Course: ENGL 1320.704 (AHS Dual Credit, 4th years)
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Web page: Canvas for this course (instructure.unt.edu)
Ofc. Hours: Usually Fri/Mon prior to Tuesday due dates

Course Description:
The First-Year Writing Program at the University of North Texas studies and practices writing as a complex activity that is defined not only by material processes, historical forms, and conventional grammars, but also by acts of discovering, exploring, and listening to the world around us. Learners in our program have a stake in shaping the world through writing, and our job is to aid them in that process. Our courses prepare learners to intervene in a variety of communities, including both academic and nonacademic contexts. Through our curriculum, learners learn to use a wide repertoire of styles, forms, and conventions in order to engage most effectively with diverse audiences. Strong habits of rhetorical analysis and production are developed in a number of effective classroom practices, including collaboration, discussion, reflection, and, of course, frequent opportunities to write and revise. Overall, we invite learners to question what they know about writing: this process of questioning includes exploring new forms, processes, and contexts for writing that are evolving constantly around us. By the time learners have completed the courses in the First-Year Writing sequence, they will be prepared for the demands of writing that they encounter in their future academic studies and professional lives.

Required Texts: Primary Text in REQUIRED PACKAGE

PLEASE REFER TO THE IMPORTANT INFORMATION ABOUT OUR TEXT PACKAGE ON CANVAS: “START HERE” → “COURSE INFORMATION”

Required Materials
Learners will need consistent, reliable access to our online course materials in Canvas. All major essay assignments are also submitted via Canvas.

Success in this Course
Please carefully consider the following suggestions:
• Read ALL assigned pages in the textbook, particularly assignment sheets and RUBRICS: these resources outline every facet of our course expectations. If you are stuck, you may want to start getting unstuck by asking questions rooted here.
• Consider ways to engage with the subject that will benefit you: your Investment Log is designed to encourage this. What can you do that might improve your grammar/rhetoric/writing skills? Online writing center visits? Okay. You get credit for that!
• Complete ALL essays + the final portfolio assignment. Failure to submit a COMPLETE PORTFOLIO → failure of this course.
• Stay informed about course information by engaging with colleagues and by reading emails and announcements regularly.
• Communicate with instructor early and often—and not only when you’re struggling!
• Find ways to make assignments relevant or interesting for you. This is always the responsibility (and privilege) of the learner.

Grading
Your grade will be calculated as follows:
10% Annotate Bibliography
10% Investment Log (Module 2, due April 24)
10% Collaborative Interview
20% Argumentative Synthesis
20% Argument Revision
30% Final Portfolio

Nothing in this assignment sequence is considered optional: failure to submit an acceptable attempt for any major assignment* will result in failure of this course.
(A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 59 & below)
General Policies for Learners in College Writing I

General policies for learners in College Writing I are determined at the department level. Our online Canvas content includes information regarding “University Policies” in the “Start Here” module, including policies on classroom behavior, plagiarism, absences, and disability services information.

More Specifics for Learners in dual credit College Writing II

Course Schedule

This is NOT a self-paced course. This course is divided into units. Each unit culminates in an argument essay that learners must complete in a given period of time. As such, assignments will have due dates, and learners must complete assignments on time if they expect credit for assignments. Organization and discipline are extremely important for success.

Services Available for Additional Help

A common misconception is that courses managed primarily online are “easier”—please do not fall prey to this incorrect assumption. Particularly in a composition course, being an online learner (here, a dual credit learner accessing the university portion of the coursework online) means that you have accepted the responsibility to complete all of the assignments and get the help you need when and if you need it, according to your own schedule, but prior to all due dates. Please be aware of the following services available to help you (links in “Start Here” → “Student Support”):

- **The UNT Writing Lab**: Qualified tutors will work with you one-on-one to improve your writing and overall performance on a given assignment, either in person or via electronic submission. GAB 305/ 940-565-2563.
- **The UIT Helpdesk**: For all technology issues! Use the (?) icon in Canvas, in our lefthand menu, or go directly to ithelp.unt.edu.
- **The UNT Library/Librarians**: an excellent source for all research needs. www.library.unt.edu/ask-us
- **My office hours**: I am available both in person and always by email; remember that I am a real person!

Course Communication

Because this is a dual credit class, most communication will take place online. **It is the responsibility of the learner to regularly check email and the announcements in Canvas.**

Understanding this Rhetorical Context

Remember that this is a composition course; I am assessing your facility with written communication, including the length, substantive nature, and mechanics of all work submitted. As such, please adhere to the following guidelines:

- **Do not** share information of a sensitive nature unless you want to.
- I cannot guarantee privacy.
- **Do not** use language inappropriate for a classroom.
- **Do not** use inflammatory or prejudicial language.
- **Do not** post in all caps.
- **Do not** use text messaging abbreviations.
- **Do** use grammar and punctuation conventions appropriate for Standard Written English.
- **Do** write in complete sentences.

Written Work/Essays

All papers, essays, posts, and emails should illustrate and appropriate level of critical thinking, relevance, independent thought, intellectual curiosity, and academic integrity. Essays will be submitted in accordance with standard MLA guidelines for formatting and documentation.

I WILL NOT GRADE ESSAYS THAT DO NOT MEET THE FOLLOWING, MOST BASIC GUIDELINES:

- Submit all essays using Turnitin through Canvas and a proper file extension, unless otherwise directed. The portfolio is the exception—follow guidelines for submitting a professional electronic portfolio through our Foliotek interface with Canvas.
- Have an original title—something relevant, concise, and appropriate. This is NOT only the title of the assignment.
- Use APA format: Use 12-point Times New Roman font. See The Purdue OWL website (link on Canvas) for an excellent example.
- Double space throughout—even the Work Cited page.

AGAIN, I WILL NOT GRADE ESSAYS THAT DO NOT MEET THESE CRITERIA.
TROUBLESHOOTING/FAQ:

What if I need to drop the course?

Contact your instructor first. Many learners are surprised to find that they can still pass the course if they can locate the right help/services. Also, the State of Texas has a “Six Drop Rule,” which only allows students to drop a maximum of six courses during their undergraduate academic career, so consider your options before deciding to drop a course.

It is the learner’s responsibility to drop the course if that is desired/necessary. Get and complete the required forms in accordance with published university deadlines. If you remain on the class roster and have not completed the coursework, you will receive an “F.”

How can I keep up with my work?

Some learners misjudge the nature of the investment required to complete university-level coursework. Do your best to avoid this mistake. Get involved from day one:

- add assignment due dates to a calendar you use often
- make a schedule and complete work EARLY to allow time for feedback and revisions
- talk to your instructor and classmates often

What if I fall behind in my work? or I’m unhappy with my grades?

Contact your instructor as soon as you are concerned. This will increase the likelihood of a positive outcome. S/he will help you honestly assess your situation and consider the options. You might also:

- Reread “suggestions for success” on this syllabus, Pg1.
- Speak with your classmates—you will find that peers can offer great advice. Writing is not a solitary activity.
- Go to the UNT Writing Lab—having a qualified tutor look over your work (FOR FREE) before submitting assignments can be an excellent way to improve your grades.

What if Turnitin isn’t working?

Difficulty submitting through Turnitin will NOT be considered an acceptable reason for not completing course activities according to the schedule. In the event that you find yourself in this situation, please EMAIL me directly, and attach a copy of your completed assignment to that email. This will allow us both to deal with the Turnitin issue with no concern about whether the assignment was completed on time.

Why aren’t you answering my emails?

I am committed to answering all emails within a timely fashion—within 24 hours on weekdays, usually sooner. If you haven’t heard from me, please consider the following possibilities:

- Did you follow the requirements for sending and receiving emails in this course? (See “Start Here” → “Policies”)
- Did you send an empty email with an attachment? Or an email that included only a link? Perhaps you might send a follow-up email with what you would like me to do with that.
- Did you send only a statement, with no question and/or no clear request for feedback? Perhaps you might send a follow-up email with a specific, answerable request.

What if my computer crashes?

Not having a working computer or a crashed computer will NOT be considered as an acceptable reason for not completing course activities according to the schedule. It is the responsibility of the learner to identify in advance a second computer that can be used in the event that your computer crashes. Computers are available for public use at libraries, the university, internet cafes, and any FedEx location, for example. Regularly backup your work to a memory stick, free Dropbox account, or other online tool so that it is not lost.

What if Canvas is down?

In the event that Canvas experiences an unforeseen outage that threatens to disrupt coursework or a scheduled due date, I will post an announcement detailing what changes, if any, have been made to the requirements and deadlines.

What if I submit something and it disappears into cyberspace?

It is the learner’s responsibility to keep/save a copy of every project/assignment on an external memory drive and/or personal computer. In the event of any kind of failure or any contradictions/problems, I may request that you resubmit the files. In other words, if I do not receive a file or it is corrupted when I open it, it is incumbent upon you to resend it to me with little or no “downtime” or wait.

What if I am having trouble with technology?

Get help right away! Contact the student Helpdesk: Helpdesk@unt.edu/940-565-2324. Contact information, in greater detail, can also be found in our online course.
Course Schedule:
- Schedule is always a provisional document and may change; track announcements closely!
- All assignments are due on the dates listed below
- All assignments due online are due at 11:59pm.

September
INTRODUCTION TO COURSE
- Sept 1: enrollment date at AHS

October
UNIT 1: ANNOTATED BIBLIOGRAPHY
- Sept 27/Oct 2: Office hours scheduled
- Oct 17: Annotated Bibliography DUE
- Oct 31: Annotated Bibliographies graded

November
UNIT 1: ANNOTATED BIBLIOGRAPHY
- Nov 1-8: Office hours scheduled
  Come talk about feedback, continuing course.

December
- Dec 1: Final decision, pay for UNT courses

January
UNIT 2: ARGUMENT SYNTHESIS/RSCH ESSAY
- Jan 15-19: on-campus office hours this week
- Jan 23: Argument Synthesis DUE

Dates and Information to Come AFTER January 4
UNIT 3: ARGUMENT REVISION
UNIT 4: COLLABORATIVE INTERVIEW
UNIT 5: FINAL PORTFOLIO

UNT Spring Break (March 12-16)