**University of North Texas at Dallas**

**Fall/Spring YEAR**

**SYLLABUS**

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| **Course Abbreviation/Number/Title/Semester Hours**  **ENGL 1323-????: College Writing II 3 HRS** | | | | |
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| **Department of Languages and Communication** | | | | **School of Liberal Arts and Sciences** |
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| **Instructor Name:** | | **TBA** | | |
| **Office Location:** | | **TBA** | | |
| **Office Phone:** | | **TBA** | | |
| **Email Address:** | | TBA | | |
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| **Office Hours:** | | **TBA** | | |
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| **Course Format/Structure:** | | Face to Face or Online | | |
| **Classroom Location:** | | **TBA** | | |
| **Class Meeting Days & Times:** | | **TBA** | | |
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| **Course Catalog Description:** | Study of the relationship between writing and research. Emphasis on the process of perfecting the essay through the writing of several drafts in the freshman computer laboratory. Prerequisite(s): ENGL 1313 or equivalent. | | | |
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| **Prerequisites:** | **None** | | | |
| **Co-requisites:** | **None** | | | |
| **Required Text:** | **TBA** | | | |
| **Recommended Text and References:** | *The Purdue Online Writing Lab (OWL),* found online at <https://owl.english.purdue.edu/owl/> | | | |
| **Access to Learning Resources:**  **Supported Browsers**  Chrome  Firefox  Flash 28, 29 (for audio/video)  Internet Explorer 11  Safari 10, 11  **Supported Devices:**  iPhone  Android  Chromebook  (Tablet users can use the Canvas app) | | | **UNT Dallas Library:** phone: (972) 780-1616  web: <http://www.untdallas.edu/library>  email: [library@untdallas.edu](mailto:library@untdallas.edu)  **UNT Dallas Bookstore:** phone: (972) 780-3652  web: <http://www.untdallas.edu/bookstore>  e-mail: [untdallas@bkstr.com](mailto:untdallas@bkstr.com)  **Getting Help with Canvas:**    **Canvas 24 /7 Phone Support for Students:** 1-833-668-8634  **Canvas Help Resources:**  web: <https://community.canvaslms.com/docs/DOC-10701>  **For additional assistance, contact Student Assistance (Distance Learning):**  Founders Hall, Rm 124 phone: (972) 338-5580  email: [distancelearning@untdallas.edu](mailto:distancelearning@untdallas.edu)  *If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.*  If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email. | |
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| **Course Goals or Overview:** The goals of this course are as follows - | | | | |
| English 1323 is dedicated to the study and practice of basic argumentation and research in academic contexts. In this course, students will learn the fundamental structures of argumentation that are employed across the various majors, fields, and professions that are studied in the university. In addition, students will learn about various research methods and citation systems that are used across fields, and how to use research and citation for the purposes of argumentation. | | | | |

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| **Learning Objectives/Outcomes (SLO):** At the end of this course, students will be able to: | |
| 1. Critical Thinking | Students will further develop abilities in logically analyzing, evaluating, and synthesizing written, oral, and visual texts from a range of disciplines |
| 2. Communication | Students will develop abilities to create complex arguments by responding to and incorporating ideas and information from various research sources  Students will develop abilities to search, evaluate, choose, and cite appropriate information and sources for research and argumentative purposes |
| 3. Teamwork | Students will develop abilities in collaborating effectively with their peers on written, oral, or visual texts |
| 4. Personal Responsibility | Students will develop habits of monitoring, evaluating, and refining their work to meet the expectations of the course |
| 5. Artificial Intelligence | Students will develop understanding, skills, and strategies in the use of artificial intelligence in the research and writing process as well as ethical considerations connected to the use of artificial intelligence. |

**Course Outline**

(*Outline the major topics covered in the course with approximate timelines. Also include the schedule of tests and other graded events*)

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.

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| **Timeline** | **Topics** | **Related SLO** | **Readings/Activities/Assignments** |
| Class 1  Date |  | 1, 2 [see above] |  |
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| **Course Evaluation Methods** |
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| This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.  Writing Projects:Students will ultimately complete a 5-10-page research paper in APA style.  Annotated Bibliography: Student will complete an Annotated Bibliography (usually connected to the final paper)  **Journals/Discussion Boards/Blogs/Other Low-Stakes Writing:** Students will compose a number of low-stakes writing assignments to reflect upon and understand their work in the class, course concepts, and readings  **[Optional] Quizzes:** Students will be quizzed over course concepts and/or readings  **[Optional] Peer Reviews:** Students will peer review each other’s work to better communicate their writing to audiences  **[Optional] In-class activities and assignments (group presentations, student-led lessons, etc.)**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Grading Matrix:**   |  |  |  |  | | --- | --- | --- | --- | | **Instrument** | **Measures SLO** | **Value (points or percentages)** | **Total** | | Project 1 |  | [At least 15% of the total course grade] |  | | Project 2 |  | [At least 15% of the total course grade] |  | | Project 3: Research Paper  APA Format, 5-10 pages |  | [At least 20% of the total course grade] |  | | Annotated Bibliography  APA Format |  | [At least 10% of the total course grade] |  | | Peer Reviews [optional] |  |  |  | | Journals/Discussion Boards [optional] |  |  |  | | Participation [optional] |  |  |  | | In-Class Activities [optional] |  |  |  | | **TOTAL:** |  |  | **1000 points or 100%** | | |  | |

**Grade Determination (Choose points or percents)**

**A = 1000-900 pts; 90% or better**

**B = 800-899 pts; 80 – 89 %**

**C = 700-799 pts; 70 – 79 %**

**D = 600-699 pts; 60 – 69 %**

**F = 599 pts or below; less than 60%**

**Course and University Policies and Procedures**

***Late Work [instructor can create their own policy]***

10 points will be deducted for every class period that papers are late or for which quizzes are taken. If you feel you are falling behind in the course or struggling to meet deadlines, please come speak to me **before** assignments are due.

***Attendance***

Attendance in class is required. In each 15-week semester, students may have up to four (4) unexcused absences. After these four unexcused absences, a student’s final grade may be reduced at the discretion of the instructor. After six (6) unexcused absences, the student may fail the class due to an absence failure.

In each 8-week semester, students may have up to two (2) unexcused absences. After these four unexcused absences, a student’s final grade may be reduced at the discretion of the instructor. After four (4) unexcused absences, the student may fail the class due to an absence failure.

Absences may be considered excused only if 1) students have made pre-arranged plans with the instructor for events and circumstances that are appropriate for missing class or 2) the student has documentation (timestamped picture, official note, dated materials) of extenuating circumstances.

***Writing Center, BrainFuse, and Grammarly***

Good writers do not write in a vacuum; rather, they seek feedback and assistance from many people and groups. One of the best resources to use on campus is the Writing Center, where a trained writing consultant can help students review and revise their papers, no matter what stage they’re at.

BrainFuse is a free, online tutoring resource for all UNTD students. Students can send drafts of their papers to BrainFuse and receive valuable feedback. This feedback will help you write better paper and, thus, get better grades.

Finally, a good tool to help you find and fix grammar errors is Grammarly.com. It is a website and integrated tool that you can use when writing anything.

**University Policies and Procedures**

**Students with Disabilities (ADA Compliance)**

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities.  Students seeking accommodation must first register with the Disabilities 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 accommodation at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student 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](mailto:UNTDdisability@untdallas.edu) on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:  
University of North Texas at Dallas is committed to ensuring that 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. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

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.

**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 UNT Dallas Academic Integrity Policy in the appropriate Catalog at [http://dallascatalog.unt.edu](http://dallascatalog.unt.edu/).

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 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.

**Applied English Program's AI Policy**

The UNT-Dallas Applied English program acknowledges the evolving capabilities of Artificial Intelligence (AI) technologies and their various effects on student writing and content creation. The program and the Department of Languages, Linguistics, and Rhetoric is focused on implementing AI-Aware strategies and fostering an environment that emphasizes the ethical and strategic use of AI. Instructors are encouraged to provide clear information, strategies, and policies on AI use in each course and assignment, and students are expected to use AI in an ethical manner. The Applied English program will work at creating an environment of instructor-student-technology collaboration as we move forward in a society where students must learn how to critically harness the capabilities of new technologies.

**Classroom Etiquette**

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student’s Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

**Classroom Disruption**

Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom.  A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student’s responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses because of not meeting with the Dean of Students. The student is responsible for material missed during all absences, and the instructor is not responsible for providing missed material.  In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student’s Rights, Responsibilities, and Conduct **(UNTD Policy 7.001 found at** <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>**)** describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual’s rightful actions, and harassment.  You are encouraged to read the Code of Student’s Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

**Course Evaluations**

Student evaluations of teaching effectiveness are a requirement for all organized classes at UNT Dallas.  This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught.  I (as the instructor) will not have access to the results of the evaluations until after final grades have been posted.  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.

**Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking**

UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies.  Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at [titleix@untdallas.edu](mailto:titleix@untdallas.edu) or  file a report [here](https://cm.maxient.com/reportingform.php?UNTDallas&layout_id=3).

**Pregnancy, Pregnancy Related Conditions and Parenting Modifications Under Title IX**

**UNT Dallas** is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnant related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at [titleix@untdallas.edu](mailto:titleix@untdallas.edu) The Title IX Coordinator will work with your professors and academic unit to provide reasonable modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

**Bad Weather Policy:**

Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow.  In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m.  That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untdallas.edu/police/resources/notifications>.

**Inclement Weather and Online Classes:**

 Online classes may or may not be affected 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.

**Technology Assistance:**

To successfully access the materials in Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you have trouble accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Distance Learning at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups.

For more information see:

·      UNT Dallas Canvas Technical Requirements:  <https://community.canvaslms.com/docs/DOC-10721>

Canvas Instructure Support & Unsupported Operating

Systems:  <https://community.canvaslms.com/docs/DOC-10720>