English 1302.10W: Written Argument and Research
COURSE SYLLABUS: Spring 2020

INSTRUCTOR INFORMATION

Instructor: Ms. Anne Phifer

University Email Address: anne.phifer@tamuc.edu

Preferred Form of Communication: Email
Communication Response Time: 24 hours on weekdays; 48 hours on weekends

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Writing Inquiry 2nd Edition. Eds. Jessica Pauszek, Shannon Carter, Donna Dunbar-Odom, and Tabetha Adkins. Fountainhead Press, 2019.

Software Required
Word processing, presentation software

Course Description
ENG 1302 - GLB/US-Written Argument/Research
Hours: 3
This course provides students with advanced training in communication skills emphasizing the writing and reading of argumentative prose and adapting writing to alternate audiences. Students will write weekly, including such texts as journals, reading response logs, summaries of argumentative texts, argumentative papers, and longer papers integrating secondary research. Activities include close reading of sample texts, both student and professional. Some sections will emphasize special topics in both reading and writing. Prerequisites: Grade of C or better in English 1301 or advanced placement or CLEP.

The *syllabus/schedule are subject to change.*

Student Learning Outcomes

(critical thinking, communication, teamwork, and personal responsibility)

1. Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.
2. In written, oral, and/or visual communication, A&M-Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.
3. Students will be able to work together toward a shared purpose relevant to the course or discipline with a sense of shared responsibility for meeting that purpose.
4. Students will understand and practice academic honesty.
5. Students will be able to view themselves as engaged citizens within an interconnected and diverse world.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system, using Microsoft Word and PowerPoint and/or Prezi

Instructional Methods

Online sections meet exclusively in the learning management system.

Student Responsibilities or Tips for Success in the Course

Check your university e-mail account **daily**

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

Assignment Name	Percentage of Grade
Writing Assignment #1: Exploring Communities	15%
Writing Assignment #2: Group Presentations	15%

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Writing Assignment #3: Research Proposal	15%
Writing Assignment #4: Visual Portrait Essay	15%
Writing Assignment #5: Final Reflective Project	10%
Celebration of Student Writing Presentation	10%
Discussions	10%
Online Blogging Portfolio	10%

Assessments

See *Writing Inquiry (Part III)* for specific information about Writing Assignments (WAs)

Celebration of Student Writing
Wednesday, May 5th: 3:00-5:pm. The Celebration of Student Writing is an event held every semester where students enrolled in ENG 1302 demonstrate and show-off what they learned in their research projects. All sections of ENG 1302 are required to participate. You must create some kind of display with artifacts, visual elements, and information about what you learned in your research. The "celebration" will look like a science fair with rows of tables and projects displayed. Your participation in this event is mandatory. Plan to arrive approximately 10-15 minutes early to set up.

This assignment measures students' critical thinking skills (Student Learning Outcome 1) and will be assessed for Core Curriculum Assessment for the University College every four years. The analysis of this assessment will not impact your grade. This assignment also measures students' oral and visual communication (Student Learning Outcome 2) and will be assessed for Core Curriculum Assessment for the University College every four years.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

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Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.

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Device	Operating System	Browser	Supported Browser Version(s)
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - o 512 MB of RAM, 1 GB or more preferred
    - o Broadband connection required courses are heavily video intensive
    - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - o Sound card, which is usually integrated into your desktop or laptop computer
    - o Speakers or headphones.
    - o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
> Pop-ups are allowed.
> JavaScript is enabled.
> Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - o Adobe Reader https://get.adobe.com/reader/
    - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - o Adobe Shockwave Player   https://get.adobe.com/shockwave/
    - o Apple Quick Time   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 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, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission,

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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.

- Flash drive or other means (dropbox.com 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 often (everyday)

  • Regular internet access (additional readings available online)

  •Access to a computer with a word processing program and a printer (assignments must be typed and handed in as .doc or .docx files)

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

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System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

Please contact you instructor with any questions you may have. Your instructor's communication preference is e-mail, and her address is: anne.phifer@tamuc.edu.

The instructor's communication response time and feedback on assessments are stated clearly.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

*Grading and Late Work***:**
You are encouraged to revise your essays before turning them in as a part of your final portfolio. When I grade your assignments, I will provide suggestions for revision. The Writing Center and your peers can also be excellent resources for such information. Please don't wait until the end of the semester to begin your revisions—you will not have much time to work on them while you are completing your ethnography.

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**.

Attendance Policy:

This is an online course, so there is no real "attendance." Either you do the work, or you don't. **If you do not 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.

Grievance Procedure
Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-

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person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of First-Year Writing.

Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

Departmental Chain of Command for ENG 100/1301/1302 courses: Instructor -> Dr. Jessica Pauszek, Director of Writing -> Dr. Karen Roggenkamp, Assistant Department Head or Dr. Hunter Hayes, Department Head

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Collection of Data for Measuring Institutional Effectiveness

In order to measure the level of compliance with the university's Institutional Effectiveness guidelines, throughout the semester, I will collect some of the ungraded texts you produce. The texts will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (see "Department of Institutional Effectiveness," http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

University Specific Procedures

Student Conduct

Tenets of Common Behavior statement: All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook);

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

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http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13stude
nts/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of
integrity and honesty in all of their scholastic work. For more details and the definition of
academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13stude
nts/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13stude
nts/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement
Students with Disabilities

Students with Disabilities information: 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:

> Student Disability Resources & Services
> Texas A&M University-Commerce Gee Library, Room 162
> Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148
> StudentDisabilityServices@tamuc.edu

Nondiscrimination Notice

A&M–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.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a
concealed handgun in Texas A&M University-Commerce buildings only by persons who have

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been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

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

Introduction: Getting Started 1/13 - 1/19	Introduction to the Course. **This week we will:** Introduce yourself in Getting Started **discussion board**, familiarize yourself with the book and the layout of D2L. Go over the syllabus. Any questions will need to be directed to me immediately. **Required Viewing: Thursday Evening YouSeeU meeting, which will be recorded for people who cannot attend.** **Deliverables:** • Discussion Board Post • Syllabus Quiz • Plagiarism Contract
Unit One 1/20 - 2/2	**Required Readings (Read All):** Introduction to Chapter 1 Writing Inquiry Part IIII; Hawisher and Selfe (36 pages); Barton (21 pages); Barton and Hamilton (7 pages); Pleasant **Required Viewing:** YouSeeU Meeting(s) **Deliverables:** • Two (2) Blog Posts • Discussion Board Posts • Writing Assignment One
Unit Two:	**Required Reading (Read All):** Literacy ethnography article reading due for each group;

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2/3 – 2/16	**Required Viewing:** YouSeeU Meeting(s) **Deliverables:** • Group Presentation • Individual Reflection (WA2)
Unit Three: Research Ethics 2/17 - 3/8	**Required Reading (Read All):** Carter "Communities of Practice" (5 pages); Kahn (16 pages); Adkins (9 pages); CCCC Statement on Ethical Conduct for Research in Composition Studies; Designing a Research Plan, Phases 1-6 **Required Viewing:** YouSeeU Meetings (2) **Deliverables:** • Two (2) Progress Blog Posts • Discussion Board Posts • Writing Assignment Three
Unit Four: 3/9 - 3/29	**Required Reading (Read All):** Data Collection, Data Analysis, A Verbal Snapshot: Insider Perspective; Literacy in a Small Town (Jones) **Required Viewing:** YouSeeU Meetings (2) **Deliverables:** • Two (2) Progress Blog Posts • Discussion Board Posts • Writing Assignment Three
Unit Five: 3/30 - 4/26	**Required Reading (Read All):** Interpretive Memo, Beginning the Ethnographic Portfolio, Creating a Zero Draft, Putting Together an Ethnographic Portfolio, Presenting Your Ethnography **Required Viewing:** YouSeeU Meetings (2) **Deliverables:** • Two (2) Progress Blog Posts • Discussion Board Posts • Writing Assignment Four
Final Unit 4/27 - 5/7	**Deliverables: Celebration of Student Writing on Wednesday, May 5th from 3-5pm** in the Rayburn Student Center Conference Rooms and the Innovations Rooms A&B. All ENG 1302 students will present at this!

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