**UNIVERSITY OF TEXAS AT ARLINGTON**

**COURSE SYLLABUS**

**ENGLISH 2338: INTRODUCTION TO TECHNICAL WRITING**

**FALL 2018**

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**Instructor:** Johansen Quijano, Ph.D.

**E-Mail:** [johansen.quijano@uta.edu](mailto:johansen.quijano@uta.edu)

**Pre-Requisites:** ENGL 1301

**Office:** PH 608

**Office Hours:** Monday - Wednesday 4:30 PM - 5:30 PM / 8:30 PM – 9:00 PM

**Recommended Text:**  Technical Communication 12th Edition

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**Course Sections Days Time Room**

002 Mon – Wed 5:30 PM - 6:50 PM PH 310

008 Mon – Wed 7:00 PM - 8:20 PM PH 310

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**Course Description**

Intensive study and practice of writing in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Course work will include readings from textbooks and assigned articles, summary assignments based on the readings, essays written outside of class, and essay exams written in class.

More detailed course objectives are listed below. Note that you will need to access the Internet, Blackboard, and the Library's online databases to complete the requirements of this class.

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**Core Objectives and Expected Learning Outcomes:**

Course goals and learning outcomes support the Foundational Component Areas defined by the Texas Higher Education Coordinating Board. Course goals are linked to the respective Core Curriculum Competencies: **Critical Thinking Skills** and **Communication Skills**. Specific competencies are identified in designated course goals and learning outcomes.

Upon successful completion of this course, students will:

1. Recognize, analyze, and accommodate diverse audiences by

a. describing writing for nonacademic audiences, purposes, and occasions.

2. Produce documents appropriate to audience, purpose, and genre by

a. applying principles of writing as a process;

b. adjusting language based on audience, purpose, and occasion;

c. employing appropriate skills consistent with Standard Edited American English;

d. employing appropriate rhetorical modes;

e. demonstrating mastery of composition principles;

f. demonstrating mastery of technical writing principles;

g. producing writing consistent with instructions for final submission.

3. Analyze the ethical responsibilities involved in technical communication by

a. using information ethically in technical documents.

4. Locate, evaluate, and incorporate pertinent information by

a. identifying needed material;

b. compiling material from a variety of sources.

5. Develop verbal, visual, and multimedia materials as necessary, in individual and/or collaborative projects, as appropriate by

a. planning an appropriate technical writing project;

b. outlining the material in an appropriate order;

c. planning an oral report;

d. performing an oral presentation effectively;

e. identifying appropriate type of visual aid;

f. creating the visual aid;

g. integrating the visual aid appropriately within the document.

6. Edit for appropriate style, including attention to word choice, sentence structure, punctuation, and spelling by

a. distinguishing elements of clear sentences that are standard in documents for business and technical fields;

b. identifying mechanical, grammatical, and spelling errors in instructor generated materials, peer produced texts, and other texts;

c. revising to correct own work for errors;

d. revising to correct mechanical, grammatical, and spelling errors.

7. Design and test documents for easy reading and navigation by

a. identifying characteristics of appropriate document design;

b. creating documents for nonacademic audiences, purposes, and occasions;

c. creating documents that are standard for business and technical fields;

d. creating documents with appropriate document design;

e. creating documents with visual typographic cues, such as headings, bulleted lists, and visual aids;

f. using visual typographic cues to organize a document.

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**COURSE GRADING: ASSESSMENT / EVALUATION**

Student success is measured by a variety of assessment techniques aligned with course goals and learning outcomes. Individual faculty members are responsible for designing evaluation instruments to measure student mastery of course goals and learning outcomes and indicating the nature of such evaluation instruments in the instructor’s class requirements.

Assessments will include a minimum of five writing assignments; a project (investigative report, manual, extended formal proposal); a final exam; and optional assignments, including but not limited to in-class work, homework, and reading or content quizzes. Each qualified instructor will select appropriate objective and subjective assessment and/or project assessment techniques depending on the cognitive/affective domain of each goal and the composition of the class.

Final grades in this course are A, B, C, D, and F.

English professors assign "I" grades (“Incompletes”) only when genuine emergencies prevent a student from completing the class and/or from withdrawing before the deadline and only when the student is earning a satisfactory ("C" or better) grade.

Your final grade for this course will be calculated as follows:

Group Project: Corporation 100 pts

Document Set: Work Materials 100 pts

Document Set: Memos and Letters 100 pts

Document Set: Definitions, Descriptions, and Summaries 100 pts

Document Set: Instructions, Procedures, and Reports 100 pts

Final Project: Portfolio 100 pts

Midterm 100 pts

Final Exam 100 pts

Other Projects, In-Class Writing, Presentations, & Homework 200 pts

Total 1000 pts

In addition to the above-stated assignments, students will have the opportunity to accumulate extra credit, as assigned by the instructor, by participating in and writing about extra-curricular activities or volunteer experiences. These extra-credit opportunities will be announced in-class and will be open to all students.

Final grades will be calculated as follows:

A = 900 or higher

B = 800 - 899

C = 700 - 799

D = 600 - 699

F = 0 - 599

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**Description of Major Assignments**

**Group Project: Corporation** - For this assignment, students will work in groups in order to form a corporation. They will represent this corporation online via a website. They will post their mission and vision, and must advertise some kind of product or service. Social media integration is required.

**Document Set: Work Materials** - For this assignment, students will submit a current resume, an ideal "future" resume, a cover letter, and other work materials.

**Document Set: Memos and Letters** - For this assignment, students will submit a set of letters and memos written from different perspectives and for different audiences.

**Document Set: Definitions, Descriptions, and Summaries** - For this assignment, students will submit technical definitions, descriptions, and summaries which include jargon and extended content.

**Document Set: Instructions, Procedures, and Reports** - For this assignment students will submits instructions, procedures, and reports about a product related to their Corporation (see: assignment 1).

**Final Project: Portfolio** - For this assignment, students will have to submit a portfolio demonstrating all the work they have done throughout the semester. The portfolio must include an introduction and a closing statement, as well as a cover page. The portfolio may be presented online as a webpage - this is encouraged.

Midterm and Final Exam - The course will have two traditional exams.

**Other Projects, In-Class Writing, Presentations, & Homework** - In addition to the major papers, students are expected to write short summaries and reports in class, to present in front of their classmates, to complete homework assignments, and to participate in class discussions and activities.

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**A NOTE FROM THE INSTRUCTOR**

As a professor, I have high expectations of my students because I am willing and eager to help you learn to meet those expectations. If a policy or assignment seems unclear to you, please ask me to clarify. I can only help you if I know you need help. If you are silent, I can only assume that you fully understand my expectations.

The nature of any writing course requires intense commitment and focus. You will have the greatest chances of course success if you attend **every** class session and come to class having completed all reading and writing assignments listed for the day in the Before Class column of your course schedule.

**Please take full advantage of my office hours.**  I will be available at the times indicated to discuss your course grade or to work with you individually to help you to overcome any problems you may be having with a particular assignment or concept. Additionally, please feel free to e-mail me with questions or problems at any time**.** I will return your e-mail within 48 hours. If I do not respond within that time frame, you can assume I did not receive your e-mail.

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**CLASS POLICIES**

**Major projects must be completed to pass the course:** If you fail to complete one major project, you will not be able to make an A in class, regardless of your average. If you fail to complete three or more of the major projects, you will fail the class. Keep all papers until you receive your final grade from the university. You cannot challenge a grade without evidence. Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

**Expectations for Out-of-Class Study:** Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 3 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Late Assignments:** Papers are due at the beginning of class on the due date specified. Short homework assignments such as reader responses will not be accepted late. Major assignments turned in after the class has begun will receive a ten-percent deduction unless the instructor has agreed to late submission *in advance of the due date*. For each class session following, the work will receive an additional ten percent deduction. Work is not accepted after one late session. If you must be absent, your work is still due on the assigned date. Submit them by e-mail, and bring a print copy to class the following session.

**Paper Reuse Policy:** You are not allowed, under any circumstances, to reuse papers from prior classes in this course. Reusing papers does not demonstrate any advance in knowledge or skill, and so would not be helpful for you either in terms of your learning this semester, or for me in terms of assessing this learning. If you feel your situation constitutes a clear or significant exception to this rule, you must discuss this with the instructor prior to the due date of the first draft.

**Revision Policy:** You may revise and re-submit one essays at the end of the semester. A print copy of the revision(s) and the original, graded essay(s) with my comments and the grading rubric should be submitted along with a 250-300 word letter. The letter should explain the specific improvements you’ve made, based on my feedback and your understanding of the course objectives. I will grade the revision on*ly if* the letter convinces me that you have studied specific skills and made significant changes and only if the original, graded essay is attached. If your letter is convincing and the essay is improved, the revision grade will replace the original grade. Revisions must reflect substantial improvements to earn a higher grade. Note: plagiarized essays may not be accepted for revision.

**Withdrawal:** The last day to drop this course and receive a refund is stated on the institutional calendar. Students who drop before said date will receive a W on their transcripts.

**Format for course work:** Use a format appropriate for your assignment and major. Please discuss with your instructor. *You may be asked to submit your papers electronically via e-mail or through safe-assign at the instructor's discretion.*

**Classroom etiquette:** Be excellent to each other.

**Email:** Every student enrolled at UTA is issued a UTA email account. Students are expected to check their College email account on a regular basis in order to stay current with College-related communications, particularly those that may be time sensitive in nature. *Students will be held responsible for the information transmitted to the College email account.*

**E-Mail:** I check email frequently Monday-Friday and will respond as quickly as possible.

**FERPA*:***The Family Educational Rights and Privacy Act (FERPA) is a Federal law designated to protect the privacy of a student’s education records and academic work. The law applies to all schools, colleges, and universities that receive funds under an applicable program of the U.S. Department of Education. This law is applicable to students at TCC. All files, records, and academic work completed within this course are considered educational records and are protected under FERPA. It is your right as a student in this course to expect that any materials you submit in this course, as well as your name and other identifying information, will not be viewable by guests or other individuals permitted access to the course.

A student may sign a waiver of his or her FERPA rights through the Admissions/Enrollment Services or the Dean of Student Services offices.  This waiver authorizes the release of academic records to the individuals identified by the student.  *While a FERPA waiver* permits *the release of information to parents, it does not* compel *the release of information.  Faculty and advisors may use their discretion as to when the release of information would not be warranted.*

**Classroom Visitors:**  Only students officially enrolled in this section are allowed to attend class meetings. Students may not bring guests (children, spouses, friends, family) to class unless an academic request has been submitted and approved by the instructor well in advance of the proposed class visit. Children are not allowed in class as visitors at any time

**Academic Integrity.** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Regents’ Rules and Regulations, Series 50101, Section 2.2)

You can get in trouble for plagiarism by failing to correctly indicate places where you are making use of the work of another or colluding with another to prepare assignments. It is your responsibility to familiarize yourself with the conventions of citation by which you indicate which ideas are not your own and how your reader can find those sources. Read your textbook and/or handbook for more information on quoting and citing properly to avoid plagiarism. If you still do not understand, ask your instructor. All students caught plagiarizing or cheating will be referred to the Office of Student Conduct. Additional information is available at <https://www.uta.edu/conduct/>. Students are encouraged to review these guides on plagiarism: [http://libguides.uta.edu/researchprocess/plagiarism](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.uta.edu%2Fresearchprocess%2Fplagiarism&data=02%7C01%7Cteik.lim%40uta.edu%7C196da9f1a3a040158cbb08d5e4d38701%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636666519504536062&sdata=JtmboLEGpBAFS8Hy%2Bd%2BtiQ%2FcEmgi2yrfsk9FijWRqJQ%3D&reserved=0)

[http://libguides.uta.edu/copyright/plagiarism](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flibguides.uta.edu%2Fcopyright%2Fplagiarism&data=02%7C01%7Cteik.lim%40uta.edu%7C196da9f1a3a040158cbb08d5e4d38701%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636666519504546076&sdata=k9dZFTsjHZk8VVjA3dyLLdK2ysRmHkMidviCAPGgLkI%3D&reserved=0)

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [**www.uta.edu/disability**](http://www.uta.edu/disability)or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [**www.uta.edu/disability**](http://www.uta.edu/disability)**.**

**Counseling and Psychological Services, (CAPS)** [**www.uta.edu/caps/**](http://www.uta.edu/caps/) **or calling 817-272-3671** is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Grade Grievances**: First Year English has a specific procedure that must be followed in order for a student to appeal a grade or any other matter related to their 1301/02 class. First, the student must communicate with the instructor in an attempt to resolve any matter in question. The next step is for students to communicate with the Director of First Year English. The Director will then advise students on the next official steps in any appeal process. Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate / graduate catalog.

<http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#10>

Here is the policy printed in the online catalog:

In attempting to resolve any student grievances regarding grades, it is the student’s obligation first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Individual course instructors retain primary responsibility for assigning grades. The instructor’s judgment is final unless compelling evidence shows discrimination, preferential treatment or procedural irregularities. If students wish to appeal, their request must be submitted in writing—on an appeal form available in departmental or program offices—to the department chair or program director. The student has one calendar year from the date the grade is assigned to initiate the grievance. The normal academic channels are department chair or program director and then academic dean. However, before considering a grievance, the department chair or program director will refer the issue to a departmental or program committee of faculty. If the student does not find the committee’s decision acceptable, the student may appeal to the academic dean. The decision of the dean is final. Information specific to the procedures to be followed in each academic unit is available in the office of the academic dean.

The dean of the college or school in which a student is enrolled, or the Executive Director of University College if the student has not declared a pre-major or major, has jurisdiction over the student’s program of study, degree requirements and all other academic matters including grievances. However, students taking a course in a college or school other than the one in which they are primarily registered are subject to the dean of the college or school in which the course is offered concerning the course and academic grievances regarding the course.  
For issues involving scholastic dishonesty, see the Academic Dishonesty entry in this section of the catalog.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)***.***

**Diversity Statement:** The University of Texas at Arlington's Committee on Diversity and Inclusion affirms our strong commitment to maintaining the principles of inclusion and diversity at the core of our university. At a time of uncertainty, we firmly stand behind all our students, faculty, and staff, regardless of national origin, race, ethnicity, religion, disability, sexual orientation, gender identity, and other differences that make us one of the most diverse college campuses in the country.

Anyone who believes her/his safety has been compromised is encouraged to contact the [Committee on Diversity and Inclusion](https://www.uta.edu/uta/about/administration/committees/index.php).

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///C:\Users\rowntreem\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\IGVYXPA0\jmhood@uta.edu).

### Drop Policy. Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information (<http://wweb.uta.edu/aao/fao/>).

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/index.php), [major-based learning centers](http://www.uta.edu/universitycollege/resources/college-based-clinics-labs.php), developmental education, [advising and mentoring](http://www.uta.edu/universitycollege/resources/advising.php), personal counseling, and [federally funded programs](http://www.uta.edu/universitycollege/current/academic-support/mcnair/index.php). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

**The English Writing Center (411LIBR)**: The Writing Center Offers **FREE** tutoring in 15-, 30-, 45-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Their hours are 9 am to 8 pm Mon.-Thurs., 9 am to 3 pm Fri. and Noon to 6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see [www.uta.edu/owl](http://www.uta.edu/owl) for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. <http://library.uta.edu/academic-plaza>

**The IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email [IDEAS@uta.edu](mailto:IDEAS@uta.edu) or call (817) 272-6593.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Please subscribe to the MavAlert system that will send information in case of an emergency to your cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Conferences and Questions:** I have three regularly scheduled office hours each week. These times are reserved for students to drop by or to make an appointment to discuss course assignments, grades, or other class-related concerns. I will be happy to make other appointment times for you if your class schedule conflicts with regular conference times or if I am not available on certain days. If you receive a grade on an assignment or quiz about which you have questions, please wait twenty-four hours before discussing it with me. This gives you time to process the assignment comments and to think about how your course work meets the requirements set forth for each assignment. I do not discuss individual student issues in the classroom before, during or after class.

**Syllabus and Schedule Changes.** Instructors try to make their syllabuses as complete as possible; however, during the course of the semester I may be required to alter, add, or abandon certain policies/assignments. Instructors reserve the right to make such changes as they become necessary. Students will be informed of any major changes in writing.

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.*

**Course Schedule.** Assignments are due on the day they are listed.

**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.

For non-emergencies, contact the UTA PD at 817-272-3381.]

I have read and understood the syllabus, and I agree to abide by the course policies.

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Print Name Date

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Signature Date

**Permission to Use Student Writing**

Student’s Name

Class Number and Section

Instructor Name

I give my permission for my writing to be used as an example of student work and/or as a teaching tool for future classes. I understand that my name will be removed from my work before it is shared with others.

Student’s signature

UTA ID Date