University of North Texas at Dallas
Fall 2016
SYLLABUS for UGRW 1200-051
Developmental Reading/Writing Tutorial

Department of	English		School of	Liberal Arts and Life Sciences

Instructor Name:	Anthony Chaney, PhD
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Office Hours:	**TBA**

Classroom Location:	DAL1 201D
Class Meeting Days & Times:	TuTh 10:00-11:20am and then Tutoring and Online

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, but are very close to the cut-off, 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. UGRW 1200 does not apply to degree. (Pass/Fail)
	This Non-course-based program includes workshops, tutorials and self-paced instruction. This program option is generally available to students for only one semester. The professor of record monitors student progress in the non-course-based program throughout the semester while the student is concurrently enrolled in English 1313. At any point during the semester, based on assessments by the professor of record, the student may cease participation in UGRW 1200 and mainstream in English 1313.
	Definition of Non-Course Competency-Based Developmental Education Interventions: Interventions that use innovative learning approaches designed to address a student's identified weaknesses and effectively and efficiently prepare the student for college-level work. These interventions must be overseen by an instructor of record, must not fit traditional course frameworks, and cannot include advising or learning support activities already connected to a traditional course. Interventions may include, but are not limited to, tutoring, supplemental instruction, or labs

Prerequisites:	**NA: This course runs concurrently with English 1313**
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.**

Access to Learning Resources:	UNT Dallas Library:
	    phone: (972) 780-1616
	    web: http://www.untdallas.edu/library
	    email: library@untdallas.edu
	UNT Dallas Bookstore:
	    phone: (972) 780-3652
	    web: http://www.untdallas.edu/bookstore
	    e-mail: untdallas@bkstr.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 reading and/or writing.
	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.

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 Readings and Activities/Assignments sections.

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 and reading;
- 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.
- Increase vocabulary through writing and reading.
- Increase vocabulary through writing and reading
- State the content of readings
- Interpret content of readings

Schedule	Topic	Activities	Due Date
Week 1 August 22-28	General Introduction to the Course Tutoring online	Unity and Coherence in Writing "Avoiding Fragments" and "Avoiding Run-on Sentences" Submission of free writing sample on line. Self-Assessments	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 2 August 29 – September 4	Reading and Writing Self-Assessments Tutoring online	Reading: "I Have A Dream" "Clauses: Building Blocks for Sentences" Free Writing Submission of free writing sample on line. Self-Assessments Submit First Essay on line	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 3 September 5-11	"The Paragraph: Once you can write a clear, concise, grammatically correct paragraph, your writing improves dramatically." Tutoring online	Essay organization Submit re-write of First Essay Self-Assessments NOTE: After Week 3, the course is totally on line. Remaining assignments are individualized to meet specific student's needs.	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 4 September 12-18	Second Essay Tutoring online	Second Essay Submit online Tutoring online	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 5 September 19-25	Submit re-write of second essay. Tutoring online	"The English House of Commas" and "Our Friend, the Semicolon" Self-Assessments Tutoring online	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 6 September 26 – October 2	Self-Assessments Free Writing Tutoring online	Avoiding Fragments" and "Avoiding Run-on Sentences Self-Assessments Free Writing Tutoring online	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 7 October 3-9	Note: Pay close attention to news stories for the next two days Tutoring online	Summary of Readings Tutoring online Self-Assessments	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 8 October 10-16	Self-Assessments Tutoring online	"The Colon: A Sentence Gateway"	All Due Dates are specified in the weekly folders in

			the Blackboard Course Site.
Week 9 October 17-23	Free Writing Self-Assessments Tutoring online	"Fragments: A fragment is a piece of a sentence."	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 10 October 24-30	Self-Assessments Peer Review of Third Essay Tutoring online	Self-Assessments Peer Review of Third Essay Submit Third Essay online Tutoring online	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 11 October 31 – November 6	Submit Revision of Third Essay online Tutoring online	Submit Revision of Third Essay online	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 12 November 7-13	Library Program Dealing With Research Tutoring online	Library Program Dealing With Research MLA and APA	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 13 November 14-20	Fourth Essay (two research sources required) Tutoring online	Submit Fourth Essay on line Tutoring online	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 14 November 20-27	Submit Revision of Fourth Essay on line Tutoring online	Submit Revision of Fourth Essay on line Tutoring online	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 15 November 28 – December 4	Review Week. There are no new assignments. Friday is a University Wide "Reading Day."	Review Week. There are no new assignments. Friday is a University Wide "Reading Day."	All Due Dates are specified in the weekly folders in the Blackboard Course Site.
Week 16 Note Extension December 5 - 13	Exam Week: See Exam schedule in the Exam Week Folder on BB.		All Due Dates are specified in the weekly folders in the Blackboard Course Site.

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. This course is pass/fail and you will exit this course when the professor determines that your reading and/or writing meets the minimum threshold of 70.

Discussion Posts

Quizzes

Exams

Grading Matrix:

Activities/Assignments	Value (percentages)
This course is pass/fail. You will exit the course when the professor determines you meet the threshold of 70. This course runs concurrently with English 1313.	
Total:	**Pass/Fail**

Grade Determination
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.

Course Evaluation 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. Class attendance in the Blackboard classroom 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 the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are 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 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://blackboard.secure.force.com/publickbarticleview?id=kAB700000008Oom
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html