

University of North Texas at Dallas
Fall 2013
SYLLABUS

Course Abbreviation/Number/Title/Semester Hrs ENGL1323: College Writing I 3Hrs				
Department of		English	Division of Liberal Arts & Life Sciences	
Instructor Name:		<i>Dr. Sura P. Rath</i>		
Office Location:		<i>Founders Hall #261</i>		
Office Phone:		<i>972.338.1545</i>		
Email Address:		<i>sura.rath@unt.edu</i>		
Office Hours:		MW 9-10 a.m. & 4-5 p.m.		
Virtual Office Hours:		None		
Classroom Location:		1313-091 Founders Hall #304	MW 5:30-6:50 p.m.	
		1313-094 Founders Hall #240	MW 10:00-11:20 a.m.	
		1323-090 Founders Hall #212	MW 1:00-2:20 p.m.	
Class Meeting Days & Times:		1313-091 Founders Hall #304	MW 5:30-6:50 p.m.	
		1313-094 Founders Hall #240	MW 10:00-11:20 a.m.	
		1323-090 Founders Hall #212	MW 1:00-2:20 p.m.	
Course Catalog Description:		Computer Assisted College Writing: Writing as a means of critical thinking; emphasis on the process of perfecting the essay through multiple drafts		
Prerequisites:				
Co-requisites:				
Required Text:		<i>Elements of Style</i> by William Strunk and E. B. White A good dictionary (Recommended: <i>American Heritage Dictionary</i>)		
Recommended Text and References:				
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@fhg.follett.com		
Course Goals or Overview:				
The goal of this course is for students to practice writing a research paper using the standard steps of preparing a bibliography, taking notes, multiple drafting, revising, and preparing a final paper.				

Learning Objectives/Outcomes: At the end of this course, the student will	
1	Be able to pick a subject and prepare a narrower topic for development into a research paper.
2	Be able to prepare a working bibliography by using multiple methods of library research
2	Demonstrate the ability to take notes and organize ideas in coherent paragraphs
3	Define qualities of effective writing: unity, coherence, and emphasis
4	Be able to format their paper using the MLA and APA styles

Course Outline

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

TOPICS	TIMELINE
Selecting a topic for a research paper	
Preparing a working bibliography	
Note-taking	
Preparing multiple drafts of a research paper	
Documenting cited material (MLA and APA formats)	
Revising the written text	

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. This is a hands-on studio course using continued practice of writing the research paper. Successful completion of this course depends on your regular and punctual attendance, systematic completion of the steps of writing a research paper, and timely submission of all assigned work.

Grading Matrix:

Instrument	Value (points or percentages)	Total
Topic selection	100	100
Intro paragraph development	100	100
Development of key ideas	100	100
Revision	100	100
Documentation	100	100
Attendance	100	100
Total:		600

*Regular and punctual attendance is required for this class. To earn the full points for attendance, you will need to be present for all the meetings. For each unexcused absence, you lose ten points.

Grade Determination: (*grading will be on a ten-point scale*)

A = 90% or higher B = 80 – 89 % C = 70 – 79 % D = 60 – 69 %
 F = less than 60%

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). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

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 assigned work is due IN CLASS on the day it is due. Homework, such as summaries/synopses of readings, should be typed double-spaced.

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 conduct and Academic Dishonesty 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 Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

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 www.unt.edu/dallas. 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. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. 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.

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 Center for Student Rights and Responsibilities as the instructor deems appropriate.

Optional Policies:

- ❖ Use of WebCT/Blackboard: **I do not use Blackboard.**
- ❖ Use of Cell Phones & other Electronic Gadgets in the Classroom: **Not allowed. All cell phones must be turned off or switched to “silence” mode.**
- ❖ Food & Drink in the Classroom: **Please do not bring food and drinks to the class.**
- ❖ Use of Laptops: **Not allowed. I would like you to listen to class discussions and actively participate in them.**
- ❖ Grade of Incomplete, “I”: **I do not approve of “incomplete” grades except in major health related disabilities. Medical documentation will be required.**

Reading Schedule

Week 1	8/28	Class introduction. Introduction to research paper methodology.
Week 2	9/2	Labor Day, No class Monday Workshop on topic selection. From subject to topic.
Week 3	9/9	Group discussion on topic selection. Peer critique. Preparing a bibliography.
Week 4	9/16	Library research First draft of bibliography
Week 5	9/23	ETS Proficiency Skills Profile Test Monday Final working bibliography
Week 6	9/30	Research and Note-Taking Group critique of notes
Week 7	10/7	Research and Note-Taking Preparing a thesis
Week 8	10/14	First Draft of Introduction paragraph Peer critique of intro paragraphs
Week 9	10/21	Individual Conference week. Group discussions.

Week 10	10/28	Writing the first draft of the paper Group critique of the first draft
Week 11	11/4	Group critique of the first draft
Week 12	11/11	Draft 2
Week 13	11/18	Draft 3
Week 14	11/25	Final draft Documentation: End notes and Works Cited
Week 15	12/2	Presentation of the final work to class.

There will be no final examination for this class.