

# ENGL4195:

## Advanced Grammar and Usage

Instructor: Wonjeong Kim PhD

Office: LANG408F

Office Hours:

Email: [Wonjeong.Kim@unt.edu](mailto:Wonjeong.Kim@unt.edu)

### Required Books

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- Kolln, *Rhetorical Grammar (8th edition)*
- Thurman, *The Only Grammar Book You'll Ever Need*
- Williams, *Style: Lessons in Clarity and Grace (13th edition)*

### Course Description

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This course covers basic and advanced concepts of grammar, usage and punctuation, and techniques and practices for effective writing and publishing in the humanities. In studying these concepts, we will also explore the controversy surrounding the teaching of grammar and possible strategies for teaching grammar, rhetorical approaches to grammar and written style, and editing techniques.

### Evaluation

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|-----------------|-----|
| • Quizzes       | 15% |
| • Participation | 15% |
| • Exam I        | 25% |
| • Exam II       | 25% |
| • Final Project | 20% |

### Rubrics and Scoring Systems

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For the purposes of this course, we describe the grades you will be assigned in this way:

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|-------------------|---------------------|
| • A   90-100      | = Excellent         |
| • B   80-89       | = Good              |
| • C   70-79       | = Meets expectation |
| • D   60-69       | = Passing           |
| • F   59 or below | = Failing           |

## Communication Expectations

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Communication is key to your success. When you need to reach me, please email me at [wonjeong.kim@unt.edu](mailto:wonjeong.kim@unt.edu). Please allow at least 24 hours for a response during the week and 48 hours over the weekend. As a university student, you are expected to write formal and professional emails to your instructors and professors. In your emails, you must have a clear subject line, formally address the instructor, and clearly state your purpose. See the following example:

Subject: ENGL 4195\_Question about [X]

Dear [instructor's name]

My name is [student's name], and I am in your ENGL [Course# / Section# / Meeting day & time]. I am writing to you in regard to [explain the issue].

Thank you,

[student's name]

[UNT Student #]

ENGL 4195.001 [change this to the section # you're enrolled in]

MWF 11:00-11:50 [change this to the meeting time of the course you're enrolled in]

Note | I do NOT accept assignments via email attachments. **All assignments must be submitted in Canvas.**

## Plagiarism and Other Academic Dishonesty

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**Students should understand the UNT policies covering violations of academic integrity standards.**

**UNT Policy 06.003: Student Academic Integrity** defines “cheating” as the following: “the use of unauthorized assistance in an academic exercise, including but not limited to:

1. use of any unauthorized assistance to take exams, tests, quizzes, or other assessments;
2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. use, without permission [from the instructor], of tests, notes, or other academic materials belonging to instructors, staff members, or other students of the University [Note: this item includes the use of materials from former students of the university, such as students who have previously attended TAMS];
4. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor;

5. any other act designed to give a student an unfair advantage on an academic assignment” (UNT Policy 06.003, p. 2).

Further, the policy defines fabrication, plagiarism, and facilitating academic dishonesty in the following ways:

**Fabrication:** “falsifying or inventing any information, data, or research outside of a defined academic exercise.” (UNT Policy 06.003, p. 2).

**Plagiarism:** “use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:

1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.” (UNT Policy 06.003, p. 3).

**Facilitating Academic Dishonesty:** “helping or assisting another in the commission of academic dishonesty.” (UNT Policy 06.003, p. 2).

**ANY use of generative AI writing tools (Grammarly, ChatGPT, BERT, or others)** to produce assignment responses—including, but not limited to, “editing” drafts or responses, using paraphrase tools or other language/editing/thesaurus tools, using these resources for quizzes or exams, OR generating drafts or responses for this course—**is prohibited and constitutes cheating.**

*Any student in English 4195 found cheating, fabricating, plagiarizing, facilitating fabrication/cheating/plagiarizing, OR engaging in any other type of academic dishonesty addressed in UNT Policy 06.003 will fail the course.*

Further, the instructor will report academic dishonesty to the UNT Office of Academic Integrity; these reports will become part of the student’s permanent academic record.

## **Disruptions**

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Respect the class environment by using your time effectively and helping your classmates do the same. This expectation applies to both in-person and online settings. In our online classroom, please

- *Submit assignments on time.* Meeting deadlines helps keep the class running smoothly and shows respect for everyone’s time.
- *Communicate thoughtfully.* Use respectful language in discussion posts and replies. Avoid offensive or inappropriate language
- *Respect others’ chosen names and preferred pronouns.*

## Participation and Civility

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We are all members of an academic community where it is our shared responsibility to cultivate a climate where all students/individuals are valued and where both they and their ideas are treated with respect.

Therefore, I expect you to conduct yourself in a professional and respectful manner during all online interactions and class-related activities. I expect you to listen to and respect the viewpoints of others, even if you strongly disagree with them. When you do voice disagreement in your writing, do so in a civil manner. Remember that you are accountable for your actions in this course, including your submitted work, your grades, and your interactions with me and with other students.

Everyone will have multiple opportunities to participate in class. Participation can be many things, including the following:

- Participating actively in small group work, class meetings, and discussions
- Showing attention to others in discussion posts
- Completing all assignments on time
- Coming prepared to conferences/office hours

Here are some of the “Rules of Engagement” UNT recommends as guidelines for our class:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

## Using Canvas

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Canvas is an important tool to help you succeed, and we will use it extensively:

- Submit all assignments through Canvas including quizzes, discussions, weekly writings, and major assignments.
- Check Announcements at least once a day. I will communicate important information about our course as an announcement.
- All students have access to Canvas through their UNT accounts. For more information on using Canvas, see <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>.

Direct questions regarding your use of the Canvas learning management system, to the student help desk at:

**Technical Assistance:**

[Information Technology Help Desk | University of North Texas](#)

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Make plans to have a backup way to access the technology each week: another computer, the local library, or one of UNT's open-access computer labs. Not having access to the course will not excuse you from the workload each week.

## **Public Writing**

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All your submitted writing for this course, including prewriting, drafts, in-class assignments, and final projects, is public writing. The writing that you submit in this course may be viewed by me and possibly your classmates as well. Please do not submit any information about yourself that you do not want to be public.

## **UNT Policies**

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### **Academic Integrity Standards**

According to [UNT Policy 06.003](#), Academic Integrity standards are violated when students engage in academic dishonesty behaviors, including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty and my decision on academic sanctions will be reported to [the Office of Academic Integrity](#).

Plagiarism can include copying a passage from a source verbatim without citing it, but it can also include improper or misleading citations. Please note that all source material must be acknowledged, even if the material is paraphrased or sourced from generative AI technologies.

Be careful always to acknowledge the work of other writers and take the time to work out the distinction between your original thoughts and arguments and those of others.

**Additionally, the use of any generative AI writing tools is prohibited in this class.**

Assignments for the course have been designed to help you develop as a thinker, reader, and writer without using these technologies. You will generate ideas, read, revise, and write independently or when appropriate in consultation with peers, UNT Writing Center tutors, and me. Any use of generative AI in your work for this class violates our syllabus and thus will be treated as an instance of cheating. Ignorance of the generative AI tools in your chosen digital writing technologies, whatever they may be, is not sufficient to excuse the violation. If you are unsure about a digital writing tool (even automatically integrated ones), don't use it for this class.

**Acceptable Student Behavior**

According to [UNT policy 07.012](#), student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be notified verbally or in writing and may be directed to leave the classroom. Additionally, the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. For additional information, refer to [the Dean of Students website](#).

**ADA Accommodations**

According to UNT policy 16.001, UNT will make reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA). Then, the ODA will provide them with a reasonable accommodation letter to be delivered to faculty members detailing the students' accommodation needs. Faculty members have the authority to ask students to discuss such letters during their designated office hours. Students may request reasonable accommodation at any time; however, ODA notices of reasonable 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 and meet with all faculty members prior to accommodation implementation every semester.

For additional information, refer to [the Office of Disability Access website](#).

**Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly provide students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

For additional information, refer to [the Eagle Alert website](#).

## **Academic Freedom**

UNT has a robust policy regarding academic freedom and academic responsibility. Crucially, this policy encompasses not only the rights of faculty members but also the rights “of the student to freedom in learning.” As a student in this classroom, therefore, you have the right to encounter and debate new ideas, diverse forms of knowledge, and unfamiliar or contrary points of view. According to UNT policy, “it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive.” At the same time, to encourage the free exchange of ideas, and to ensure that your right to learn is protected, the tone for such discussion must always be civil and respectful; hateful or discriminatory speech will not be tolerated. For more information, please consult the full UNT policy at <https://policy.unt.edu/policy/06-035>.

## **Audio/Video Recording**

Although UNT is a publicly supported institution, our classroom is not a public space. Therefore, in order to protect the intellectual property and privacy rights of both faculty and students, video and audio recordings are prohibited during class. The exception is for students who have been granted explicit approval as an ODA accommodation. For more information, please consult the full UNT policy at <https://studentaffairs.unt.edu/office-disability-access/faculty/faculty-guide/accommodations-explained/Audio-Recording-Faculty.html>

## **UNT Resources**

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### **Technical Assistance:**

[Information Technology Help Desk | University of North Texas](#)

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

Phone: 940-565-2324

In Person: Sage Hall, Room 130

### **Writing Assistance:**

[Writing Center | University of North Texas](#)

Email: [WritingCenter@unt.edu](mailto:WritingCenter@unt.edu)

Phone: 940-565-2563

In Person: Sage Hall, Room 150

## **Syllabus Change Policy**

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I have made every attempt to provide your syllabus as an accurate overview of the course. However, unanticipated circumstances may make it necessary for me to modify the syllabus during the semester. These circumstances may arise in response to the progress, needs, and experiences of students. Advance notice will be given for any changes made to the syllabus.

## Weekly Schedule

<b>Week 1</b>	January	12 (M)	Topics: Introduction to the course // Verbs—Types of Verbs / Parts of the Verb / Irregular Verbs
		14 (W)	Topics: Verbs—Types of Verbs / Parts of the Verb / Irregular Verbs Reading: Thurman, pp. 24-27, pp. 59-63
		16 (F)	Topics: Verbs (Active & Passive Voice) Reading: Kolln, pp. 10-11 & Chapter 3
<b>Week 2</b>		19 (M)	Martin Luther King Jr Holiday (No Class) 🌿👊
		21 (W)	Topics: Verbs (Active & Passive Voice), cont. Reading: Kolln, pp. 10-11 & Chapter 3 Task: <b>Quiz 1: Types of Verbs / Parts of the Verb</b> (in class)
		23 (F)	Topics: Verbs (Verbals, Moods) Reading: Thurman, Chapter 4: Verb Varieties—Verbals, pp. 53-57; Verb Moods, p. 64
<b>Week 3</b>		26 (M)	Tasks: <b>Quiz 2: Verb Tenses and Moods, Irregular Verbs, Active and Passive Voice</b> (in class)
		28 (W)	Topic: Verbs (Verbals, Moods, cont.) Reading: Thurman, Chapter 4: Verb Varieties—Verbals, pp. 53-57; Verb Moods, p. 64
		30 (F)	Tasks: <b>Quiz 3: Verbals</b> (in class)
<b>Week 4</b>	February	2 (M)	Topic: Nouns Reading Thurman, Chapter 2: Parts of Speech— Nouns, pp. 19-20; Kolln, Chapter 1: Introduction to Words and Phrases, pp. 6-10; Chapter 12, pp. 193-199
		4 (W)	Topic: Pronouns Reading: Thurman, Chapter 2: Parts of Speech—Pronouns, pp. 20-23, & Chapter 5: Pronoun Problems—Agreement & Indefinite Pronouns, pp. 65-69; Vague Reference & Pronoun Person, pp. 69-73, and Pronoun Case, etc., pp. 73-78 Kolln, Chapter 12: Words & Word Classes, pp. 208-219
		6 (F)	Reading: Williams, Chapter 1: Understanding Style & Chapter 2: Correctness / Kolln, Introduction: What is Rhetorical Grammar? / Thurman, Chapter 1: Finding the Right Words

		Tasks: <b>Quiz 4: Noun/Pronoun Quiz</b> (in class)	
<b>Week 5</b>	9 (M)	Topic: Adjectives & Adverbs	Reading: Thurman, Chapter 2: Parts of Speech—Adjectives & Adverbs, pp. 23- 24, 27-31 / Kolln, Chapter 1: Introduction to Words and Phrases, pp. 11-13; Chapter 12: Words & Word Classes, pp. 200-206
	11 (W)	Topic: Prepositions, Conjunctions, Interjections	Reading: Thurman, Chapter 2: Parts of Speech—Prepositions, Conjunctions, Interjections, pp. 31-34 / Kolln, Chapter 1: Introduction to Words & Phrases, pp. 14-16 / Kolln, Chapter 12: Words & Word Classes, pp. 206-208
	13 (F)	Task: <b>Quiz 5: Adjective/Adverb/Prepositions/Conjunctions/Interjections</b> (in class)	
<b>Week 6</b>	16 (M)	Exam I review	
	18 (W)	<b>Exam I—Parts of Speech</b> (in class)	
	20 (F)	Topic: Sentence Structure	Reading: Thurman, Chapter 3: Basic Sentence Structure—Subjects & Predicates, pp. 35-41 / Kolln, Chapter 2: Sentence Patterns, pp. 18-35
<b>Week 7</b>	23 (M)	Topic: Sentence Structure	Reading: Thurman, Chapter 3: Basic Sentence Structure—Subjects & Predicates, pp. 35-41 / Kolln, Chapter 2: Sentence Patterns, pp. 18-35
	25 (W)	Topic: Sentence Structure (Sentence Complements/Dependent Clauses)	Reading: Thurman, Chapter 3: Basic Sentence Structure—Phrases & Clauses, pp. 41-45; Sentence Functions & Subject-Verb Agreement, pp. 45-52 / Kolln, Chapter 4: Coordination and Subordination, pp. 47-54, pp. 66-68
	27 (F)	Task: <b>Quiz 6: Sentence Structure / Dependent Clause Quiz</b> (in class)	
<b>Week 8</b>	March	2 (M)	Topic: Sentence Structure (Commas)
		4 (W)	Topic: Sentence Structure and Punctuation (Colons & Semicolons)

		Reading: Thurman, Chapter 6: Punctuation and Style—Colons & Semicolons, pp. 96-99 / Kolln, Chapter 4: Coordination and Subordination, pp. 56-66
	6 (F)	Task: <b>Quiz 7: Commas, Colons, Semicolons Quiz</b> (in class)
<b>Week 9</b>	9-15	 <b>Spring Break</b>
<b>Week 10</b>	16 (M)	Topic: Punctuation and Copyediting Reading: Thurman, Chapter 6: Punctuation and Style—Sentence Enders & Quotation Marks, pp.79-86; Apostrophes, pp. 86-90; Hyphens & Dashes, pp. 99-103; Parentheses, Square Brackets, Angle Brackets, pp. 103-106, 109-110; Italics vs. Underlining, pp. 106-109; Ellipsis Points & Slashes, pp. 91-96
	18 (W)	Topic: Actions Reading: Williams, Chapter 2: Actions
	20 (F)	Topic: Actions Williams, Chapter 2: Actions
<b>Week 11</b>	23 (M)	Topic: Characters Reading: Williams, Lesson 3: Characters
	25 (W)	Exam review
	27 (F)	<b>Exam 2—Sentence Structure and Punctuation</b> (in class)
<b>Week 12</b>	30 (M)	Topic: Cohesion and Coherence Reading: Kolln, Chapter 9: Cohesion, pp. 139-146 Williams, Lesson 4: Cohesion and Coherence, pp. 64-69
April	1 (W)	Topic: Cohesion and Coherence Reading: Kolln, Chapter 9: Cohesion, pp. 146-155 Williams, Lesson 4: Cohesion and Coherence, pp. 69-89
	3 (F)	Topic: Emphasis
<b>Week 13</b>	6 (M)	Reading: Kolln, Chapter 10: Sentence Rhythm / Williams, Lesson 5: Emphasis
	8 (W)	Topic: Concision Reading: Williams, Lesson 8: Concision
	10 (F)	Task: Prepare final project & presentation

<b>Week 14</b>	13 (M)	Presentation
	15 (W)	Presentation
	17 (F)	Presentation
<b>Week 15</b>	20 (M)	Presentation
	22 (W)	Presentation
	24 (F)	Presentation
<b>Week 16</b>	27 (M)	Workshop
	29 (W)	<b>Final Project Due</b>
May	1 (F)	Reading Day (NO Class)