ENG 333: Non-Fiction Writing
COURSE SYLLABUS: Spring 2014

Instructor: Dr. Melinda Bobbitt
Office Location: Online
Cell Phone: (903)249-4455
Office Hours: Online, Monday & Wednesday from 2pm to 4pm
University Email AddressMelinda.Bobbitt@tamuc.edu or via eCollege

COURSE INFORMATION

Course Description:

This course provides an intensive study of the principles of nonfictional composition through the analysis of examples from classic and modern writings and practice in the application of those principles. Emphasis is placed on rhetorical organization and the techniques of expository writing. Students devote much time to writing and editing their own work. Prerequisites: ENG 102 Min Grade C or ENG 1302 Min Grade C or ENG 288 Min Grade C.

Student Learning Outcomes:

1. Students will demonstrate they can edit their texts for surface level features and stylistic infelicities.
2. Students will demonstrate they can revise texts by deleting irrelevant text, move text, and produce new text.
3. Students will demonstrate they can change texts in response to peer and instructor critiques.

By the end of this class, students are generally pleased in knowing how to apply strategies for improving their writing for diverse audiences, with regard to diverse content.

Core Objectives (Language, Philosophy & Culture):

Critical Thinking Skills: Students will be able to recognize their own subject position, follow the arguments of others, and interpret data.

Communication Skills: Student communication will be clear, purposeful, and make appropriate use of evidence, data and technology as applicable.

Teamwork: Students will consider different points of view, work effectively with others despite differences, and understand the juncture between leadership and cooperation.

Social Responsibility: Students will understand and practice academic honesty.

> This objective will be assessed by an evaluation of at least one essay or researched presentation from each student.

Materials – Textbooks, Readings, Supplementary Readings:

Textbooks and Materials Required:
Franks, Steven. *Pen Commandments. ISBN#9781400032297 Edition 3 or more.*

Thumb drive or other means (dropbox.com or Google account, for example) of storing digital versions of the essays and other written material you generate (always, always keep a backup of everything you turn in!)

A valid, working email address that you check everyday

Optional Texts:

Other Readings as assigned.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Grading:

All assignments are due on their respective due dates by 11:59pm in the dropbox that has been assigned to them. All assignments must be turned in as .doc or .docx files, unless otherwise stated. Late work is not accepted in this course unless you have contacted the instructor and worked out other arrangements.

How Course Grade is Determined:

Writing Assignments 60 %
Discussions   25%

Research & Final Portfolio (15 %): Your final portfolio is the culmination of a semester's hard work. You'll collect all of your assignments, online work, and your final paper and display these things in a readable online portfolio
Grading Percentages:

Grading Scale

90-100	A
89-80	B
79-70	C
69-60	D
59 and below	F

TECHNOLOGY REQUIREMENTS

- To fully participate in this online course, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or higher. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    512 MB of RAM, 1 GB or more preferred
    Broadband connection required courses are heavily video intensive
    Video display capable of high-color 16-bit display 1024 x 768 or higher
        resolution
- You must have a:
    sound card (if your computer plays sound, you have one)
    speakers or headphones.

- Current anti-virus software must be installed and kept up to date.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
    Adobe Reader
    Adobe Flash Player
- **At a minimum**, you must have Microsoft Office 2003, XP, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. **Microsoft Word is the standard word processing software**. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see:https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

This course exists exclusively online, so you must have Internet access to participate.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Please contact me with any questions you may have. My communication preference is e-mail, and my e-mail address is: Melinda.Bobbitt@tamuc.edu. I do not have set office hours every week, but I will make myself available to you by e-mail at all times. I will do my best to respond to all received e-mails within 24 hours during weekdays and within 48 hours on weekends. Please, if there is anything you need or are unsure about, contact me. I will be happy to help.

Grievance Procedure:

If you have concerns about the class or about me as an instructor, please speak to me about those concerns. See grievance procedures here:http://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/firstYearWriting/informationForStudents.aspx

<h1 style="text-align:center">COURSE AND UNIVERSITY PROCEDURES/POLICIES</h1>

Course Specific Procedures:

Writing Center

The Writing Center offers writers free, one-on-one assistance. We welcome all writers, majors, and disciplines—undergraduate and graduate students alike. In fact, we work from the premise that all writers, no matter their ability level, benefit from the feedback of knowledgeable readers. The Writing Center staff is trained to provide writers with just this service. In short, we are here to help you help yourself. In order to ensure the most effective session possible, we offer visitors the following suggestions: (1) Get started on your writing project early, and visit the Writing Center at least one day before your final draft is due. You will need time to work with the ideas and suggestions generated in your tutorial sessions. (2) Bring a written copy of your assignment, any relevant readings, and one or two specific questions or concerns you would like to discuss with us.

The Writing Center is located in the Hall of Languages, Room 103 (903-886-5280) and online athttp://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx

Attendance Policy

This is an online course, so there is no real "attendance." Either you do the work, or you don't. **If you fail to complete any of the work for any single unit, it will result in an automatic failure of the course.** If you have a family emergency, contact me as soon as possible in order to make arrangements.

Academic Honesty

The official departmental policy: "Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonestly. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1,2,3])

If you ever have any questions about a particular use of a source, always ask your instructor. They want you to avoid plagiarism, too, so they will help you do so whenever and wherever they can. Do what you can to take advantage of this support—to look innocent in addition to being innocent when it comes to charges of plagiarism.

Students guilty of academic dishonesty of plagiarism can expect to fail the assignment in question or the entire course depending on the nature of the incident.

On University-Sanctioned Activities

To accommodate students who participate in university-sanctioned activities, the First-Year Composition Program offers sections of this course at various times of the day and week. If you think that this course may conflict with a university-sanctioned activity in which you are involved—athletics, etc.—please e-mail me as soon as possible.

University Specific Procedures:

ADA Statement

 Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: http://www.albion.com/netiquette/corerules.html

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race,

color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

COURSE OUTLINE / CALENDAR

This calendar is likely to change in order to accommodate learning needs.

Week 1 Jan 20 – Jan 25	Introduction Discussion, Read Ch 1
Week 2 Jan 26 – February 1	Write 4 Snapshot descriptions of objects
2/3	Discussion Due
	4 snapshots posted in Dropbox
Week 3 February 2 – Feb. 8	Read Ch. 6, Using Outline for description of a place, Write 2 place descriptions, 350 wds each. Post your Favorite to discussion, post both descriptions to Dropbox
Week 4 Feb. 9 – Feb 15	Persuasive Writing, Read 8 ways to save words
	Advertisement/ Create your own ad
	Post to dropbox
	Post to discussion
Week 5 Feb. 16 – Feb. 22	Group Week, Read Chapter 3
	Ad Campaign
Week 6 Feb. 23 – March 1	Ad Campaign Complete, Read Chapter 4
	Entire Campaign in Dropbox
	Ad in Discussion
Week 7 March 2 – March 8	Chapter 7 – Restaurant Review
	3-5 Pages
Week 8 March 9 – March 15	Movie Review/ Your choice, Read Chapter 5
	3-5 Pages
Spring Break	March 16- March 22

Week 9 March 23 – March 29	Editorial, Read Chapter 9
	Read three editorials, in 250 words each, discuss them,
	Place in dropbox
	Post your favorite and your comments to discussion
	Reply to 2 classmates
Week 10 March 30 – April 5	Write your own editorial in 350 words, Choose a Current Event topic and post it to discussion
Week 11 April 6 - 12	Choose 5 articles over your topic and post the links to
	Dropbox. Using Elements of Thought, and following the
	Guidelines provided in lecture, write 5 research Journals
Week 12 April 13 – April 19	Read Chapter 10, Write an outline and Thesis Statement submit
	Combine RJ to create a paper 5-7 pages
Week 13 April 20 – April 26	Post RD in Discussion. Review 2 of your classmates papers
Week 14 April 27 – May 3	Turn in final copy
Week 15 May 4 – 10	Turn in Final Portfolio