

The University of Texas at El Paso
Department XXXX
Syllabus
ONLINE COURSE SYLLABUS SAMPLE
WITH THE INTEGRATION OF UTEP EDGE PRACTICES

COURSE INFORMATION

* RWS 1302: Rhetoric & Composition II
 CRN: 12345
 Term: Fall 2023
 Delivery Method: Online
 Meeting Day and Time: Mondays, 10:30 am-11:50 am
 Zoom Link:

INSTRUCTOR INFORMATION

Instructor first and last name, Title
 Written Communication: Specify your preference of communication (e.g., email and Blackboard)
 Phone Number: (915)123-4567
 Office Hours:

- Virtual: Days and times (Specify if by appointment only), through (Specify the video conferencing options)

Course Information: What this class is about and what we will do

*** COURSE DESCRIPTION**

RWS 1302 is a required 3-credit core course for all majors. The primary goal of RWS 1302 is to develop students' critical thinking skills in order to facilitate effective communication in all educational, professional, and social contexts. This effective communication is based on an awareness of and appreciation for discourse communities as well as knowledge specific to subject matter, genre, rhetorical strategy, and writing process.

The class presents an approach to communication that helps students determine the most effective strategies, arrangements, and media to use in different rhetorical contexts. It teaches students a systematic approach for analyzing rhetorical situations and then producing a variety of documents and presentations while gaining more confidence and fluency in visual, oral, and written communication. In addition, because communication is central to being an active and engaged member of society, the course also provides a space for informed advocacy.

Students enrolled in RWS 1302 should have successfully completed RWS 1301.

*** COURSE OBJECTIVES AND UNIVERSITY LEARNING OUTCOMES**

By the end of the course, students will be able to:

Student Learning Objective	Outcome
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Commented [ZL1]: For more information about UTEP Edge visit <https://www.utep.edu/edge/>.

The Center for Instructional Design (CID) can assist with the integration of your course materials into the Blackboard Learning Management system and provide access to a UTEP Edge template course shell. For assistance, contact instructionaldesign@utep.edu.

Commented [blb2]: This is a SAMPLE syllabus with detailed explanations in the margins. Please use this as a guide when creating your syllabus. Customize the content to your course and delete the comments in margin prior to use

Commented [blb3]: Here you can provide a link to your virtual office hours sessions. More details can be provided in the syllabus, but it is good to repeat important information like this to increase its visibility.





Commented [blb4]: The course description gives students an idea of what to expect from the course and how it falls within the scope of their degree plan.

Commented [ZL5]: Objectives and outcomes should be short and concise and give students a list of measurable objectives they can hope to achieve by completing the course.

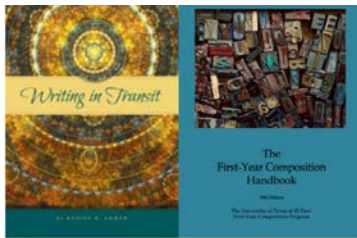
Commented [ZL6]: The University has adopted the Edge Advantages as the University Learning Outcomes. The Edge Advantages may be found at: <https://www.utep.edu/edge/about-us/index.html>

UTEP Edge logos and icons may be found at: <https://www.utep.edu/edge/for-faculty-and-staff/edge-branding-toolkit.html>

You may also contact (CID) to access to the Blackboard UTEP Edge template course shell, instructionaldesign@utep.edu.

Demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal	 Teamwork Skills
Draw on existing knowledge bases to create “new” or “transformed” knowledge	 Critical Thinking Skills
Engage as a community of writers who dialogue across texts	 Communication Skills
Address the specific, immediate rhetorical situations of individual communicative acts	 Social Responsibility

*** REQUIRED MATERIALS**



Commented [blb7]: Include books or other materials necessary for the course. Images of the book covers as well as the ISBN information is important to help students purchase the correct materials.

Comer, D. K. (2015). *Writing in transit*. Fountainhead Press.
ISBN: 978-1-59871-803-4

First-Year Composition Program (2018). *The First-Year Composition handbook*. (An e-book)
ISBN: 978-0-692-75953-0

*** ASSIGNMENTS AND GRADING**

Assignments for this course are assessed according to rubrics. You can find these rubrics by clicking on the appropriate assignment link in Blackboard and choosing to “View Rubric” from the button beneath the Points Possible for the assignment.

Grade Distribution:

1000-900 = A 899-800 = B 799-700 = C 699-600 = D 599 and Below = F

- o 200 points: Genre Analysis
- o 200 Points: Literature Review Research/Primary Research Report
- o 150 Points: 8 Community Engagement Hours and Reflection Essay
- o 200 Points: Documentary Final Project
- o 150 Points: E-portfolio
- o 100 Points: Participation

Commented [blb8]: List assignments students can expect to complete and how much each is worth toward their final grade.

Genre Analysis: To deepen our understanding of discourse community concepts, students will be asked to analyze both traditional and multimedia documents as genres.

Literature Review/Primary Research Report: Students will conduct primary and secondary research on a social, political, or ethical issue and will then write a literature review that synthesizes the arguments as they pertain to the questions of inquiry.

Commented [ZL9]: Consider integrating Edge Experiences into the curriculum to provide students engagement opportunities. To learn more, visit: <https://www.utep.edu/edge/about-us/index.html> and <https://www.utep.edu/edge/for-faculty-and-staff/resources.html>

Commented [blb10]: When listing the required assignments, make sure to be as specific as possible – though you do not need full assignment instructions in this portion. Let students see what expectations they will be held to.

Community Engagement: Students will identify and participate a community engagement opportunity (preferably related to their research topic) and write a reflection essay.

Documentary: Students will plan, write, film and edit a documentary film advocating a position on a current issue related to the Literature Review/Primary Research Report.

Website/E-Portfolio: Students will create, design, and maintain a website that presents their work from the semester.

Participation: For this online course, students will be required to participate in weekly discussion boards – both an initial post and responses to your peers. Students will also have a collection of smaller assignments throughout the week that will work to build toward the larger projects. Each of these activities will be given point values that add up to the total 100-point participation grade. These points cannot be made up, so students are expected to stay active in the course by logging in at least three times a week.

TECHNOLOGY REQUIREMENTS

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Course Communication: How we will stay in contact with each other

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held on Blackboard Collaborate using this link: [insert link] and during the following times:
Mondays: 1-2 p.m. Mountain Time
Tuesdays: 10-11 a.m. Mountain Time
Thursdays: 4-5 p.m. Mountain Time

Commented [PO11]: Consider integrating Edge Experiences into the curriculum to provide students engagement opportunities. To learn more, visit: <https://www.utep.edu/edge/about-us/index.html> and <https://www.utep.edu/edge/for-faculty-and-staff/resources.html>

Commented [blb12]: Make sure to outline the specific requirements for class participation in the online classroom. How many times a week should students log in?

Commented [blb13]: Identify what technology is required to access course materials, complete the work, and submit assignments. If there are additional required software programs, be sure to list them and provide some information about how they can be accessed. If there is a cost associate with the software, also list it under required materials.

Commented [blb14]: If the class requires that students participate in live online sessions during which you expect students to contribute to discussion, be sure to advise them of this requirement.

Commented [blb15]: Communication with online students can take many forms, and you might feel at first as if you are "always on." In the syllabus, provide details as to how you will communicate with students, how they can contact you, and the expected length of time for a response. Establishing a regular time for checking in on the class will keep communication manageable.

Much of this section will also apply to class with an on-campus component, but be sure to adjust as necessary.

- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

NETIQUETTE

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Course Policies: What do you need to do to be successful in the course

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum)
- Participating in scheduled Blackboard Collaborate sessions
- Other activities as indicated in the weekly modules

Commented [blb16]: We suggest providing students with some guidelines for online communication, also known as "netiquette." It is a good idea to post your policies inside of Blackboard as well and/or repeat them as needed throughout the semester.

Commented [blb17]: Students may be unsure how participation will work in an online class. Be sure to provide clear examples of what will constitute their participation. This will help set expectations for how often they should log into the course and how to make their contributions visible to you and their classmates.

If you are teaching a class with an on-campus component, be sure to add the attendance and participation details for that setting as well.

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

* EXCUSED ABSENCES AND/OR COURSE DROP POLICY

According to UTEP Catalog, "At the discretion of the instructor, a student can be dropped from a course because of excessive absences or lack of effort. A grade of "W" will be assigned before the course drop deadline and a grade of "F" after the course drop deadline." See Policies and Regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24 hours advance notice via email.

OR

I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the [Registrar's Office](#) to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

ZOOM SESSIONS

This class requires that you participate in scheduled Zoom sessions. The purpose of these sessions are for you to view live demonstrations of the course material and/or to participate in small discussion groups with your classmates. These sessions will be held at the following dates from 10:30 am-11:50 am.

- Group A: August 28, September 24, October 15, November 12
- Group B: September 3, October 1, October 22, November 19

Students are expected to, at least occasionally, participate in these sessions with a webcam and microphone. The sessions will be recorded and provided so that they can be reviewed by classmates at a later time. Students should not record the sessions and post them to any sites outside of Blackboard.

If you are unable to attend a Zoom session, please let me know as soon as possible so that accommodations can be made when appropriate.

DEADLINES, LATE WORK, AND ABSENCE POLICY

Major Writing Assignments

- Major writing assignments will be due on Sundays at midnight (11:59 PM). No late work will be accepted if the reason is not considered excusable.

Quiz and Blog/Discussion Assignments

- All quiz, blog, and discussion board assignments will be due on Sundays at midnight (11:59 PM). No late work will be accepted if the reason is not considered excusable.

Commented [blb18]: Be sure to provide information on whether you will drop students from the course for non-attendance and/or non-performance. Two options are provided here.

You will want to check with your department in the event there is a department-wide policy in place.

Commented [blb19]: Although most courses developed for online instruction do not have synchronous activities, if your class does, be sure to include information in the syllabus.

Commented [blb20]: These should reflect times already in the course schedule so that you are reasonably assured students can participate. If you need to have other meetings, provide students time to sign up.

Commented [blb21]: Let students know your expectations for using a webcam and/or microphone and if the session will be recorded for later viewing.

Commented [blb22]: If accepting late work, make sure to include point/grade penalties for missing work, when appropriate. Try to list detailed expectations for students, as this will reduce the number of requests received.

MAKE-UP WORK

Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

Commented [blb23]: If your class provides the opportunity to submit make-up work, be sure to explain our policy as to when it is acceptable and the consequences, if any.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

Commented [blb24]: While Blackboard is stable as a learning management system, there are a number of reasons why things could go wrong when students are submitting work. Let them know if there is an alternative submission process and what that looks like.

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

Commented [blb25]: Notify students of the incomplete option in the event they cannot finish the course for reasons such as illness, accidents, and other emergencies. Incompletes must be completed within a year of the final grade, but faculty can set earlier deadlines. Access to the Blackboard shell can be granted through a Help Desk request.

* ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#).

Commented [blb26]: The purpose of this section is to make clear the University's policy concerning accommodations for individuals with disabilities and to provide for the prompt and equitable resolution of complaints alleging the violations of Title II of the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973, including complaints regarding a denial of requested accommodations and auxiliary aids or services, and programs that are perceived to be inaccessible.

* SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another

Commented [blb27]: The University's statement on Scholastic Integrity and Academic Honesty is important to help students understand that they are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. If a faculty member suspects academic dishonesty, they are to refer the incident to [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for review.

student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

*GUIDANCE ON ARTIFICIAL INTELLIGENCE

The use of generative AI tools such as Chat GPT is permitted in this course for the following activities, which must be noted or cited:

[insert list of activities for which using AI is allowed in your course]

However, you may not use AI tools to complete the following activities:

[insert list of activities for which using AI is not allowed in your course]

Students must cite any borrowed content sources to comply with all applicable citation guidelines, copyright law, and avoid plagiarism. Instances that violate these guidelines will be referred to the Office of Student Conduct and Conflict Resolution.

* CLASS RECORDINGS

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

TEST PROCTORING SOFTWARE

Two course assessments (the midterm and final exams) will make use of Respondus Lock Down Browser and Respondus Monitor inside of Blackboard to promote academic integrity. You are encouraged to learn more about how to use these programs prior to the first test.

Please review the following guidelines:

Commented [blb28]: You should be clear about the acceptable and prohibited uses of AI in the class in order to avoid confusion and frustration for students and faculty. In this rapidly changing landscape, but sure to have frequent conversations with students about its appropriate use.

Commented [blb29]: Most online courses are asynchronous so that students can work at their own pace and do not have concerns about access to the course at a specific time.

However, if you plan to hold synchronous class sessions, it's a good idea to record them and post them to Blackboard for later viewing. Be sure to follow FERPA and university guidelines regarding student privacy.

More information about student privacy can be found here: <https://www.utep.edu/provost/Files/docs/curriculum/UT-system-online-learning-student-privacy-faqs.pdf>

If you will not be recording live class sessions, you do not need to include this section.

Commented [blb30]: If you will be requiring students to use proctoring software when taking exams, you should provide as much information as possible in the syllabus. Not all the bullets below may apply and/or you may have other guidelines you wish to include.

If you will not be using test proctoring software, you do not need to include this section.

- The assessments will only be available at the times identified on the course calendar.
- You may take the test at any time during the 24-hour window.
- A reliable Internet connection is essential to completing the exam. If you must go to a location to take the exam (such as the library), be sure to follow their health and safety requirements.
- You have 2 attempts to take the test. Once the window closes, your answers will be saved, and no changes can be made. The higher score will be recorded.
- Respondus Lockdown Browser will require that all internet tabs are closed prior to the start of the test.
- Respondus Monitor requires a webcam and microphone.
- You will be required to show the webcam your student ID prior to the start of the test.
- Your face should be completely visible during the test. Blocking the camera will disable the test.
- No notes or textbook materials are permitted during the test. Respondus Monitor requires you to take a video of your surrounding area (desk, chair, walls, etc.)
- You should not have conversations with other people and/or leave and return to the area during the test.

PLAGIARISM DETECTING SOFTWARE

Some of your course work and assessments may be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality and will help you learn how to properly attribute sources rather than paraphrase.

Commented [blb31]: If you are using plagiarism detecting software, include a brief explanation.

If you will not be using it, you do not need to include this section.

COPYRIGHT STATEMENT FOR COURSE MATERIALS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

Commented [blb32]: Including a copyright statement may discourage students from sharing course materials on websites such as Course Hero.

*Course Resources: Where you can go for assistance

UTEP provides a variety of student services and support:

Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Commented [blb33]: You may want to add resources more particular to your discipline.

Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.

- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
- [The Miner Learning Center](#): Join peer-led study sessions in person or online to review content and discover study strategies in core curriculum courses.
- [UTEP Edge](#): UTEP's cross-campus framework for student success and empowerment – develops students' assets through high-impact experiences made possible by the expertise and dedication of faculty, staff, alumni, and community partners.

Individual Resources

- [Student Success Help Desk \(SSHHD\)](#): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources may submit a ticket request assistance to studentsuccess@utep.edu
- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.
- [UTEP Food Pantry](#): Non-perishable food items are available to students who are currently enrolled in classes. Bring a Miner Gold Card to Memorial Gym, Room 105, Monday through Friday, 10 a.m. to 2 p.m.