“Education is not the filling of a pail, but the lighting of a fire.”  William Butler Yeats

Instructor: Dr. Ken Untiedt, Professor  
Department: Department of English and Creative Writing  
Office: LAN 256  
Office Phone: 468-5759  
Email: untiedtkl@sfasu.edu  
Office Hours: M 10:00-12:00, T 1:00-2:00, W 10:00-12:00, Th 1:00-2:00, or by appointment

Schedule:  
This class is Section 006, and it meets Monday and Wednesday from 1:00 to 2:15 in Ferguson 376.

Telephone Partners:  
Name 1:  
Phone:  
Email:  

Name 2:  
Phone:  
Email:  

Course Description: Study and application of the writing process and the skills of writing with a focus on analytical reading and writing. Essay assignments address rhetorical analysis and evaluation and critical responses to close readings of texts. Required of all students who do not qualify for English 1303. Prerequisite: acceptable THEA score or at least a C in INRW 0399. Must earn a grade of C or higher to be admitted to ENGL 1302.

General Education Core Curriculum Objectives:  
This course has been selected to be part of Stephen F. Austin State University’s core curriculum. The Texas Higher Education Coordinating Board has identified six objectives for core courses, and four of them apply to this course:

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>How the Core Objective Will be Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</td>
<td>Active reading assignments Writing process(es) activities</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>To include effective development, interpretation and expression of ideas though written, oral, and visual communication.</td>
<td>Composing for different purposes, audiences, and contexts Small-group discussion</td>
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<tr>
<td>Teamwork</td>
<td>To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.</td>
<td>Writing groups Small-group work</td>
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<tr>
<td>Personal Responsibility</td>
<td>To include the ability to connect choices, actions and consequences to ethical decision-making.</td>
<td>Building ownership and agency with writing Ethics of research</td>
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</table>
Program Learning Outcomes:
This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.

Student Learning Outcomes:
Upon successful completion of this course, students will:
- Demonstrate knowledge of individual and collaborative writing processes;
- Develop ideas with appropriate support and attribution;
- Write in a style appropriate to audience and purpose;
- Read, reflect, and respond critically to a variety of texts; and,
- Use Edited American English in academic essays.

Credit Hour Justification:
ENGL 1301 “Rhetoric and Composition” (3 credits) typically meets three times each week in 50-minute segments or twice each week in 75-minute segments for 15 weeks, and also meets for a 2-hour final examination. Students have weekly topical, non-fiction reading assignments of 25 pages or more and are expected to write/provide response to these readings. Students write a minimum of four essays with a total page count of at least fifteen pages of finished writing. Emphasis is placed on writing processes, including multiple drafts and short assignments that require generating, revising and editing writing. Final exams typically include presentations of student writing. These activities average six hours of work outside of classroom hours.

Required Texts and Materials:
Two Composition Folders (with pockets).
All reading assignments will be provided, either in class or via d2l, which students must be able to access regularly.

Course Requirements:
Effective communication is essential in practically every part of our world, and it will certainly be vital to achieving success throughout the rest of your academic career. This course will teach you basic composition and rhetorical skills that will allow you to create clearly written documents in a variety of situations. These skills will include textual and audience analysis, grammar and mechanics, and proper MLA format.

This is a reading- and writing-intensive course. You will complete a total of four compositions, including one multimodal composition; all are expected to be analytical, interpretive, and articulate. Good writing is unquestionably a recursive process, so you will be required to write multiple drafts of each paper, revising them according to criticism from me and your peers to produce documents that most adequately addresses your audiences. As many professions require people to work collaboratively, you will at times work with peers in order to generate texts that are coherent and critically sound.

Specific instructions and examples for assignments will be provided throughout the course. All papers must adhere to correct MLA format, using 12-point font in Times New Roman, and final drafts must be submitted via d2l. Papers will be graded for critical analysis and rhetorical soundness, as well as grammar and mechanics, according to the rubric.

Your papers should reflect your thoughts, not those entirely of others. Relying on AI (such as ChatGPT) to write any of your papers may be considered plagiarism (see Policy 04-106 below).
To meet State requirements, this course must include instructional time that is delivered asynchronously. Examples of asynchronous instruction may include (but are not limited to): written content, video content, discussions, case studies, synthesis exercises, reflection activities, peer review, and skills practice. Periodically, you will be required to respond to a chosen reading in a Discussion Board on d2l. There will be three such discussions, each expected to require at least 50 minutes of reading and response time, thus equaling a total of 150 minutes of asynchronous instruction time for the semester.

Your grade will be directly reflective of the amount of effort you exhibit. I have established a high standard for excellence in this course, and I expect you to meet that standard in order to excel academically. Your final grade in this course is entirely up to you. However, you must take the assignments seriously—they are intended to challenge you.

**Course Policies:**

**Attendance and Behavior:** You are expected to be on time, thus minimizing disruptions, repeated instructions, and missed assignments. Being tardy five times counts as one absence. *You may be counted absent even if you attend class, if you: do not bring your textbook or other required assignments, use electronic devices inappropriately, or are otherwise disruptive to the classroom environment.* After three unexcused absences, five percent of your final grade (50 points) will be deducted for each additional absence. Absences will be excused at my discretion (with adequate documentation), according to University Policy. If you are absent, you are responsible for determining what you missed (preferably, from your phone partners). If you miss an excessive number of classes—or fail to turn in assignments—I may refer you to the Early Alert Program, which provides students with recommendations for resources or other assistance available to help SFA students succeed. For specific information regarding attendance and excused absences, see policy 02-102.

If you are unable to attend class due to illness or another exigent circumstance, I will make a Zoom link available so that you may attend class remotely. You must notify me via email in advance so that I can send you the link, and you must participate adequately (contributing to class discussion, with your camera on, etc.) for your attendance to count.

I will not allow any disruptive behavior to interfere with my ability to teach or conduct class, or with the ability of your classmates to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated, and I will insist that you leave the class if you interfere with the learning environment; you will also be subject to judicial, academic, or other penalties. I have full discretion over what is considered unacceptable or inappropriate behavior, but a simple rule of thumb is to use common sense about language, attire, and showing respect and courtesy to others. At the very least, turn off cell phones and other electronic devices during the scheduled class time. If you repeatedly use your cell phone or other electronic devices improperly during class time, I will take the device until after the class. For further reference, see the Student Code of Conduct, policy 04-106.

Students wearing earbuds or headphones during class will be counted absent.

**Grammar and Mechanics:** This is a college English course, and your work must evidence college-level work. If I discover five (5) or more simple, unique, sentence-level grammatical and/or mechanical errors on a single page of any formal written assignment, I will draw a line across the paper and stop grading for such errors, and give the assignment a 50%. I will continue to read the assignment so that I can offer comments on content, organization, or basic structure, and I will return it to you with the opportunity to revise the work for an averaged grade.
An example is a 50 the first time (for an assignment worth 100 points), and a 90 for the revised work; the combined total is 140, and the averaged grade would be a 70. **However, if you revise the paper and I still must “draw the line,” I will lower the grade to a zero.** You will be given only two opportunities to revise work of that quality. Any subsequent assignments with five or more errors on a page will simply receive 50% with no opportunity for revision. You will not be allowed to revise the (final) Analytical Essay.

The **Code of Student Conduct and Academic Integrity** (Policy 04-106) outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**[Documented proof of cheating or plagiarism will be reported, according to policy.]**

**Deadlines:** Students are highly encouraged to turn in all assignments on time, and failure to do so may result in a slight grade reduction. However, if the final drafts of any of the four compositions are turned in after the due date, they can receive no higher than 70%. It is essential that you complete all reading assignments on time. This course is progressive in nature; do not fall behind early.

**Difficulties:** If you need critical advice on the writing assignments, or if you are having severe difficulty keeping up with the schedule, please contact me as soon as possible. I will provide individual tutoring (for this course) during my office hours to any student who asks for assistance. I am very understanding (and more considerate than most people assume), but you must make your individual concerns known to me.
Grade Determination:

<table>
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<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Process Work (two drafts for each composition)</td>
<td>50</td>
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<tr>
<td>Four compositions</td>
<td>100</td>
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<td>Classroom Interaction</td>
<td>50</td>
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<tr>
<td>Daily Work</td>
<td>50</td>
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<tr>
<td>Final Examination</td>
<td>100</td>
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<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

Grading Rubric

These are the standards for an A:

Conception and Thesis: The main point is clearly stated, and it contains some new, perhaps surprising element, some angle that is uncommonly thoughtful and insightful. The writer is not simply restating other people’s ideas; he or she presents more critical analysis and commentary than an average intelligent person might. The explicit and implicit assumptions of the topic are exposed and challenged. If research is included, the sources have not merely been cited—they have been analyzed, using what supports the argument, and acknowledging and addressing what challenges it.

Organization: The organization flows smoothly. Opposition to the argument is addressed and worked through at the beginning, and the rest of the time is spent building a strong case, supported with evidence that moves from weaker points to stronger ones.

Style: The argument is not only clearly stated and supported well, but it is done in an impressive way. The language used is sophisticated but not unnecessarily showy. The presentation style matches the content of the paper, perhaps through a sustained metaphor, or a particularly apt example that is carried through the entire paper.

Format: The paper adheres to the standard format for that type of document (memo, business letter, proposal, etc.). If visuals are incorporated, they enhance the text and look professional. Documentation of sources adheres to some recognizable style guide (MLA, APA, Chicago, or an equivalent).

Grammar and Mechanics: The paper is relatively clean and free (3 or fewer) of grammatical and mechanical errors.

These are the standards for a B:

Conception and Thesis: The idea is better than average and is still clearly stated, but the writer may have overlooked, or not acknowledged or challenged the assumptions that inform it.

Organization: The organization is strong, but the signaling might be a bit clunky—there may be a lot of directional phrases used to force transition points (“As I said earlier...” “Firstly, secondly, thirdly...”).

Style: It’s clean and readable, there is a consistent sense of voice, and there aren’t any places where a reader has to go back and reread a sentence just to understand its structure.

Format: The paper adheres to the basic standards for that type of document. If visuals are incorporated, they are used for filler only, or do not look professional. There may be minor errors or inconsistencies in documentation mechanics.

Grammar and Mechanics: There are very few (5 or fewer) errors.

These are the standards for a C:

Conception and Thesis: The main idea for the paper shows that the writer understands the topic and has thought about it, but the argument is either overly simplistic or one that is commonly stated. The main point may be clearly stated and defended with appropriate evidence, but the analysis is not very deep.

Organization: The paper uses a simple “5 Paragraph Essay” approach, perhaps even having only five paragraphs—an introduction, three supporting points, and a conclusion which merely restates the
introduction. Transitions between paragraphs are competently handled but do not “flow.”

*Style:* The style is simple, and there may be some word choice errors, especially where the writer uses “big” words incorrectly because he or she is trying to sound more impressive than necessary.

*Format:* Rules for that particular type of document are not closely followed: page numbers are missing or incorrect, margins are inconsistent, font size is too small or difficult to read, etc. Visuals look “cheap” or are badly integrated into the text. Sources are documented inconsistently or unclearly.

*Grammar and Mechanics:* The paper contains several distracting grammatical or mechanical errors, but they are repetitive (multiple comma splices) or are uncommon errors of a more complicated nature (and have not yet been discussed during the course).

These are the standards for a D:

*Conception and Thesis:* The main point of the paper is not clear at all, and very little evidence is used to support any kind of argument.

*Organization:* The focus shifts from one point to another, with little transition in between.

*Style:* The paper reads like a casual chat with friends, rather than a smart, academic paper.

*Format:* The document format is recognizable but clearly not correct. Visuals are not included when necessary, or they are not clear or otherwise inappropriate for the document. Documentation of sources does not adhere to a recognizable style guide.

*Grammar and Mechanics:* The paper contains multiple grammatical and mechanical errors (over 10), with consistent problems in sentence structure. There is little evidence of proofreading.

These are the standards for an F:

The writer fails to adequately fulfill the minimum requirements of the assignment: research or page requirements are not met, format is not correct, sources are inadequately documented, etc.

*Conception and Thesis:* No clear idea governs the words on the page.

*Organization:* No plan is evident, much less achieved.

*Style:* The paper contains many inappropriate or incorrect word choices, and does not read like a college-level paper.

*Format:* The basic format for that type of document is unrecognizable. There is no correct documentation of sources.

*Grammar and Mechanics:* There are multiple grammatical and mechanical errors on each page, as well as consistent problems in sentence structure. There is apparently no attempt at proofreading.

**Withheld Grades:** The following information on Withheld Grades is taken from the University Policy and Procedures Manual (online), Section 02-206:

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

**Statement Regarding Students with Disabilities:**

To obtain disability-related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course
instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

SFASU values students’ mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns and seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

Schedule:
This is a tentative schedule and is subject to change. In order to facilitate classroom discussion, all assignments are to be done prior to the class date indicated. Major assignments are in bold, and in-class projects are italicized, thereby indicating the strong need for diligent attendance.

Week 1 01-22 Introduction to course; review of Syllabus
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Assignment</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>01-24</td>
<td><strong>Writing Experience assignment due</strong>&lt;br&gt;The Purpose of Writing, The Shape of Documents</td>
<td></td>
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<tr>
<td>2</td>
<td>01-29</td>
<td>The Rhetorical Triangle, The Writing Appeals</td>
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<td>2</td>
<td>01-31</td>
<td>Invention Strategies, “Building” a Text</td>
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<tr>
<td>3</td>
<td>02-05</td>
<td>The Recursive Writing Process</td>
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<td>3</td>
<td>02-07</td>
<td><strong>Rough Draft of Personal Experience Essay due</strong>&lt;br&gt;The Paragraph</td>
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<td>4</td>
<td>02-12</td>
<td>Grammar and Mechanics</td>
<td></td>
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<td>4</td>
<td>02-14</td>
<td><strong>Peer Draft 1 due</strong>&lt;br&gt;<em>Peer Review</em></td>
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<tr>
<td>5</td>
<td>02-19</td>
<td><strong>Final Draft 1 due</strong>&lt;br&gt;Organization</td>
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<td>5</td>
<td>02-21</td>
<td>Agreement and Tense</td>
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<td>6</td>
<td>02-26</td>
<td>Parallelism and Coherence</td>
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<td>6</td>
<td>02-28</td>
<td><strong>Rough Draft of Artistic Response Composition due</strong>&lt;br&gt;Voice, Active and Passive Voice, Tone</td>
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<td>7</td>
<td>03-04</td>
<td>Plagiarism and Use of AI</td>
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<td>7</td>
<td>03-06</td>
<td><strong>Peer Draft of Artistic Response Composition due</strong>&lt;br&gt;<em>Peer Review</em></td>
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<tr>
<td>8</td>
<td>03-11</td>
<td>Spring Break</td>
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<td>8</td>
<td>03-13</td>
<td>Spring Break</td>
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<tr>
<td>9</td>
<td>03-18</td>
<td><strong>Final Draft of Artistic Response Composition due</strong>&lt;br&gt;Word Choice, Clarity and Style</td>
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<tr>
<td>9</td>
<td>03-20</td>
<td>Speaking Critically, Significantly</td>
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<td></td>
<td>03-20</td>
<td>MLA Style</td>
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<td>10</td>
<td>03-25</td>
<td>In-class Editing</td>
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<tr>
<td>10</td>
<td>03-27</td>
<td><strong>Rough Draft of Persuasive Essay due</strong>&lt;br&gt;Revision Strategies</td>
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<tr>
<td>11</td>
<td>04-01</td>
<td>In-class Conferences</td>
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<tr>
<td>11</td>
<td>04-03</td>
<td>In-class Conferences</td>
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<tr>
<td>12</td>
<td>04-08</td>
<td><strong>Peer Draft of Persuasive Essay due</strong>&lt;br&gt;<em>Peer Review</em></td>
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<tr>
<td>12</td>
<td>04-10</td>
<td><strong>Final Draft of Persuasive Essay due</strong>&lt;br&gt;Interpreting Literature</td>
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<td>13</td>
<td>04-15</td>
<td>Critical Analysis</td>
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<td>13</td>
<td>04-17</td>
<td><strong>Rough Draft of Analytical Essay due</strong>&lt;br&gt;Summarizing, Synopsis and Analysis</td>
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<td>Week 14</td>
<td>04-22</td>
<td>MLA Documentation, In-class Editing</td>
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<td></td>
<td>04-24</td>
<td>Peer Draft of Analytical Essay due</td>
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<td>Peer Review</td>
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<td>Week 15</td>
<td>04-29</td>
<td>Revision Exercise</td>
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<td></td>
<td>05-01</td>
<td>Final Draft of Analytical Essay due</td>
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<td>Exam review</td>
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<td>Wrap-up</td>
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