

Hours by Appointment

Prerequisite Courses ENGL 102 or 118

Communicating Through Writing (WC) Course

ALEC 440 is a writing-intensive course that serves as a “Communicating through Writing” General Education requirement. Good writing skills enable students to create and share ideas, investigate and describe values, and record discoveries – all skills that are necessary not only for professional success but also for personal fulfillment in a world where communication increasingly takes place through electronic media. Students must be able to identify areas for inquiry, locate relevant information, evaluate its usefulness and quality, and incorporate the information logically and ethically.

Student Learning Outcomes:

- Students will demonstrate the ability to write clearly and correctly, employing the conventions of standard American English.
- Students will demonstrate the ability to write effectively for different audiences and purposes, shaping content, organization, and style to correspond with appropriate disciplinary expectations and rhetorical contexts.
- Students will demonstrate the ability to locate and use relevant, credible evidence to support ideas.
- Students will demonstrate the ability to cite and document sources in keeping with appropriate disciplinary conventions.

Course Materials

There will be no assigned text for this course. Materials will be distributed throughout the course using Canvas.

Canvas Account:

All students will be automatically enrolled on Canvas for this course once they have paid registration. Lesson outlines, assignments, resources, grades and other materials will be posted on the course page throughout the semester. Students are expected to check Canvas frequently and are responsible for monitoring their grades on the system. All communication with your instructor should be via email or in person—do not send messages through Canvas.

Course Expectations

As the instructor I am committed to helping you improve your writing. To that end, you can expect constructive feedback on your assignments and an opportunity to apply that feedback on future assignments.

Punctuality:

Punctual attendance, collegial class participation, on-time submission of assignments, and honest effort are expected in this course. Tardiness is disruptive and disrespectful to the classroom, students, and instructor. Roll call will be taken promptly at 12:20, and you will not receive credit for the day if you miss roll call.

Students are responsible for obtaining any missed class material. Make-up exams will only be permitted to those individuals on a case-by-case basis with a documented excuse. Students participating in UTK-approved activities must notify your instructor a week in advance of any Exam.

Electronic devices:

I recognize the benefits of technology in the classroom, especially when used throughout the semester for activities and assignments. However, if your use of electronic devices becomes distracting, you will be disinvented from the next class (Working on other assignments, Facebooking, surfing the web, watching videos, texting, etc.).

Writing Expectations

As a student in the Herbert College of Agriculture at UTK, you are expected to produce high quality writing. This means your writing assignments should meet college standards. • Proper grammar, punctuation, and sentence structure

- No use of first person
- No use of contractions when indicated
- The use of proper APA citations when assignments require it

If you need extra help with writing the university offers free services through the Student Writing Center. This is an excellent service and I encourage any of you who would like additional help to contact the Center at writingcenter@utk.edu or visit their website at <http://writingcenter.utk.edu>

Assignments

Submission:

All assignments should be submitted in Microsoft Word format with your last name and first initial as the file name (Leal, A.). All assignments are due by the deadline indicated on the assignment rubrics. Technical difficulties will **NOT** be an excuse, so plan ahead. Any assignment submitted after the deadline will be considered late and **15% will be deducted for each day late**. Assignments will not be accepted after **two days** from the day the assignment was due.

In-Class:

You will have several in-class assignments throughout the semester— one to two assignments each week. The purpose of these in-class assignments is to allow you to reflect on class concepts, explore relevant resources, and practice expressing your thoughts through writing.

You must be in class, and activities cannot be made up without a documented university excused absence. In-class assignments are due the same day they are assigned, unless otherwise indicated, and no late submissions will be accepted.

Some of the in-class assignments will be group activities. You are expected to split the work equally among group members; the instructor reserves the right to assign the earned grades to group members based on contributions.

Grade Discrepancies:

All grade discrepancies are to be addressed within **a week** of the assignment being posted to Canvas.

Rewrites

Rewrites allow you to earn up to half of the points missed on the original assignment by addressing the instructor's comments. You will be allowed two rewrites on the identified assignments in the "course assignments" section of this syllabus, denoted with an "R" next to the assignment name. Caution should be taken when making corrections as introducing new errors will result in a loss of points. Rewrites are due **one week** from the day you receive your graded assignment back. Rewrites are to be submitted via Canvas in Microsoft Word format with your last name, first initial, and letter R as the file name (Leal, AR.) Late rewrites will not be accepted. You are responsible for monitoring Canvas for returned assignments.

The Writing Center

The Writing Center is available to all students at UTK. Trained graduate students and lecturers are available to help students with their writing assignments, from the brainstorming stage to final revisions. This is a free resource to all of you, and it's recommended that you use this resource while completing your course assignments. Branches of The Writing Center are all over campus with varying operating hours.

For more information, please visit: <https://writingcenter.utk.edu>

LinkedIn Learning

The University of Tennessee has an agreement with LinkedIn to provide free online tutorials to students and faculty on many software programs. If you feel "rusty" with any program, after being introduced to it in an ALEC course, it is **highly recommended** that you take it upon yourself to go through some of the LinkedIn tutorials, which can be accessed through the link on your myUTK page. I will provide more info on how to access this service during a class session or visit <http://linkedinlearning.utk.edu/>

Syllabus Disclaimer

Serious effort and consideration were used in formulating this syllabus. While viewed as an educational contract between the instructor and student, unforeseen events may cause changes to the scheduling of assignments, lectures, etc. The instructor reserves the right to make any changes deemed necessary to best fulfill the course objectives. You will be made aware of any changes in a timely fashion using reasonable means.

University Civility Statement

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other's well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus. <http://civility.utk.edu/>

Academic Integrity

“An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

Unplag plagiarism detection engine will be used in the course to check each assignment submitted through Canvas. All parties involved will be reprimanded if evidence of plagiarism surfaces through the guidelines established by the university conduct board. The student may receive a zero on the assignment or in some cases may fail the course.

For more information, please visit: <http://www.lib.utk.edu/instruction/plagiarism>

Services for Students with Disabilities

Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services (ODS) at 865-974-6087 in 100 Dunford Hall to document their eligibility for services. ODS will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.

For more information regarding your rights as a student at UTK, please visit:

<http://accessibility.utk.edu>

Grade Breakdown

A	100% — 90%		
B+	89.9% — 87%	D+	72.9% — 70%
B	86.9% — 83%	D	69.9% — 67%
B-	82.9% — 80%	D-	66.9% — 60%
C+	79.9% — 77%	F	Below 59.9%
C	76.9% — 73%		

Course Assignments

Assignment	Due Date	Word Count (Min.)
Introduction Letter(R)	Aug. 28	300 x2
Resume 	Sept. 18	250
Cover letters(R) 	Sept. 27	250 x2
Annotated Bibliography	Oct. 28	750
Poster Presentations	Dec. 2 & Dec. 4	350
Issues Research Report	Dec. 9	2,000
In-Class Assignments	Various	various
Punctuality	Daily	N/A
TOTALS		Roughly 5,000 Words

Course Grading

Introduction Letters	R - 50 Points
Resume	- 50 Points
Cover Letters	R - 100 Points
Annotated Bibliography	- 100 Points
Poster Presentation	- 200 points
Research Report	- 200 Points
Other Class Assignments	- 200 Points
Attendance	- 100 Points
Total Available	- 1000 Points

University Schedule

Classes Begin.....	Wednesday	August 21
Labor Day	Monday	Sept. 2
1st Session Ends	Wednesday	Oct. 9
2nd Session Begins	Thursday.....	Oct. 10
Fall Break.....	Thursday - Friday	Oct. 17-18
No Class Day.....	Wednesday	Nov. 27
Thanksgiving Holiday.....	Thursday - Friday	Nov. 28-29
Classes End.....	Wednesday	Dec. 4
Study Day	Thursday.....	Dec. 5
Exams.....	Friday - Thursday	Dec. 6, 9, 10, 11, 12
Graduate Hooding.....	Thursday.....	Dec. 12
Commencement.....	Friday	Dec. 13
Official Graduation Date.....	Saturday	Dec. 14

Course Schedule

Week

- Aug. 21: (Wed) Syllabus Overview & Effective Writing — (Fri) 3 Shining Moments Exercise
- Aug. 26: (Mon) 3 Shining Moments, Writing Review, and Introduction Letters — (Wed) Emails — (Fri) Elevator Pitch

Due: Introduction Letter (Aug. 28)

- Sept. 2: (Mon) *Labor Day* — (Wed) Resumes — (Fri) Letter Heads*
- Sept. 9: (Mon) Identifying job openings — (Wed) Preparing a Portfolio (Fri) Interviewing

Rough Draft: Resume (Sept. 13)

- Sept. 16: (Mon) Pitch Practice (Wed) Meetings & workplace ethics (Fri) Professional Development

Due: Resume (Sept. 18)

- Sept. 23: (Mon) Social Media* — (Wed) Cover Letters/Personal Statements — (Fri) *Identifying career opportunities*

Due: Cover Letters (Sep. 27)

- Sept. 30: (Mon) Introduction to Research (Wed) Agricultural Issues (Fri) Agricultural Issues Cont.
- Oct. 7: (Mon) Selecting Your Topic** — (Wed) Purpose & Objectives* & Annotated Bibliographies — (Fri) Research Paper Elements
 - **Pendergrass library staff in-class instruction
- Oct. 14: (Mon) Research Paper Elements Cont. — (Wed) APA Style — (Fri) Fall Break
- Oct. 21: (Mon) APA Style/Finding Sources — (Wed) Finding Sources** — (Fri) Work Day
 - **Pendergrass library staff in-class instruction
- Oct. 28: (Mon) Issues Research Report — (Wed) Work Day* — (Fri) Graphics

Due: Annotated Bibliography (Nov. 1)

- Nov. 4: (Mon) Posters** — (Wed) Presentations — (Fri) Work Day*
 - **Pendergrass library staff in-class instruction

Nov. 11-Dr. Greig's baby due (Dates may vary, instruction cover will be provided)

- Nov. 11: (Mon) Document Formatting* — (Wed) Document Formatting Cont.* — (Fri) Abstracts*

Optional: Issues Research Report Rough Draft (Nov. 15)

- Nov. 18: (Mon) Work Day — (Wed) Work Day — (Fri) Work Day

Rough Draft: Issues Research Report (Nov. 22)

- Nov. 25: (Mon) Poster Practice* — (Wed) No Class Day (Fri) *Thanksgiving Break*
- Dec. 2: (Mon) Poster Presentations — (Wed) Poster Presentations

Classes End (Dec. 4); Due: Issues Research Report (Dec. 9)

* Laptop required