

ATCM 3301 | Writing for ATEC | Spring 2024

Course Information

ATCM 3301.008

Class/Course No. 28137 / 000820

Meeting Time: Tuesday & Thursday 4:00 pm – 5:15 pm

Location: ATC 2.602

Credit Hours: 3

Contact Information

Instructor: Ms. Hamida Khatri (she/her/hers)

Email: hamidakhatri@utdallas.edu

Student Hours: Email for an MS Teams appointment time.

Course Description

This writing intensive course focuses on the genres of writing associated with arts, technology, and emerging communication. ATCM 3301 trains students in the process of writing about media (animation, design, games, and so forth) for a variety of audiences. Writing assignments and presentations prepare students for the types of writing that are common in the media and cultural industries including formal analysis, interpretation, the personal or artist's statement, and project proposals.

Student Learning Objectives/Outcomes

- Improved writing skills
- Demonstrated ability to write in various modes (reflective, descriptive, argumentative, generative)
- Evaluating the student's creative work and that of others
- Communicating to specialist and non-specialist audiences
- Engage in constructive feedback and iteration

Required Textbooks and Materials

- Various articles and chapters available through online resources.
- Students are required to bring or rent a laptop from ATEC Open Lab, especially on peer review days.

Assignments

Attendance/Participation (20%): Participation is not just about being present, but coming to class on time, prepared, and, having completed the assigned reading and writing in advance, ready to contribute to class discussions and in class activities. Participation includes attendance, reading quizzes, freewriting activities, participation in discussion, and think pieces. **Think pieces** are short written responses [150-200 words] posted to your course participant page on the course workspace prior class. The responses will address a question or problem posed for that day's assigned readings/topic.

Paper 1 – Artist Statement (5%): A short artist/work statement providing a general introduction to your creative work focusing on enhancing the way a viewer understands your work by providing some context. This statement will be revised for the student's final portfolio submission. [300 words]

Paper 2 – Media Analysis (20%): A formal/technical analysis and interpretation of a media object from a list of suggested work. This assignment will be written in multiple drafts. [1,200 – 1,500 words]

Paper 3 – Self-Media Analysis (15%): A formal/technical analysis and interpretation of one piece of the student's own artwork. [1,000-1,250 words]

Paper 4 – Proposal (20%): A conceptual essay that proposes a future project for a specific audience (grant, competition, etc.). The proposal will discuss the background and overview of the piece, provide a description of the process and work itself, and argue for its significance. This assignment will be written in multiple drafts. [900-1,200 words]

Presentation (10%): A short/lighting talk presentation (5 minute) of your proposed project (Paper 4) for a non-specialist audience followed by an online Q&A session.

Writing Portfolio (10%): Revise and submit the Artist Statement and one other paper assignment to the eLearning class portfolio system. This assignment includes a short reflection on the editing process.

*Full assignment descriptions and grading rubrics can be found on the course workspace.

COURSE & INSTRUCTOR POLICIES

Grades

Course grades are based on a 100-point scale. Final grades fall on the following ranges: A = 94-100, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80-83, and so on. Assignment grades are standard letter to point: A+ = 98.5, A = 95, A- = 91.5, and so on. There is no curve. There are no individual extra-credit or re-take options.

A Range: Excellent	B Range: Good	C Range: Fair	D Range: Needs Improvement	F Range: Failing
Original, exceptional work, excellent performance, demonstrates mastery of material, surpasses expectations, often inventive	Strong, above-average work, achieves goals of assignment in a thorough fashion, solid grasp of course materials and concepts	Satisfactory, meets assignment requirements and demonstrates adequate grasp of course materials and concepts	Assignment requirements and expectations not met, below average, demonstrates misunderstanding of material	*
A, A-	B+, B, B-	C+, C, C-	D+, D, D-	F

*F-grades are given to students who fail to meet the expectations and requirements of an assignment, who have submitted plagiarized work (see below), who fail to complete much or all of the assigned work for the course, or who have missed more than five classes.

Attendance Policy

Everyone gets **three** no-questions-asked absences throughout the semester. Missing more than **three** classes will impact your participation grade, and more than **five** could result in failing the course. If you need to miss class for religious or academic/school sponsored extracurricular reasons, please inform me ahead of time. If prior notification is given, these absences will not count against the permitted number. In addition, prolonged absence due to illness will not count against the permitted number if evidence is provided.

Please note, attendance will be taken at the start of each class period, in-person or virtual. Punctual attendance is expected. Being late more than three times will impact your attendance grade. In addition to not showing up for class, the following count as one unexcused absence: sleeping in class, being more than 20 minutes late at the beginning of class, not returning from a break, or leaving class early without the professor’s approval.

Due Dates and Late Work

All participation assignments are due prior to class on the date listed unless otherwise noted. All major paper assignments will be submitted through eLearning’s Turnitin system. It is the student’s responsibility to confirm submission of their work. Papers can be accepted late on student’s situation but at one-third of a grade deduction. Students cannot make up missed reading quizzes or other in-class work associated with participation.

Email

Monday through Friday I check email regularly and I will respond to your message within 24 hours. If it surpasses 24 hours, check your email and resend it. Use UTD email only. Follow [email etiquette](#). I will not respond to course matters that are listed in the syllabus or to questions about what you missed in class. I will not give feedback on assignment drafts through email, but you are encouraged to bring drafts to student hours.

Student Hours

Students are strongly encouraged to meet with me individually to ask any questions or discuss any concerns with the assignments or course. Email to request an appointment. Also please state 2-3 times that work in your schedule to help limit back and forth communication. To limit traffic into the Dean's Suite (where my office is located), student hours will be held virtually via MS Teams.

Classroom and Online Etiquette

Any successful learning experience requires mutual respect on behalf of the student and the instructor. The instructor as well as fellow students should not be subjected to any student's behavior that is in any way disruptive, rude, or challenging to the instructor's authority in the classroom. The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. The instructor can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violating the general rules and regulations of the institution (see [UT Dallas Title IX Initiatives](#)).

Online participation requires the same atmosphere of respect. Name calling, harassing, flaming, trolling, etc. is antithetical to the course goals and will not be tolerated.

Content Warning: Our classroom provides an open space for the critical and civil exchange of ideas. Some readings and other content in this course will include topics that some students may find offensive and/or traumatizing. I aim to forewarn students about potentially disturbing content, and I ask all students to help create an atmosphere of mutual respect and sensitivity.

Class Materials

Class materials are made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Lecture and Technology Policy

All mobile devices must be turned to silent before class begins and left out of sight for the duration of each session. Violation of this policy will result in either surrendering the device until the end of class or a request to leave the lecture. Students may use laptops to take notes.

Inclement Weather

In the event of inclement weather, all coursework is still due online by the posted times. Students are responsible for checking their email for instructions regarding activities that may be scheduled during the regular class meeting time.

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

Student Services and Academic Support

The information contained in the following link lists the University's academic support resources for all students.

Please see <http://go.utdallas.edu/academic-support-resources>.

Students with disabilities who believe they may need formal accommodations in this class are encouraged to register with the [Office of Access Ability](#) within the first week of class. The office is located in SSB 3.200 and can be contacted at 972-883-2098 or studentaccess@utdallas.edu.

Academic Honesty

A failing grade will automatically be assigned to any student who violates the academic integrity policy of the University of Texas, Dallas. All work submitted must represent your own, individual effort. Use of sources or others' ideas must be acknowledged with proper citations. Please familiarize yourself with the UT Dallas' policy on [Academic Honesty](#).

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Disclaimer

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor. Please see the course workspace for any updates.

COURSE SCHEDULE

To be shared on eLearning and in class.