

Academic Calendar Spring 2023*

January 17	Spring classes begin
January 17-20	Late Registration (Fees are incurred)
February 1	Spring Census Day Note: This is the last day to register for classes. Payments are due by 5:00 pm.
March 13-17	Spring Break
March 30	Spring Drop/Withdrawal Deadline Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.
March 31	Cesar Chavez Holiday - No classes
April 7th	Spring Study Day
May 4	Last day of classes, spring semester
May 5	Dead Day
May 8-12	Spring Final Exams

*See Registrar's office website for details.

Schedule

See Blackboard for updated and revised schedule.

Assignments and Grading

UNIT	ASSIGNMENT	POINTS
1. Digital Literacy	Project #1: Expository Reflection	50
2. Taking Inventory: Composition Basics	Project #2: Composition	50
3. Autoethnographic Study: Language and Literacy	Project #3: Language and Literacy	50

UNIT	ASSIGNMENT	POINTS
4. Remixing the Self Study: Rhetorical Analysis	Project #4: Rhetorical Analysis	50
5. Social Issue Investigation: Research	Project #5: Annotated Bibliography	100
6. Visual Argument: Digital Rhetoric	Project #6: Visual Argument Product Visual Argument Presentation E-portfolio	100
7. Class recitals	15 points per class (40 classes)	600
Total points		1,000

Recital points are all or nothing. You must complete all recitals within a module to receive full credit for the module.

Grade Distribution

A	B	C	D	F
900 – 1,000 points	800 – 899 points	700-799 points	600 – 699 points	0 – 599 points

Syllabus

Read the entire syllabus. You are responsible for knowing its contents.

Rhetoric and Composition I (RWS 1301)

2023 Spring Semester

Dr. PJ Vierra
pjvierra@utep.edu

When contacting your professor by email, include when your class meets. You may address me as [Dr. Vierra](#).

MWF 7:30 a.m. (CRN 22333) UGLC 230

MWF 8:30 a.m. (CRN 22334) UGLC 230

Office Hours

Wednesday, 10 a.m. to 2 p.m.
University Writing Center, Library 227

Sunday, 12:30 p.m. to 3:30 p.m.
online via Blackboard

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Program Overview

At UTEP, the First-Year Composition program (FYC) in the English department offers two first-year courses that are typically taken as a sequence, RWS 1301—Rhetoric and Composition I and RWS 1302—Rhetoric and Composition II. These courses are intended to help students develop their rhetorical and writing knowledge and skills within five knowledge domains: writing process knowledge

- (1) subject matter knowledge
- (2) rhetorical knowledge
- (3) genre knowledge
- (4) discourse community knowledge

Therefore, these courses teach writing as a complex activity through which students are given guidance and opportunities to collaborate. Drawing on the rich scholarship of rhetoric and writing studies, the course has been designed to help students address the challenges of composing in the 21st century. In these courses, students are empowered to determine the most effective strategies, arrangements, and media to use in different rhetorical contexts.

The FYC program reminds students that the primary purpose of these classes is the learning and practice of writing. The Conference on College Composition and Communication together with the Council of Writing Program Administrators state:

Writing classes teach writing: Principally, writing classes foreground writing itself as a complex, distributed activity premised upon sociality and community formation, processes and materials, flexibility, and ethical communication. Writing

classes may involve participants in purposeful interpersonal interactions (discussions and conversations), writing-related activities (peer review, studying features in model texts), and interpreting texts (making meaning individually or together with others); however, the activity of writing itself continues to be central to what a writing class sponsors.

- CCCC and CWPA Joint Statement in Response to the COVID-19 Pandemic

Learning Outcomes

Students in this course will

- 1) Reflect on and critically analyze their own language experiences
- 2) Synthesize information about racial and ethnic biases and other social justice issues and confront these issues in their writing
- 3) Demonstrate engagement with multiple media sources through their projects, including, but not limited to, digital resources
- 4) Identify relevant research sources and opportunities from their lived experiences, their campus interactions, and their engagement within their communities
- 5) Apply knowledge from local communities to research broader social issues demonstrating their critical awareness

Course Objectives

At the end of this course, you will be able to

Critical thinking and reading

- Think, read, and write analytically and reflectively
- Address specific, immediate rhetorical situations and their effects on individuals and communities
- Read a diverse range of texts and apply these texts to different audiences, contexts, and situations

Composing practices

- Read and compose in several genres to understand how genre conversations shape and are shaped by readers' and writers' practices and purposes
- Develop composing processes appropriate to writing style, audience, and assignment
- Use composing processes and tools to discover and reconsider ideas, generate writing, and make meaning
- Engage with a community of writers who dialogue across texts, argue, and build on each other's work
- Develop writing projects through multiple drafts by learning flexible strategies for reading, drafting, reviewing, collaborating, revising, rewriting, rereading, and editing
- Give, receive, and act on productive feedback from peers and instructors to work in progress

Research

- Learn to formulate research questions, methods for research, and analyze and synthesize material
- Develop 21st century technological literacies and modalities needed for researching and composing

- Locate and evaluate primary and secondary materials, such as: journal articles and essays, books, scholarly and professionally established and maintained databases and archives, and informal electronic networks and internet sources.
- Learn writing strategies for integrating source material into your own prose (quoted, paraphrased, and summarized material)
- Apply research to various genres and cite sources in American Psychological Association Style (APA) or Modern Language Association Style (MLA)

Assessment

- Use reflective learning strategies to self-assess and understand one's processes and products
- Collaborate
- Integrate and act on critical feedback from peers and instructors
- Understand and examine critically the reasons behind writing conventions in fields and disciplines

Course Description

Rhetoric & Composition 1 (RWS 1301) helps students develop and reflect on their rhetorical and writing knowledge including awareness of social and racial justice, and the implications of their language choices, based on the understanding that language is never neutral. RWS 1301 helps students reach their academic and professional goals as writers. Course assignments invite students to explore cultural, political, linguistic, racial, and social issues through topics that appeal to their interests and sense of civic responsibility as members of various communities.

The curriculum consists of six units:

Unit 1 – Digital Literacy

- Using technology for scholarly purposes
- Library and online research techniques

Unit 2 – Taking Inventory: Practicing the fundamentals of composition

- Exploring texts
- Experimenting with multimedia
- Collaborative project on studying texts, authorship, and the idea of composition

Unit 3 – Language and Literacy: Autoethnographic study of self and language experiences

- Discovering the relationship between literacy, home, and language
- Looking back on your linguistic identities
- Examining how linguistic and cultural experiences affect ideas about what it means to write in college

Unit 4 – Rhetorical Analysis: Remixing the self-study

- Adapting to another audience—audience analysis
- Examining an alternative genre—genre analysis
- Composing in a new medium
- Rhetorical analysis of a text

Unit 5 – Research: Investigating social issues

- Identifying an issue of personal and social concern
- Interrogating assumptions, biases, and representations through topic research
- Composing an annotated bibliography for future study

Unit 6 – Digital Rhetoric: Making visual arguments

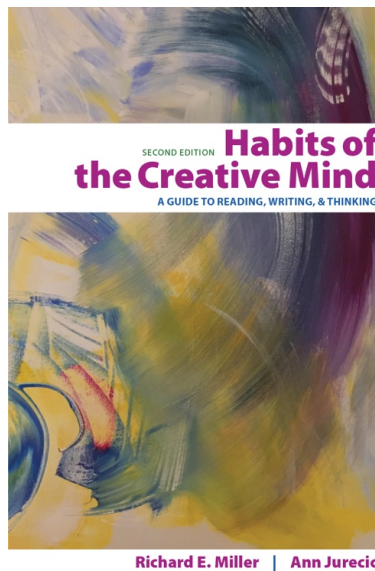
- Creating infographic, videos, or alternative visual project
- Presenting of infographics and videos

Texts and Materials

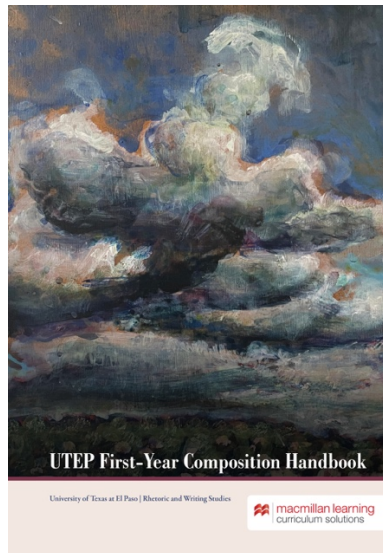
No cash? No problem!

Simply visit the Student Business Services for help with purchasing your textbooks at <https://loans.utep.edu>

Required Texts



Miller, Richard E. and Ann Jurecic. *Habits of the Creative Mind*. 2nd ed. Boston: Bedford/St. Martin's, 2020. ISBN 978-1-3191-0396-5.



Rosenburg, Lauren. *UTEP First-Year Composition Handbook*. El Paso: Hayden-McNeil, 2022. ISBN 978-1-5339-5200-4.

Find all your textbooks at <https://www.bkstr.com/texaselpasostore/home>

Required Materials

In addition to the above textbooks, you will need:

- **RefWorks account.** For your free account, go to RefWorks and log in using your UTEP email address and credentials or click on Create Account.
<https://refworks.proquest.com>
- **Microsoft OneDrive account.** For your free account and app, go to my.utep.edu, select OneDrive for Business, and log in using your UTEP email address and credentials. Next, download the app to your personal computer. If you encounter difficulties installing the app, contact tech support.
<https://www.utep.edu/technologysupport>
- **Microsoft Word, Office 365 version.** For your free app, go here and select Microsoft Office 365 [NOT *Microsoft Office Pro*] > Faculty/Staff Log In Here [DO NOT select Student Log In]. If you have difficulties installing the app, visit tech support on the third floor of the University Library. IMPORTANT NOTE: We will be using the desktop app, not the online version. The online version will not allow you to style your documents as required for this course.
https://www.utep.edu/technologysupport/ServiceCatalog/SOFT_AllSoftware.html
- **Desktop or laptop computer.** Given the specialized assignments of this class, Chromebooks and tablets will not work. Your computer must be able to run the desktop Microsoft Word app and OneDrive. You can request the loan of a laptop through tech support. Supplies are limited, so act quickly. https://www.utep.edu/technologysupport/TSCenter/tsc_eqcheckout.html. You can also use computers in any of UTEP's computer labs or collaborative learning centers.
- **Hi-speed internet connection.** Your internet connection (cable, DSL, wi-fi, etc.) should be capable of a link speed of 2 MBPS, upload and download. To verify your link speed, click here. If your link speed below these specs, contact tech support. You can request the loan of a wi-fi hotspot. Supplies are limited, so act quickly.
<https://www.att.com/support/speedtest>
https://www.utep.edu/technologysupport/TSCenter/tsc_eqcheckout.html

- **Course readings.** Additional readings in addition to those found in the textbook will be provided to you at no cost. Locate these texts in Blackboard under the Course Readings folder.

Course Delivery

Face-to-Face Learning

Unless otherwise directed by the university, we will hold our classes in-person.

This course utilizes Blackboard, a learning management system (LMS). Through Blackboard, you will access course materials and turn in your assignments. I will also provide you with permanent access to the syllabus, supplemental reading materials, activities, e-mail, and discussion groups. Since Blackboard is an integral part of the course, it is vital that you check in daily.

Instructions for Accessing Your Course Online

Use your UTEP email and password to access Blackboard through single sign on (SSO). UTEP automatically generated an e-mail ID for you when you were officially admitted to the university. Any questions or problems can be directed to the Helpdesk at **915-747-4357**, or by visiting the help desk.

<https://www.utep.edu/technologysupport/>

If you are not familiar with Blackboard, UTEP has many resources to help you grasp the basics. Visit Blackboard for UTEP Students.

https://www.utep.edu/technologysupport/ServiceCatalog/BB_Students.html

Academic Technology

This course makes heavy use of technology and multimedia. To test your computer and internet connection, click here. <https://www.att.com/support/speedtest/>

The idea upload speed is 20 MBPS. If your upload speed is below 20 MBPS, or if you believe your computer is not sufficient for accessing this course, UTEP will assist you at no cost to bring your technology up to standards. Visit the help desk in the Technology Support Center, located on the third floor of the library.

Arrangements can also be made to use a computer regularly on campus to complete course work. Student computer labs are often available until midnight, but schedules do vary.

For a list of campus computer labs, visit

https://www.utep.edu/technologysupport/ServiceCatalog/COMP_ComputerPrintingLabs.html

NOTICE: Due to the significant investment in technology made by UTEP, you will not be able to use technology problems as an excuse for not turning in assignments and recitals. You need to get into the habit of completing assignments for this course well before the due date to allow time for dealing with technical issues. Expect the unexpected: at some point by network issues, a hung computer, or a misbehaving app. By being prepared ahead of time, you can go to your Plan B.

Submitting Assignments

Submit all work through Blackboard or OneDrive as directed.

Throughout the assignment drafting process, you must maintain a working draft of the assignment in your personal RWS 1301 folder on OneDrive. I review your working draft throughout the assignment. If you do not create and revise a draft of every writing assignment, you will find it difficult to pass the class.

Before turning in a writing assignment to Blackboard, you must stop and remove track changes and delete all comments. If you submit a paper with track changes and comments, you will need to resubmit the assignment using a Get Out of Jail Free card.

Personal Computer

You will need a laptop or desktop computer for this course due to the many specialized assignments and recitals utilized in this class. If you rely primarily on a tablet such as Chromebook and iPad, you'll need access to a second computer to complete this course.

If your present computer will not work for this course, or you do not own a computer, UTEP will loan you a computer at no cost. Visit this link to arrange your loan.

https://www.utep.edu/technologysupport/TSCenter/tsc_eqcheckout.html

Internet Access

If your residence lacks adequate internet service, UTEP will loan you a wi-fi hotspot. Visit this link to arrange your loan.

https://www.utep.edu/technologysupport/TSCenter/tsc_eqcheckout.html

MS Word

This course utilizes Microsoft Word (Office 365) as its required word processing app. UTEP provides this app to you at no cost. This app is for your personal computer. (Use of the online version is not permitted, as it does not allow the creation of templates and style presets.)

MS Word is the most popular word processing software in the world. Its use by most organizations makes it a de facto industry standard.

Composition consists of two pillars: content and style. Using a single word processor app in this course is far more efficient than having to teach several different approaches. An added bonus is that by time you complete this course, you will have several style templates that you be able to use in your other courses.

For your free copy of MS Word, go to

https://www.utep.edu/technologysupport/ServiceCatalog/SOFT_AllSoftware.html

and

- select Microsoft Office 365 [**NOT** Microsoft Office Pro]
- Faculty/Staff Log In Here [**NOT** Student Log In].

If you encounter difficulties installing the app, contact tech support at <https://www.utep.edu/technologysupport>

OneDrive

You must write all your major writing assignments using the MS Word app and store your drafts in a shared OneDrive folder. With OneDrive, you always have access to your course work. No more transferring

files back and forth using thumb drives and emails. OneDrive also allows collaborative revising with me and your peers.

By enrolling in this course, you agree to allow me access to your writing assignments and activities on OneDrive. This way, I can work with you throughout the entire writing process by providing timely formative feedback on content and formatting.

To activate your UTEP OneDrive account, go to my.utep.edu, select OneDrive for Business and log in using your UTEP email address and credentials. Next, download the app to your personal computer. If you encounter difficulties installing the app, contact tech support at <https://www.utep.edu/technologysupport>

RefWorks

RefWorks is an online database for storing sources and creating bibliographies.

For your free account, go to

<https://refworks.proquest.com/>

and log in using your UTEP email address and credentials.

Helpful Online Sources

Frequently used web tools for this course include:

- MinerQuest <https://www.utep.edu/library/>
- Oxford English Dictionary (access through Library's website) [oed.com](https://www.oed.com)
- Purdue OWL https://owl.purdue.edu/owl/purdue_owl.html
- UTEP Tech Support/Help Desk <https://www.utep.edu/technologysupport/>

Online Modules

Blackboard provides you permanent access to the syllabus, supplemental reading materials, activities, e-mail, and discussion groups. Since Blackboard is an integral part of the course, it is vital that you check in daily and participate consistently.

You must have a UTEP email ID and password before you can access Bb. UTEP automatically generated an e-mail ID for you when you were officially admitted to the university. Any questions or problems can be directed to the Helpdesk at 915-747-4357, or by visiting

<https://www.utep.edu/technologysupport/>.

If you are not familiar with Blackboard, UTEP has many resources to help you grasp the basics. Visit the Blackboard tutorials for more.

https://www.utep.edu/technologysupport/ServiceCatalog/BB_Students.html

Distance Learning Contingency

Given the fluidity of recent pandemics, we may need to transition to distance learning on short notice.

Distance learning consists of live, online lectures (synchronous classes), prerecorded online lectures (asynchronous classes), instructional videos, and recitals.

Synchronous classes take place at the scheduled meeting time for the course as established by the registrar's office. Access to each synchronous class will be available up to thirty minutes before the scheduled start of class. The bonus warmup activity is available during that window.

- Blackboard takes attendance automatically, recording when you log in and log out of each synchronous class session.
- When you log into class, have your cameras on and mics muted.
- As cameras must be on at the start of class and when you are called on, make sure that your background is appropriate for the class and that you are in a quiet environment appropriate for scholarly learning.
- When the first lecture or activity begins, you may turn off your camera.
- When called on, turn on your camera and mic.
- As the best learning is interactive learning, I typically call on a student at random every five (5) minutes to discuss the lecture or activity. Be prepared to share your work with the rest of the class through screenshare.
- If your technology does not allow you to participate, either because of mic or camera malfunction, poor internet connection, or an incompatible app, you will be marked Absent for the class. Immediately following class, contact tech support to resolve the issue. Once the tech issue is resolved, the absence will be removed.

Blackboard records every online synchronous class session. Feel free to review the class at any time to better understand a concept or practice a demo. Please be aware of applicable copyright laws that apply to all course content, including live lectures. Ownership of lectures and any accompanying course materials belong to the instructor. You may not redistribute or record them, including reposting online, without the express, written consent of the instructor. In other words, the recorded lectures are for personal use only; you may not share them with others.

Asynchronous classes, instructional videos, and activities are available 24/7. You may access asynchronous classes any time outside of the scheduled class time.

Lecture Media (PowerPoints and Videos)

Media used in class, including PowerPoint lecture slides, will be made available following class in the Blackboard class module.

All PowerPoints created by me remain my personal property. They are not to be shared with anyone outside of this course, nor are they to be retransmitted or rebroadcast in any way without my express, written permission. Doing so may lead to disciplinary proceedings.

Style Guide

This course uses APA 7th as its style guide. All expository reflections and essays will follow this guide. You can find guidelines for APA 7th at the Purdue OWL website and in the course writing guide, How to Compose Expository Reflections, located in the Course Readings folder.

Course Policies

Mastery

Imagine having a job where the employee got to tell your supervisor that he did not want to do an assigned task. Or a soldier deciding that she did not want to follow the lawful order given her by a superior.

In life, we all are subject to assignments that we don't want to do. In life, if we refuse to do something, we usually end up looking for another job.

This class is no exception.

This course is about mastery. While I am here to serve as your guide, the journey is all yours.

Reality check: The college experience is not only about class attendance but also *studying*. It's been this way for over nine hundred years. In high school, you attended classes for 70 percent of the time and studied outside of the classroom 30 percent of the time. In college, this equation is reversed. The three hours you spend each week in a three-unit class means another six hours studying on your own by reading texts, completing recitals, or writing papers.

In a mastery course, you do not get to pick and choose what recitals and assignments you want to do or not do.

How to Pass This Course

- Attend all classes
- Complete all recitals
- Turn in all assignments on time, whether completed or not
- Answer the bonus questions
- Earn Get Out of Jail Free cards

Module Sequence

As each module builds on what came earlier, each module is designed to be completed in order. This is necessary, as much of the instruction in this course is scaffolded. You will not always be able to move onto a new module until the previous module until you submit the previous module's assignment.

Learning Components

This course is made up of lectures, recitals, and assignments.

Lectures

Lectures, both live and prerecorded, will introduce you to theories and practices that kindle discovery.

Recitals

In this class, you demonstrate mastery through the completion of *recitals*. This tried-and-true method of scholarship dates to the origins of the universities at Cambridge and Oxford over eight centuries ago.

Recitals consist of all activities that you complete, apart from attending lectures. This is your personal study time. You can conduct personal study time on your own, with your peers, or with a tutor. In this course, recitals consist of activities that include selected readings, compositions, quizzes, postings, and research.

You turn in recitals associated with each class module. These formative assessments in turn become building blocks for each major writing assignment. Complete the recitals and you have drafted a paper.

Activities associated with recitals do not receive a grade, per se. Instead, you receive a "you-either-completed-it-or-you-did-not-complete-it" assessment.

Complete – Mastered recital activity

Needs revising – Did not meet the learning outcome. Simply revise and resubmit for full credit.

Incomplete – Attempted but missing too many elements. Revise and resubmit for full credit.

Missing – Zero credit; not submitted

Assignments

Assignments demonstrate your mastery of each learning module. Your assignment grade will determine whether you receive a C or an A in the course. All assignments must go through multiple drafts before it is accepted for grading. You may also revise a paper for a higher grade using a Get Out of Jail Free card as many times as it takes to receive the grade you desire.

All assignments must be submitted through Blackboard for grading. All assignments must also be submitted clean—that is, all comments and track changes removed before submitting. Any assignment submitted that is not clean will be marked late and you will have to resubmit using a Get Out of Jail Free card.

A – Mastered assignment, as well as demonstrating exceptional insight

B – Fulfilled all aspects of the rhetorical situation, as well as mastering all learning objectives.

C – Satisfied all learning objectives.

Not Yet (D) – Learning objectives not met.

Missing (F) – Not submitted or incomplete.

Due Dates

Due dates are necessary to ensure your satisfactory progress during the course. It also helps me to balance my workload through the semester. They provide me with the work product I need to assess your progress and provide feedback.

Late Work

Late work is not accepted without prior approval. You can receive an extension by attending office hour *before* the assignment is due. If the due date has passed, you can receive a one-time exception using your Get Out of Jail Free (GOJF) card. You receive one GOJF card per semester. Additional cards are awarded periodically for perfect attendance and bonus participation.

Extensions to due dates are granted by the university for certain excused absences or through accommodations. I will be notified by the appropriate office when such extensions are warranted.

Late Recitals

If you receive a “Missing” grade for a recital, meet with your instructor during student office hours. You will be granted an extension to the next class to complete the recital.

Bonus Work

Each student receives one Get Out of Jail Free card at the beginning of the semester. Additional cards are awarded at the end of each module. One card is earned for any of the following achievements:

- Attending all classes within a module.
- Completing the recitals within a module on time.
- Maintaining a high bonus score.

First Drafts

Revise, revise, revise!

If you are reading this sentence, send me a picture of a dinosaur by email before the second class to receive a valuable bonus. Your writing on major assignments receives constant evaluation throughout the composition process. Periodically, you will receive comments on your draft assignments through OneDrive and Blackboard. These comments will

- ensure satisfactory progress and that the project meets the requirements of the assignment, and
- address the “big issues,” focusing your attention on the most essential elements of the assignment. The comments WILL NOT necessarily focus on grammar and mechanics—so it is always an excellent idea to have your papers reviewed by tutors, peers, and the writing center as well.

Virtual Formative Assessment (VFA)

From time-to-time, you will submit your drafts through Blackboard. Your drafts do not receive a grade, per se; they will receive activity credits. You must receive an activity score of Complete to submit a final draft for an assignment grade.

If you do not receive a Complete before the revised final draft is due, your assignment will be marked late. See Late Work above.

Attendance Policy

Those who show up and participate pass this course. Those who do not, don't. It's been that way at colleges and universities for hundreds of years.

As this is a first-year core course, both the university and the English department have written policies that require me to penalize you for not attending class.

University Attendance Policy

According to the class attendance policy posted in UTEP's catalog,

The student is expected to attend all classes and laboratory sessions. It is the responsibility of the student to inform each instructor of extended absences. When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor can drop the student from the class with a grade of W before the course-drop deadline or with a grade of F after the course-drop deadline.

Please consult UTEP's Curriculum and Classroom Policies for more information regarding Excused Absences for University-Recognized Activities, Absence for Religious Holy Days, and Military Leave. If you have questions about absences for illness, bereavement, or other absences, contact the Dean of Students Office at 915-747-5648 or dos@utep.edu with any questions.

<http://catalog.utep.edu/policies-regulations/attendance-grading/>

Therefore, according to the university, attendance is mandatory for all first-year (freshman) courses. You are expected to attend all class meetings and to participate in discussions and workshops. The class discussions will help you improve your writing, often through the demonstration of concepts or by guided practice.

First-Year Composition Program Policy Regarding Absences

According to the guidelines established by the UTEP's FYC Program:

Students are entitled to a single week of unexplained absences without penalty (for example, 3 classes missed in a three-times-a-week class, 2 classes missed in twice-a-week class, 1 class missed in a once-a-week class).

After two total weeks of absence (not necessarily consecutive classes) the student's grade is lowered by a full letter (A becomes B, etc.).

After three total weeks of absence (not necessarily consecutive), the student is automatically dropped from class.

Missing a scheduled conference with the instructor constitutes an absence.

In an online class, attendance is measured by participation in class activities. The attendance policy for online courses aligns with the structure for face-to-face courses, with each missed week of class activities constituting absence from a week of class.

The instructor can measure participation through various pathways, such as completion of scaffolded activities and discussion posts, and responding to other students' posts and feedback.

When it becomes evident that it is not possible to participate in class, the program recommends that the student contact the instructor to discuss the attendance policy and how it applies, before resuming robust participation in class activities.

Drop Policy

If you cannot complete this course for whatever reason, please contact your instructor. Your instructor can help you with the drop process and you can contact the Registrar's Office. If you do not drop, you are at risk of being dropped by the instructor and possibly receiving an "F" for the course.

Tardies

Please don't be late to class. It will affect your grade in more ways than one. If you do show up late, please enter the classroom quietly and respectfully.

Missed Classes

You are still responsible for subjects and activities covered, whether excused or unexcused. While some class lectures may be recorded, the technology is buggy and does not always work.

If you missed a class, you may receive an excused absence by composing an expository reflection on the material covered. Whether excused or not, you are still responsible for completing all recitals and assignments within a module.

Study groups remain the best answer to missed classes. Meeting with two or three fellow students is not only good for you, but also for them. Form a weekly study group today. You'll be glad you did.

"Did I miss anything important during my absence?"

The answer to this age-old question has plagued professors for centuries. Poet Tom Wayman wrote a widely cited work attempting to answer this question. Read or listen to his poem at

<https://www.tomwayman.com/did-i-miss-anything/>

In all seriousness, think of the value of organizing a study group. Study groups are awesome. They give you an opportunity to review concepts discussed in class, develop writing strategies, and, yes, learn about what your classmates learned while you were absent.

Excused Absences

If you are participating in a designated university-recognized activity, such as athletics, I will receive a letter from the Dean of Students. Per the university catalog:

Students who will be absent while representing the University in officially recognized University activities (sports, band, professional conferences, etc.) must notify the Dean of Students not less than ten (10) days prior to the absence. The Dean of Students will provide the student with a letter of excuse for the professors. It is the student's responsibility to give the letter to the professors prior to the official recognized activity. Students following these procedures will be permitted to make up both assignments and examinations in consultation with faculty.

Classroom Etiquette

The following guidelines on classroom etiquette applies equally to face-to-face and live online lectures, as well as discussion board postings and group work.

Civil Discourse

Debate, critical inquiry, and intellectual diversity are essential elements to higher education and a process of learning. There is the potential during this course for controversial and sensitive topics to be discussed during small group or whole class discussions, or which may surface through our social media activity. You are expected to demonstrate the utmost respect and courtesy for your peers with differing arguments, viewpoints, and experiences. Sexist, racist, homophobic, or other hateful speech toward others will not be tolerated. Civil discourse is an important component of every democracy. This includes our online community.

Here are some ground rules to facilitate class and online discussion:

- Address fellow students using their preferred names and pronouns.
- Demonstrate mutual respect toward all viewpoints. Harassing or inappropriate comments will not be tolerated.
- Speak from experience and respect the experiences of others.
- Direct your comments to your classmate, not your instructor.
- When responding to a comment, try articulating the other person's viewpoint.
- Always consider your audience, which includes both your instructor and your fellow students.
- When reacting to someone else's message, address the ideas, not the person. Speak or post only what anyone would comfortably state in a face-to-face situation.

Since Blackboard is not a public internet venue, all postings to it should be considered private and confidential. Postings to this online space are intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or social media site. Students wishing to repost outside of Blackboard have an ethical and legal obligation to first request permission from the writer or writers.

Devices

Electronic devices, whether a smartphone, tablet, or computer, facilitate research and composition. However, if their use does not contribute to the conversation or the task at hand in the classroom, or are a distraction, then I have the duty and obligation to require the class to put them away or turn them off.

Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of academic dishonesty is an

affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards.

Any student who commits an act of academic dishonesty is subject to discipline. Academic 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 or by you for another class, taking an examination for another person, and any act designed to give you an unfair advantage or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of the Dean of Students and on the homepage of the Dean of Students, may result in sanctions ranging from disciplinary probation to a failing grade on the work in question to a failing grade in the course to suspension or dismissal, among others.

To view UTEP's academic regulations, click here for the current academic catalog.

<http://catalog.utep.edu/policies-regulations/>

<https://www.utep.edu/student-affairs/dean-of-students-office/>

Copyright and Fair Use

UTEP requires all members of its community to follow copyright and fair use laws and guidelines. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you nor assume any responsibility for violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

Student Success

Accessibility

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you suspect that you have a disability and are in need of an accommodation, please contact the Center for Accommodations and Support Services (CASS) at 747-5148 or cass@utep.edu. The CASS is in Union East Building, room 106. Students are responsible for presenting the instructor any CASS accommodation letters and instructions.

Please note that CASS accommodations are not retroactive to past-due activities and assignments.

<https://www.utep.edu/student-affairs/cass/>

University Writing Center

The University Writing Center (UWC) offers free writing tutoring assistance to all UTEP students. Tutors are undergraduate and graduate students who can help with all parts of a writing assignment, including prewriting, organizing, revising, and editing. They can also help you understand any writing assignment and provide help on comprehending difficult textbook material.

To facilitate revision, I encourage you to visit the writing center the day before the assignment is due.

<https://www.utep.edu/uwc/>

Military Students

If you are a military student (veteran, dependent, or active duty) please visit the [Military Student Success Center](#). I also recognize the complexities of being a student veteran. If you are a student veteran, please inform me if you need special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. Keeping me informed will better help me and trained university staff assist you. Click here to learn more.

<https://www.utep.edu/student-affairs/mssc/>

Counseling Center

The University Counseling Center (UCC) provides free, confidential services in Spanish and English to all currently enrolled students. Services include career counseling to help you clarify academic or career goals and overcome obstacles to learning and decision making. The UCC also provides personal counseling to address issues that can affect your ability to perform optimally in academic and professional endeavors. In addition, the UCC provides educational workshops, outreach programs, and self-help resources on everything from stress and time management to self-esteem and relationship issues.

The counseling center is open Monday and Tuesday, 8:00 a.m. to 7:00 p.m., and Wednesday through Friday, 8:00 a.m. to 5:00 p.m., during the fall and spring semesters. They can be reached at 915-747-5302 or <http://www.utep.edu/counsel>

About Your Professor

PJ Vierra, PhD

PhD, Rhetoric and Composition, University of Texas at El Paso
MLA, History, University of St. Thomas, Houston
BA, Theatre Arts, San Jose State University

Student Office Hours

Wednesday, 10 a.m. to 2 p.m.
University Writing Center, Library 227

Sunday, 12:30 p.m. to 3:30 p.m.
online via Blackboard

Student office hours are first-come, first-served.

Green Sheet

(abridged syllabus)

Rhetoric and Composition I (RWS 1301)

2022 Fall Semester

PJ Vierra, PhD

pjvierra@utep.edu

MWF 7:30 a.m. (CRN 22333) UGLC 230

MWF 8:30 a.m. (CRN 22334) UGLC 230

Office Hours

Wednesday, 10 a.m. to 2 p.m.
University Writing Center, Library 227

Sunday, 12:30 p.m. to 3:30 p.m.
online via Blackboard

Course Description

Rhetoric & Composition 1 (RWS 1301) helps all students in all disciplines reach their academic and professional goals as writers. Course assignments invite students to explore cultural, political, linguistic, racial, and social issues through topics that appeal to their interests and sense of civic responsibility as members of various academic and non-academic communities.

Required Texts and Materials

Miller, Richard E. and Ann Jurecic. *Habits of the Creative Mind*. 2nd ed. Boston: Bedford/St. Martin's, 2020. ISBN 978-1-3191-0396-5.

Rosenburg, Lauren. *UTEP First-Year Composition Handbook*. El Paso: Hayden-McNeil, 2022. ISBN 978-1-5339-5200-4.

Find all your textbooks at <https://www.bkstr.com/texaselpasostore/home>

In addition to the required texts, you will need these tools:

- Microsoft OneDrive account
- Microsoft Word, Office 365 (desktop version; not online or browser version)
- RefWorks account
- Desktop or laptop computer*
- Hi-speed internet connection*

*Available at no cost from the Technology Support Center.

Additional materials can be found in Blackboard under Course Readings.

Course Delivery

This course meets face-to-face in a classroom. To supplement in-class work, we will use the Blackboard Learning Management System. You will submit all your course work through Blackboard, unless otherwise instructed.

You will need a personal computer, either a laptop or desktop, to participate in this course. Chromebooks, iPads, and other tablets will not work, as they lack the features necessary to complete the writing assignments. The university will loan you a laptop and wi-fi hotspot at no cost for the semester.

Global circumstances may require us to switch to online synchronous classes at a moment's notice. You can prepare for this event by setting up a study space with high-speed internet in a quiet space.

Course Policies

This course is about mastery of college writing practices. You demonstrate mastery through the completion of recitals and course readings. To pass this course, you must satisfactorily complete all recitals and course readings.

The University has designated this course as a first-year course. As such, attendance is mandatory. However, since life is unpredictable, you will receive a Get Out of Jail Free card at the beginning of the semester that will allow you to make up a class or assignment due to unforeseen events. You are still responsible for completing missed work.

I will accept late work with prior approval before the assignment is due or with a Get Out of Jail Free card afterward.

Classroom Etiquette

Debate, critical inquiry, and intellectual diversity are essential elements of higher education. As with any college classroom, there is always the potential that we will discuss controversial or sensitive topics during small group or whole-class exchanges. They may also surface during online discussions. In all cases, you must demonstrate the utmost respect and courtesy toward peers who may have differing viewpoints and experiences. Hateful speech toward individuals or groups will not be tolerated.

Student Success

UTEP provides an abundant number of resources to enable your success. From free computers to tutors to counseling services to financial aid, this university has your back. All you need to do is ask.

Student office hours provide you with one-on-one opportunities to work with your instructors. Take advantage of it.

Illness Precautions

Please stay home if you test positive or are experiencing symptoms of a potentially communicable disease. If you have questions about your health, visit the Student Health Center.

The Center for Disease Control and Prevention (CDC) recommends that people in areas of substantial or high disease transmission wear N/KN-95 face masks when indoors in groups of people and to get vaccinated. To learn more, please visit epstrong.org.

Staying Connected

You can reach me by email at pvierra@utep.edu. When sending me an email, please use your UTEP email account. Include the class day and time that we meet. DO NOT include your student ID number. Include the class meeting time in your subject line.

If you experience difficulties with technology, make your first call to UTEP's Technology Support Center (TSC) Help Desk at 915-747-4357, or visit www.utep.edu/technologysupport. You can also visit TSC on the third floor of the University Library.

This Green Sheet is not meant to replace or serve as a substitute for the syllabus.