mapping the Conversations Essay/Literature Review
- Entering the Conversation: Final Project
- Statement of Goals and Choices for Final Project
- Final Presentation
- Final Self-Assessment Essay

Your grade can be tracked using the following grading table. At the end of the semester, you must come in at or below *all* the numbers in a row to earn that row's grade.

Grade	# of missing assignments	# of very late (>48 hours) assignments	# of incomplete or late (<48 hours) assignments	# of insufficient discussion posts/drafts	# of absences
B (85)	0	1	3	4	4
C (75)	0	2	4	5	5
D (65)	1	3	5	6	6
F (55)	2	4	6	7	7

To earn an A, you must complete additional assignments to add points to your grade. Your options for these elective assignments are described in the Grading Contract.

We will discuss the grading contract extensively in class and check in on your progress throughout the semester. Feel free to contact me at any point if you have questions about your grade or the requirements of an assignment.

You are only allowed a certain number of late or incomplete assignments or insufficient discussion posts before your grade is affected (see grading table above and the Grading Contract for more details). Most due dates are at midnight on Tuesday, Thursday, or Sunday, except for drafts and discussion posts, which are usually due by class time so that we can work together on them in class.

All assignments must be submitted in Blackboard by the due date and time listed on the course schedule. **If you have trouble submitting your work on Blackboard for any reason, email me a copy of your completed assignment**, along with an explanation of the technical problem, *prior to* the deadline for the assignment. As soon as the technical problem has been resolved, you must submit your assignment as usual. *Any exceptions to this policy must be arranged with me **before** the assigned due date and time.*

Assignments will not be accepted after the last day of the semester.

Always back up your electronic files. Best practice is to store digital files in at least two locations. Develop a strategy for consistently and frequently backing up your digital files, whether that is through a cloud service like Dropbox or Microsoft OneDrive, a flash drive, or another mechanism. **A lost file or a crashed computer is not an excuse for late work in this class.** You are responsible for ensuring that your files are readable and complete. If I cannot read the file you submit, I will consider the assignment late or missing.

Final Grade of "Incomplete"

A final grade of "Incomplete," according to the University Catalog, "is given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given instead of an F." Texas Tech OP 34.12 states, "The instructor assigning the grade must stipulate in writing at the time the grade is given, the conditions under which the I may be removed and the specific date by which the make-up work is to be completed." To qualify for an incomplete, students must have completed at least 60% of the work for the class. Students seeking an incomplete must work with both me and a writing program administrator to determine a proposed completion date. The incomplete becomes an F if the proposed completion date (up to one year from the date filed) passes without the work being submitted.

If at any time during the semester, you see that you are unable to consistently complete assignments or attend class, **please contact me as soon as possible**. Accommodations can be made in many circumstances, but the later you wait, the more difficult it is to issue incompletes, change deadlines, and get the appropriate approval from the dean of students office. The most important thing is to speak up and contact me as soon as possible. I will ask you to also contact the dean of students if it looks like you will need special accommodations or an incomplete.

Attendance

You are expected to arrive on time, to attend all scheduled classes, and to have your work with you. Regular attendance is required because course instruction depends on your active participation. There may also be group working time during some classes. Your success on course projects will depend on your participation during class meetings.

It is up to my discretion whether an absence is excused or unexcused except in the observance of religious events ([OP 34.19](#)) or university business ([OP 34.04](#)). **Notify me before you miss class if at all possible.** Just like a job, if you notify me with a reason for your absence beforehand, your absence can usually be planned for and excused. Treat our class like a work environment, where you would need to inform your boss of potential missed work as soon as possible. Refer to the Grading Contract and the grading table to see how many unexcused absences you are allowed before your grade is affected. To earn an A or B, you can have no more than four unexcused absences.

If you miss class, you are responsible for collecting any materials you missed and completing all assignments or other activities. Please communicate with me and your fellow students if you are concerned about what you missed.

In extraordinary circumstances (e.g., extended illnesses or treatment protocols, family tragedies), you may request a “gimme” to eliminate an absence. The process for this is outlined in the Grading Contract. Requesting a gimme does not mean it will be granted. These are for rare and unforeseen situations only.

Texas Tech OP 34.04 states, “**In case of an illness that will require an absence from class for more than one week, the student should notify her/his academic dean.** The dean's office will inform the student's instructors through the departmental office. In case of class absences because of a brief illness, the student should inform the instructor directly.”

Your absence count will not be affected by the following kinds of absences allowed by the university:

Observances of religious holy days (OP 34.19). “‘Religious holy day’ means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.”

University business or university-sponsored trips (OP 34.04). “Department chairpersons, directors, or others responsible for a student representing the university on officially approved trips must notify the student’s instructors of the departure and return schedules. The instructor so notified must not penalize the student, although the student is responsible for material missed. Any student absent because of university business must be allowed to make up missed work within a reasonable span of time or have alternate grades substituted for work due to an excused absence.”

Tardy Policy

Be sure to attend class on time every day. Coming into the class late is distracting for everyone. I take roll at the beginning of class every day. **If you arrive late after roll has been taken, it is your responsibility to remind me at the end of class that you were late and not fully absent.**

In-Class Participation

Since this class will be conducted as a community of scholars and communicators, I expect you to treat each member of our community with the dignity and respect they deserve. No discriminatory behavior directed toward a person's race, creed, religion, national origin, age, sex, sexuality, gender identity, or ability status will be tolerated in this classroom. Please refer to our [Class Charter for Compassion](#) for more details about my expectations of everyone in our class. Inappropriate behavior in the classroom may result in a directive to leave class. Please review the English Department's [Ethics in English: A Guide for Students](#).

Email Correspondence

I will respond to emails with 48 hours. Emails received Friday evening through Sunday and student holidays will be answered on the next working business day. If you do not hear back from me in 48 hours, resend your email or talk to me before or after class, in case your email was accidentally lost or redirected to my spam folder. In your emails:

- Before asking anything, make sure your question is not related to information that is already available in the syllabus or course website. **Take five minutes to investigate the question yourself before emailing.**
- Please be specific and use complete sentences/proper punctuation.
- Always use your Texas Tech email address and check your inbox once a day for messages from your instructor.

Academic Integrity

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]

You are not allowed to resubmit or recycle work from other classes into this class. All work must be new and written specifically for this class. However, you may explore ideas, topics, or sources you have dealt with in other classes. You can use background research from other classes to inspire or support your work, but you must create new deliverables for this class.

Please review [Academic Integrity Statement](#) and the [Department of English Ethics Policy](#) for more information.

Accommodations

Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a

student until appropriate verification from Student Disability Services has been provided. For additional information, please contact [Student Disability Services](#) in West Hall or call 806-742-2405.

For more information, see the University Operating Policy at <http://www.depts.ttu.edu/opmanual/OP34.22.pdf> or visit the Student Disability Services website at <http://www.depts.ttu.edu/sds/>.

University Writing Center

The University Writing Center offers undergraduates 30-minute, one-on-one tutorials on any type of writing, and is a great resource for getting help with drafts of your writing projects. The University Writing Center is located in English & Philosophy room 175. You can access tutors and writing resources at <http://uwc.ttu.edu>, drop by in person, or call 806.742.2476, ext. 2.

TTU Resources for Discrimination, Harassment, and Sexual Violence

Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or [file a report online at titleix.ttu.edu/students](http://titleix.ttu.edu/students). Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are:

- **TTU Student Counseling Center**, 806-742-3674, <https://www.depts.ttu.edu/scc/> (Provides confidential support on campus.)
- **TTU Student Counseling Center 24-hour Helpline**, 806-742-5555 (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental health counselor.)
- **TTU Center for Collegiate Recovery Communities**, 806-742-2891, <https://www.depts.ttu.edu/hs/csa/> (Provides help, support groups, space, scholarships, and guidance for people dealing with addiction and/or eating disorders.)
- **Voice of Hope Lubbock Rape Crisis Center**, 806-763-7273, voiceofhopelubbock.org (24-hour hotline provides support for survivors of sexual violence.)
- **The Risk, Intervention, Safety and Education (RISE) Office**, 806-742-2110, rise.ttu.edu (Provides a range of resources and support options focused on prevention education and student wellness.)
- **LGBTQIA+ Support**, Center for Campus Life, Student Union Building Room 201, 806-742-5433, www.lgbtqia.ttu.edu (Texas Tech has an institutional policy of offering LGBTQIA+ people the same protections as members of other protected groups. I am a safe contact for those in the LGBTQIA+ community.)
- **Texas Tech Police Department**, 806-742-3931, <http://www.depts.ttu.edu/ttppd/> (Report criminal activity that occurs on or near Texas Tech campus.)