University of North Texas at Dallas
Spring 2016
SYLLABUS

TECM 1200 - 001

Department of	Languages & Communications	Division of	Liberal Arts and Life Sciences

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Office Hours:	**Arranged Conference Room or On Line By Appointment**

Classroom Location:	*DAL2 136*
Class Meeting Days & Times:	MW 11:30-12:50

Course Catalog Description:	This course fulfills TSI requirements for students who have not passed the writing and/or reading portion of the Texas Higher Education Assessment with a score of 7 prior to enrolling in the university or who are not otherwise exempt. The course content covers sentence formation, emphasizes audience, purpose and occasion, and focuses on skills needed for argumentation and exposition, and reading improvement and comprehension. Students must complete the requirements of the course with a grade of C or better in order to meet the prerequisite for ENGL 1310 or ENGL 1313. TECM 1200 does not apply to degree.

Prerequisites:	**NA**
Required Text:	**There is no text for this course. All materials are provided within the BB shell. <mark>Note: Students will need a flash drive to maintain course assignments.</mark>**

Access to Learning Resources:	UNT Dallas Library:
	      phone: (972) 780-3625;
	      web: http://www.unt.edu/unt-dallas/library.htm
	UNT Dallas Bookstore:
	      phone: (972) 780-3652;
	      e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview: The goals of this course are as follows -

The goal of this course is developmental in content. It is a course dedicated to helping students who demonstrate a need for extra assistance in collegiate writing and reading.

Learning Objectives/Outcomes: At the end of this course, students will be able to:

1	Demonstrate unity in writing (direction).
2	Write coherently (connection).
3	Take a position and support it in writing.
4	Demonstrate the ability to use English grammar and mechanics appropriately.
5	Understand how to incorporate outside sources to support ides.
6	Increase vocabulary through writing and reading.
7	State the content of readings.
8	Interpret content of readings.

Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Class Folders.

TOPICS	TIMELINE
Before we begin, please keep this idea in mind. We are in this together. Your professor wants to help you get from where you are to where you want to be with your writing in preparation for your next English course and your other university courses. To achieve that goal, we will constantly strive for the following: demonstrate a process approach to writing; generate topics and supporting details from one's personal and educational experience; write an essay with a three-part structure (introduction/body/conclusion) that makes a point; support general statements with specific details and examples; recognize the difference between writing for an audience and writing for self; employ a strong writer's voice and revise and edit writing for standard written English; identify the parts of speech; and develop proofreading strategies to be able to edit writing for the following errors: apostrophes in contractions, possessives, and misused apostrophes; articles and prepositions; awkward wording; capitalization; commas with items in a series, coordinating conjunctions, introductory clauses, phrases, and transitional devices, and unnecessary commas; ten commonly confused words - *a/an/and; are/our; it's/its; knew/know/new/no; than/then; their/there/they're; to/too/two; were/we're/where; whose/who's; your/you're* - parallelism; omitted words and letters; pronoun case, agreement, and reference; quotation marks; run-ons and sentence fragments; subject-verb agreement; verb tense consistency; and document design. The weekly general content follows below.	**The time frame is on-going throughout the course and in the future as a critical part of life-long learning.**

General Introduction to the Course Unity and Coherence in Writing Free Writing	Week of 01/18/16 January 18 is a National Holiday and the University is closed.
"Clauses: Building Blocks for Sentences" Free Writing Peer Review Guideline for the Semester Peer Review Submission of free writing sample on line.	Week of 01/25/16
"The Paragraph: Once you can write a clear, concise, grammatically correct paragraph, your writing improves dramatically." Essay organization Free Writing Peer Review Submission of free writing sample on line	Week of 02/01/16
Reading " Everything Has a Name" Discussion Board "Everything Has a Name" First Essay in Class Peer Review of First Essay Submit First Essay on line	Week of 02/08/16
"The English House of Commas" and "Our Friend, the Semicolon" Self-Test Submit Revision of First Essay after class lab with professor	Week of 02/15/16
"Avoiding Fragments" and "Avoiding Run-on Sentences Self-tests Free Writing Peer Review Submission of free writing sample	Week of 02/22/16
Second Essay in Class Peer Review of Second Essay Submit Second Essay on line Note: Pay close attention to news stories for the next two days	Week of 02/29/16
Discussion Board "Recent News Story" "The Colon: A Sentence Gateway" Self-tests Submit Revision of Second Essay on line after class lab with professor	Week of 03/07/16
Spring Break! Enjoy!!!	Week of 03/14/16
"Fragments: A fragment is a piece of a sentence." Free Writing Peer Review Submission of free writing sample	Week of 03/21/16
Third Essay in Class Peer Review of Third Essay Submit Third Essay on line	Week of 03/28/16

"Avoiding Run-on Sentences" Submit Revision of Third Essay on line after class lab with professor	Week of 04/04/16
Discussion Board: Something Worth Fighting For" Library Program Dealing With Research	Week of 04/11/16
Fourth Essay in Class (two research sources required) Peer Review of Fourth Essay Submit Fourth Essay on line	Week of 04/18/16
Submit Revision of Fourth Essay on line after class lab with professor What Should You Expect in your 1300 level English Course?	Week of 04/25/16
Review Week. There are no new assignments. Friday is a University Wide "Reading Day."	Week of 05/02/16
Exam Week: See Exam schedule in the Exam Week Folder on BB.	Week of 05/09/16

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Essays – *written assessments designed to measure knowledge of presented course material*
Discussion Boards – *written assignments designed to supplement and reinforce course material*
Free Writing– *short assignments designed to measure ability to apply presented course material*
Class Participation – *daily attendance and participation in class discussions*
Final Assessment Exam: objective *tests designed to measure knowledge of presented course material*

Grading Matrix:

Instrument	Value (points or percentages)	Total
Four Essays	50%	50%
Discussion Boards	20%	20%
Free Writing	10%	10%
Class Contribution/Peer Review	10%	10%
Final Objective Grammar /Usage Exam	10%	10%
Total:	**100%**	**100%**

<u>**Grade Determination**</u>
A = 90% or better
B = 80 – 89 %
C = 70 – 79 %
D = 60 – 69 %
F = less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at http://www.untdallas.edu/disability. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:
University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:
Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at
http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf
for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. In addition, more than three unexcused absences may result in a failing grade in the course. Furthermore, class attendance and participation in the both traditional and Blackboard classroom are expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class and in in the discussion board. Traditional and Online presence and participation in all class discussions are essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this traditional, online or hybrid course is considered when you are physically in class and/or logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to http://www.untdallas.edu/registrar for specific dates. If you are absent/not active in the class and/or course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette:
In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at http://www.untdallas.edu/osa/policies. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:
Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- http://www.untdallas.edu/dlit/ecampus/requirements
- https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/040_Browser_Support_for_SP_13
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html