

University of North Texas at Dallas
SPRING 2012
SYLLABUS

TECM 1200D-90 Developmental Writing			
3 hrs			
Department of		Languages and Communication	Division of Liberal Arts & Life Sciences
Instructor Name:		Kate Warrington	
Office Location:		Building 2, Room 258	
Office Phone:		(972) 338-1537	
Email Address:		kate.warrington@unt.edu	
Office Hours:		MW 12-4 and Th 5:30-6:30	
Writing Center Hours:			
Classroom Location:		MW DAL 1 201D and Th DAL 1 226	
Class Meeting Days & Times:		MWTh 4:00-5:20	
Course Catalog Description:		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. Covers sentence formation and skills needed for argumentation and exposition. Emphasizes audience, purpose and occasion. 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. Does not apply to degree.	
Prerequisites:			
Co-requisites:			
Required Texts:		CompClass with <i>The Everyday Writer</i> <i>The Writer's Presence</i> by Donald McQuade and Robert Atwan	
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@fhcg.follett.com	
Course Goals or Overview:			

	The goal of this course is to prepare students to successfully address college reading and writing assignments.
TECM 1200 Learning Objectives/Outcomes:	
1	Be able to read and critically analyze academic texts
2	Define and illustrate the importance of audience, purpose, and occasion for any writing assignment
3	Understand writing as a recursive process
4	Be able to write well-organized, grammatically correct prose
5	Demonstrate the ability to write argumentative and personal/reflective essays
6	Understand how to incorporate outside sources in texts to avoid plagiarism

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by UNTD email or during class time.

TOPICS	TIMELINE
Introduction to Developmental Writing	Week of January 16
Grammar Pre-Test	January 23
Descriptive writing	Week of January 30
Parts of an essay (Introduction, Body, Conclusion) and writing as a process	Week of January 30-Week of February 6
Writing Assignment #1: Character Sketch essay due	February 13
Introduction to reading and writing argumentative essays	Week of February 13 – Week of February 20
Individual conferences	February 23
Writing Assignment #2: Argument essay due	February 27
Writing for oral presentation/audio texts	Week of February 27 – Week of March 12
Writing Assignment #3: Writing for audio essay due	March 15
Intense grammar instruction	Week of March 26
Grammar test	March 29
Writing/creating an argument with sources	Week of April 2 – Week of April 16
Writing Assignment #4: Writing with sources due	April 18

Preparation for final exam	Week of April 23 – Week of April 30
Final exam and all revisions of writing assignments due	May 9

Course Evaluation Methods

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

Reading Journal - response to readings assigned for homework to allow students to react to the readings and share their understanding of the course material

Writing Assignments – a variety of written assignments students will work on throughout the semester to practice and apply course material

Participation– in-class assessments to gauge understanding and engagement with course material. Participation assignments may include peer review, quizzes, and in-class writings

Exams/Tests – assessments designed to measure students’ understanding of the writing process, reading comprehension and grammatical rules and their applications.

Grading Matrix:

Instrument Value (percentages) Total

Reading Journal - 15%

Writing Assignments (Assignments 1-4) - 35%

Participation (includes peer review, quizzes, and other in-class assignments) - 25%

Grammar Test – 10%

Final Exam – 15%

Total - 100%

Grade Determination:

A = 90 - 100%

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

Drafts of essays should be posted to CompClass before class time on the date the draft is due. Generally, your peers will make comments on these drafts by responding to your post with the expectation that you will make revisions

based upon the received suggestions. Writing assignments will be graded using the rubric posted below. Peer review assignments and reading journal entries will be graded on a pass/fail basis.

Assignment Format

All assignments must meet the following requirements:

- Be typed or printed on a word processor
- Be double-spaced (unless otherwise specified)
- Use a 12-point font in Times New Roman
- Use one-inch margins on the top, bottom and sides
- Use correct MLA format and documentation

When posting essays online via CompClass, formatting may be compromised. I will take this into consideration when evaluating all online assignments in this course. However, failure to submit assignments in the appropriate format could result in a 5-10 point reduction in the grade for that assignment. If/when you post assignments as attachments, you must post your file as a Word document (.doc or .docx). Failure to post in the correct format may jeopardize your ability to earn credit on the assignment.

Essay Grading Rubric

_____ (30 points) – **Topic** – The essay should address the assigned topic and appropriate genre conventions. The essay should adhere to the page limit and formatting guidelines as described on the course syllabus and should cite all outside sources using proper MLA documentation style.

- 10 points – addresses assigned topic and genre conventions
- 10 points – all drafts and peer review forms are included in the portfolio
- 5 points – meets required page limit and formatting guidelines
- 5 points – the essay is written in proper MLA format and all sources are cited using MLA documentation.

_____ (25 points) – **Organization/Consistency** – The essay should be organized in a way that the audience can easily follow the author's main points or storyline. The essay should move forward in a logical way, maintaining a consistent voice. The essay should contain a clear introduction that introduces the topic, a body that helps build and support the author's discussion of the topic, and a conclusion that appropriately wraps up the essay without leaving the reader hanging or introducing a new topic. Appropriate paragraph breaks and transitions between paragraphs are essential to achieving clear organization.

- 10 points – essay maintains a consistent voice and logical organization from beginning to end
- 5 points – essay introduces the topic/purpose in the introduction
- 5 points – essay includes a conclusion that appropriately wraps-up the essay
- 5 points – essay includes appropriate paragraph breaks and transitions

_____ (15 points) – **Descriptive writing/Support** – The essay should include support for each main point in order for the reader to fully understand the author's message. This support (depending upon the assignment guidelines) may be in the form of personal examples, extended description/imagery so the reader may visualize the topic, testimonials or interview data from outside sources, or other supporting sources as discussed in class.

_____ (15 points) – **Grammar/Mechanics** – The essay should be written in grammatically correct English, using proper punctuation, unless the author uses incorrect grammar to capture the voice of a character or source included in the essay.

- 10 points – essay is written in grammatically correct English: proper subject/verb agreement, pronoun agreement, consistent and appropriate verb tenses, correct spelling, etc.
- 5 points – essay uses proper punctuation: correct use of apostrophes, commas, semi-colons, colons, etc.

_____ (10 points) – **Sentence structure/Style** – The essay should be written using correct sentence structure (e.g. avoiding run-on sentence and/or sentence fragments), unless the author uses run-on sentences/fragments to capture accurate dialogue. The essay should contain sentences of varying lengths so as to avoid a monotonous tone.

- 5 points – essay includes correct sentence structures, avoids fragments and run-on sentences
- 5 points – essay contains sentences of varying lengths

_____ (5 points) – **Voice** – The essay captures the unique voice, ideas, and perspective of the author and may use strategies like attention grabbers and vivid word choice to maintain the audience’s attention.

Late Assignments

I do not accept late assignments. You will receive a 0 for all assignments not submitted on time. Opportunities to make-up missed assignments will be considered on a case-by-case basis.

Reading Journals

You will be asked to keep an online reading journal using CompClass. **Each journal entry should be 200 words or more.** These journal entries offer opportunities for you to reflect on the readings for this course. To earn credit for a reading journal entry, you must write 200 words and answer **all** of the questions posted within the assignment prompt on CompClass. Your Reading Journal will be graded pass/fail.

Participation

Participation includes in-class writing assignments, preparation for and participation in peer-review workshops and performance on reading quizzes. If you miss class with an unexcused absence, you will not be offered the opportunity to make-up missed participation assignments. You are not eligible to earn participation points if you are not present in class (e.g. you cannot take an online quiz from home and earn participation points).

Writing Assignments

There are 4 major writing assignments in this course: 1. Character Sketch essay, 2. argument essay, 3. writing for audio essay, and 4. arguing with sources essay. Each of these assignments, except for the writing for audio essay, will be evaluated using the essay grading rubric posted above. Students will have the opportunity to revise writing assignments #1, #2, and #4 to improve their grades once these essays have been evaluated. All revisions are due on or before the final exam day, May 9.

Cell Phones

Cell phone use is not permitted during class time. This includes talking on the phone, texting, emailing, checking messages, or playing games. You should turn your ringer **off** during class time (not on vibrate) because ringing/vibrating cell phones may disrupt class activities. If you must have your cell phone on during class time, please inform the instructor. Otherwise, if your cell phone rings in class or if you use your phone during class time, you will lose all participation points awarded for that day.

Exam Policy

Our final exam will be given on May 9 from 4:00-6:00 p.m. No make-up exams will be given.

Attendance

Students are expected to attend class meetings. The only excused absences that will be recognized in this course are 1. Illness that required a doctor’s visit (this type of absence will be counted excused after submitting a signed/dated doctor’s note to the instructor), 2. Death in the immediate family (this includes parents, siblings, and children only), or 3. Observance of a religious holiday. Even if a student’s absence meets one of these criteria, he/she is responsible for working with the instructor to establish a schedule for making up all work missed.

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.

Students can expect that all instances of plagiarism will be reported to Laura Smith in the Student Life Office. For first offences, students will earn a 0 (zero) on the assignment. For a second offense, students will fail TECM 1200.

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.

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:

For this class, you are required to communicate using your UNTD email account and/or your CompClass email. You should check this email account at least 2 times per week. I will send all communication about this class to your UNTD account or via CompClass.