









University of North Texas at Dallas

Fall 2013 SYLLABUS

TECM 1200: Developmental Writing		3Hrs	
Department of	Liberal Arts and Life Sciences	Division of	Languages & Communications
Instructor Name:	Robert O. Harris, Jr.		
Office Location:	Adjunct Faculty Office: Campus		
Office Phone:	Answer/Fax: 972-669-1777		
Email Address:	Robert.Harris@UNTDALLAS.edu		
Office Hours:	Arranged Conference Room or On Line By Appointment		
Virtual Office Hours:	On Line by Appointment		
Classroom Location:	Adjunct Faculty Office: Campus		
Class Meeting Days & Times:	Tuesday and Thursday 10:00-11:20 Room DAL1 226		
Course Catalog Description:	This course fulfills TSI requirements for students who have not passed the writing 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. 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		
Co-requisites:	NA		
Required Text:	There is no text for this course. All materials are provided within the BB shell. Note: Students will need a flash drive to maintain course assignments.		
Recommended Text and References:	NA		
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 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		
Learning Objectives/Outcomes:	At the end of this course, the student should be able to		
1	Demonstrate unity in writing (direction)		
2	Write coherently (connection).		
3	Take a position and support it in writing.		
4	Use English grammar and mechanics appropriately		
5	Increase vocabulary.		
6	Understand how to incorporate outside sources in texts to support ideas.		

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by announcements on Blackboard and e-mail.

TOPICS	TIMELINE
<p>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:</p> <ul style="list-style-type: none"> 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 - <i>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</i> - 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. <p>The weekly general content follows below.</p>	<p>The time frame is on-going throughout the course and in the future as a critical part of life-long learning.</p>

General Introduction to the Course Unity and Coherence in Writing Free Writing	Week of 8/25/14
“Clauses: Building Blocks for Sentences” Free Writing Peer Review Guideline for the Semester Peer Review Submission of free writing sample on line.	Week of 9/01/14
“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 9/08/14
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 09/15/14
“The English House of Commas” and “Our Friend, the Semicolon” Self-Test Submit Revision of First Essay after class lab with professor	Week of 09/22/14
“Avoiding Fragments” and “Avoiding Run-on Sentences” Self-tests Free Writing Peer Review Submission of free writing sample	Week of 09/29/14
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 10/06/14
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 10/13/14
“Fragments: A fragment is a piece of a sentence.” Free Writing Peer Review Submission of free writing sample	Week of 10/20/14
Third Essay in Class Peer Review of Third Essay Submit Third Essay on line	Week of 10/27/14
“Avoiding Run-on Sentences” Submit Revision of Third Essay on line after class lab with professor	Week of 11/03/14
Discussion Board: Something Worth Fighting For” Library Program Dealing With Research	Week of 11/10/14
Fourth Essay in Class (two research sources required) Peer Review of Fourth Essay Submit Fourth Essay on line	Week of 11/17/14

Submit Revision of Fourth Essay on line after class lab with professor What Should You Expect in your 1300 level English Course?	Week of 11/24/14
Review Week. There are no new assignments. Friday is a University Wide "Reading Day."	Week of 12/01/14
Exam Week: See Exam schedule in the Exam Week Folder on BB.	Week of 12/08/14

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%

Grade Determination:

A = 90% or better

B = 80 – 89 %

C = 70 – 79 %

D = 60 – 69 %

F = less than 60%

The syllabus continues below.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Any student requesting academic accommodations based on disability is required to register with Disability Services each semester. A letter of verification for approved accommodations can be obtained from the disability office. Please be sure the letter is delivered to me as early in the semester as possible. For more information, you may visit the Student Life Office, Suite 200, Building 2 (open Mon – Friday 8:30am to 5:00 pm) or call **972-338-1775**.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. 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 the SETE to be an important part of your participation in this class.

Assignment Policy:

All required assignments and discussion boards must be submitted by the posted due dates and in the proper APA format to receive credit. All work must be created solely for the purposes of this class and must be the student's own. Students should keep a copy of all materials handed in during the course. Grades will be updated every week and feedback given through email, Bb comments, turnitin.com and/or rubrics. **NO LATE WORK WILL BE ACCEPTED.** Grades are posted as the grading is completed. Students have access to the grade book at all times.

Exam Policy: Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

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.

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website <http://www.untDallas.edu/>. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.005%20Student%20Attendance.pdf

In addition to the above information, an excessive absence pattern may be an important factor in determining quiz, assignment, and test makeups as well as in averaging borderline letter grades. The policy for this course is as follows. More than three unexcused absences may lead to a failing grade for the course.

Diversity/Tolerance Policy *Students are encouraged to contribute their perspectives and insights to class discussions. 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 Office of Student Life as the instructor deems appropriate.*

Other Policies:

- *Use of Blackboard is an essential part of the course.*
- *Use of Cell Phones & other Electronic Gadgets in the Classroom is prohibited unless specifically requested by the professor.*
- *Please do not bring Food & Drink in the Classroom.*
- *Use of Laptops is fine for class work. Surfing the web and e-mailing is rude and un-professional and cannot be tolerated.*
- *Avoid a "Grade of Incomplete" by completing all work. Any assignment not completed will be averaged as a zero <http://www.untdallas.edu/search/node/incomplete>*