

# ENGL 1310 | Fall 2025

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OFFICE | Virtual meetings only

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Pronouns | She/her

Office Hours | By appointment

## Books

- *Steps to Writing Well*. Purchase through Cengage.com or Barnes & Noble (on campus) or Voertman's Bookstore (On Hickory)
- *Write and Communicate Like a Professional*. Free PDF in Course Materials.

We will uphold the following university policies in all English courses.

## University Policies

All students and faculty are required to follow the policies below.

### Academic Integrity Standards and Consequences

According to UNT Policy 06.003, [Student Academic Integrity](#), academic dishonesty occurs when students engage in behaviors including, but not limited to:

- Cheating--submitting work that is not your own (This include using ChatGPT) •
- Fabrication--pretending you are writing about a real interview when you really made it up
- Facilitating academic dishonesty--helping someone else cheat
- Forgery--pretending your work is someone else's
- Plagiarism--using someone else's published work without citing it correctly •
- Sabotage--setting someone else up to fail

A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. I am obligated to report any academic dishonesty.

# Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT.

Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the [Code of Student Conduct](#). The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc.

The [Dean of Students Office \(opens in a new window\)](#) enforces the [Code of Student Conduct \(opens in a new window\)](#). The Code explains:

- What conduct is prohibited
- The process the DOS uses to review reports of alleged misconduct by students •  
The sanctions that can be assigned

When students may have violated the Code, they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.

## ADA Accommodation

UNT makes reasonable academic accommodation for students with disabilities. To receive accommodation, follow these steps:

1. Register with the Office of Disability Access (ODA) to verify their eligibility. 2. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs.
3. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation.
4. Students must obtain a new letter of accommodation every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](#). You may also contact them by phone at 940.565.4323.

## Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance.

The Survivor Advocates can be reached at:

- [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu)
- Dean of Students Office: 940-565-2648

Visit [Title IX Student Information \(opens in a new window\)](#) for more resources.

## Undocumented Students

Please see UNT'S [Resources for DACA Students](#) web page for more information.

## Emergency Notification & Procedures

UNT uses a system called [Eagle Alert](#) to quickly provide students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

## First Year Writing (FYW) Policies

In addition to the policies provided by UNT, our department also has policies that we use to ensure that you are treated fairly.

### Evaluation and Grading

**Major Assignment 1 | The Learning Narrative | 20%**

**Major Assignment 2 | The Observation Essay | 20%**

**Major Assignment 3 | The Analysis Essay | 20%**

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*Note | To earn a passing grade, you must complete all major writing assignments.*

**Weekly Writing 15%**

**Quizzes | 10%**

**Discussions | 10%**

**Peer Review | 5%**

## **Program Values**

The assignments and activities for your course were designed carefully and are based on the following departmental values.

**We develop our writing skills through inquiry, experimentation, and discovery.**

The act of writing encourages intellectual and personal development, and leads to greater knowledge retention, deep reflection, and empathy. Writing may teach us new ways to

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understand ourselves, our world, our communities, and others better. Through writing and listening to the writing of others, we grow intellectually, reflect deeply, and respond empathetically to vital issues facing ourselves, our communities, and our world.

**When we write, we develop our ability to think critically about complex issues.**

Writing is a practice of responding clearly, concisely, and coherently to complex issues. Students studying writing develop their logical skills and learn strategies to address critical problems with precision and purpose.

**Writing is a lifelong process supported by revision and reflection.**

Beyond traditional academic skills and rules of writing, writers develop flexible strategies to read, listen, plan, and collaborate with others by revisiting and reflecting on their writing experiences. Students studying writing learn to reflect on their own writing processes, which might include critical reading, planning, drafting, collaborating, revising, and reflecting, through multiple pages of drafted material.

**Writing is a powerful tool and can give us agency to intervene in social issues.**

Writers intervene in their communities by addressing an audience's needs and concerns. Academic audiences expect writers to address difficult questions through well-researched writing that is supported with compelling evidence. Other kinds of audiences and communities expect writers to address their needs differently, through flexible rhetorical strategies that offer

relevant and timely information.

## Writing is integral to information literacy and critical reading.

To write ethically and build credibility with audiences, writers must read sources carefully and know how to assess and use information effectively.

## Writing is learned through effective and engaging teaching.

The First-Year Writing program (FYW) at UNT provides its instructors with ongoing educational training to help them deliver effective and engaging instruction to students. UNT FYW acknowledges excellence in teaching and fosters a culture that facilitates thoughtful instruction and promotes student success.

# Communication Expectations

Communication is key to your success. When you need to reach me follow these practices:

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- Communicate with me formally through my UNT email address:  
Jennifer.tullos@unt.edu.
- Include the course and section number in the subject line: 1310.410.
- Use appropriate salutations and grammatical language: "Dear Dr. T," or "Dear Dr. Tullos."
- Treat all emails as professional communication.
- Respect the personal identities and privacy of yourself, of me, and others. • Respect identities based on gender, sexuality, race, ethnicity, class, and/or culture. • Think carefully about what you reveal and do not reveal, particularly if this information involves your health and/or classroom performance. If your emails contain any information that causes me to be concerned for your safety, or the safety of others, I will report it.
- Refrain from making personal attacks or using language that discriminates based on gender, sexuality, race, ethnicity, class, and/or culture.

*Note / I am not able to discuss any information relating to academic records through email.*

# Instructor Responsibilities and Feedback

My responsibility as your instructor is to:

- Challenge you
- Help you understand the course material.
- Help you grow and learn as a student.

To achieve these goals, I will:

- Provide clear instructions for projects and assignments.
- Answer your questions.
- Identify additional resources as necessary.
- Provide substantive feedback on your written work within two weeks of the submission date for each assignment.

## Participation and Civility

We are all members of an academic community where it is our shared responsibility to cultivate a climate where all students/individuals are valued and where both they and their ideas are treated with respect.

Therefore, I expect you to conduct yourself in a professional and respectful manner during all online interactions and class-related activities. I expect you to listen to and respect the viewpoints of others, even if you strongly disagree with them. When you do voice disagreement in your writing, do so in a civil manner. Remember that you are accountable for your actions in

this course, including your submitted work, your grades, and your interactions with me and with other students.

Everyone will have multiple opportunities to participate in class. Participation can be many things, including the following:

- Participating actively in small group work, class meetings, and discussions • Showing attention to others in discussion posts
- Completing all assignments on time
- Coming prepared to conferences/office hours

Here are some of the “Rules of Engagement” UNT recommends as guidelines for our class:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face

to-face, even when their opinion differs from your own.

- Ask for and use the correct name and pronouns for your instructor and classmates. • Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

You also can visit the [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) page at <https://clear.unt.edu/online-communication-tips> for more information.

## Using Canvas

Canvas is an important tool to help you succeed, and we will use it extensively:

- Submit all assignments through Canvas including quizzes, discussions, weekly writings, and major assignments.
- Check Announcements at least once a day. I will communicate important about our course as an announcement.

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All students have access to Canvas through their UNT accounts. For more information on using Canvas,

- See <https://community.canvaslms.com/docs/DOC-10701>.
- Direct questions regarding your use of the Canvas learning management system, to the student help desk at:
  - Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)
  - Phone: 940-565-2324.
- Make plans to have a backup way to access the technology each week: another computer; the local library, or one of UNT's open access computer labs. Not having access to the course will not excuse you from the workload each week.

## Formatting Your Assignments

All written work needs to be typed and submitted online to Canvas. For all essays,

- Include your name and the page number on the top right of each page (i.e.: Lastname 1) • Include a date and the course number: ENGL 1310 on the top left of each page. • Use Calibri

12 point, with one-inch (1") margins, and double-spacing.

## **Late or Missed Assignments**

I will follow these policies when deciding whether to accept late work:

- All papers are due by the date specified in Canvas.
- If you need extra time on a paper, you must request your extension at least 24 hours before the paper is due.
- I will deduct 5 points for each day (not business day) your work is late.
- You cannot pass the course if you have not received a grade for all major assignments.
- Meet with me as soon as possible if you miss a deadline for an assignment.

## **AI Usage in FYW**

AI can be a very useful tool, and you are welcome to use it in this class for certain purposes. In fact, we will be developing our AI literacy in this class. However, we expect you to use AI ethically and responsibly.

### **Acceptable Uses of AI**

- Brainstorming ideas.
- Asking questions.
- Getting feedback on your writing. For example, a student might submit this prompt with a draft: "The attached draft is a personal narrative. The purpose of the essay is to explain how a specific event from my life changed me. Review my essay and let me know if my essay does this clearly. Do not change or add any words or identify or correct any errors. If I make a specific error more than two times, tell me what error I am making." As we work on each paper, we will agree on an acceptable prompt for those of you who wish to use them.
- Creating study guides.

### **Unacceptable Uses of AI**

- Do not submit any AI generated material as your own. This is recognized as plagiarism by UNT.
- Do not use AI to identify or correct any specific errors in your work. This is considered academic dishonesty by UNT. For example, do not submit a paper with this prompt: "Find and correct every grammar and punctuation error."
- Do not use AI to translate your work from one language to another.

## **Consequences for Unacceptable Use of AI**

### **Action Consequence**



Action: Copying and pasting AI generated work and submitting it as your own writing

Consequence: Whether you copy and paste an entire paper, or just a few sentences, you will receive a zero for the assignment.

Action: Using AI to find and correct your errors.

Consequence: You will receive a zero for the assignment.

Action: Using AI to translate your work from one language to another.

Consequence: You will receive a zero for the assignment.

No policy can cover every possible scenario for AI, so when in doubt about whether or how you plan to use AI is acceptable or not, contact your instructor immediately.

To ensure that you understand this policy, and will follow the guidelines listed, please sign and submit the form your instructor gives you.

## AI Usage Agreement

As a member of the academic community ENGL 1310/20.XXXX, I understand the importance of using AI in an ethical and responsible manner. I understand that I will not grow and develop as a writer, if I do not do my own writing. I understand that AI can help me generate ideas and help me understand what I read in this class, but AI can never replace human insight or creativity. Using AI to write or revise any portion of my assignments submitted for this course is considered cheating and will be subject to the consequences of plagiarism outlined in UNT's academic integrity policy.

By signing this form, you acknowledge that you have read and understood our AI Usage Policy. If you do not understand any part of the policy, please ask your instructor for help before you sign this document.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

## Public Writing

All your submitted writing for this course, including prewriting, drafts, in-class assignments, and final projects, is public writing. The writing that you submit in this course may be viewed by me

and possibly your classmates as well. Please do not submit any information about yourself that you do not want to be public.

## Syllabus Change Policy

I have made every attempt to provide your syllabus as an accurate overview of the course. However, unanticipated circumstances may make it necessary for me to modify the syllabus during the semester. These circumstances may arise in response to the progress, needs, and experiences of students. Advance notice will be given for any changes made to the syllabus.

## Technical Requirements & Skills

Because much of the work, you must have the correct tools:

- Computer with word processing capabilities, internet access, and web browser • [Canvas Technical Requirements \(https://clear.unt.edu/supportedtechnologies/canvas/requirements\)](https://clear.unt.edu/supportedtechnologies/canvas/requirements)

## Computer Skills & Digital Literacy

Students in this course should be able to

- Use Canvas
- Use email with attachments

## Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let me know. Below is a list of resources for updating your chosen name at UNT:

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

## Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much

like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

## CORE Requirements Fulfillment

ENGL 1310 meets one of your CORE Communication requirements. The state defines "communication" as:

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Focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

This course has four objectives:

- Critical Thinking Skills | innovation, inquiry, analysis, evaluation, and synthesis of information
- Communication Skills | effective development, interpretation and expression of ideas through written, oral and visual communication
- Teamwork | ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Personal Responsibility | ability to connect choices, actions and consequences to ethical decision-making