



**ENG 1302:14E College Reading and Writing  
COURSE SYLLABUS: Spring 2020**

**Instructor: Rachel Huddleston**

**Office Location:** HL 126

**Office Hours:** TBA

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## **COURSE INFORMATION**

### **Materials – Textbooks, Readings, Supplementary Readings:**

Textbook(s) Required:

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

### **Course Description:**

ENG 1302 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.

### **Student Learning Outcomes:**

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.

# COURSE REQUIREMENTS

## Instructional / Methods / Activities Assessments

Major Writing Assignments (WAs): See *Writing Inquiry* for full descriptions of WAs

## GRADING

90%-100%= A, 80-89%= B, 70-79%= C, 60-69%= D, 59% & below= F

Assignment Name	Percentage of Grade
Writing Assignment #1: Exploring Communities	15%
Writing Assignment #2: Group Presentation	15%
Writing Assignment #3: Research Proposal	15%
Writing Assignment #4: Insider Perspective	15%
Writing Assignment #5: Final Ethnographic Portfolio	20%
Quizzes/Participation	10%
In-class writing/Reading Responses/Homework	10%

## TECHNOLOGY REQUIREMENTS

You will need:

- 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 printed)
- Ability to print 30-50 pages throughout the semester (funds, ink, paper, etc.)
- Many teachers require students to access an eCollege course shell for supplemental course information

## COMMUNICATION AND SUPPORT

Please contact you instructor with any questions you may have. Your instructor's communication preference is e-mail, and her address is: Rachel.huddleston@tamuc.edu. Also, each instructor in the department of literature and languages is required to keep at least three office hours per course per week.

## 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-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of Writing, Dr. Jessica Pauszek, by emailing her. Before an appointment is scheduled the student must provide clearly documented and explained issues as to why the meeting is being requested. **The student must also state when they discussed the issue in person or via phone (not email!) with their instructor already.**

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**

## 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.

# COURSE AND UNIVERSITY PROCEDURES/POLICIES

## Course Specific Procedures:

### *Attendance Policy*

Attendance itself will not be a part of your grade. However, please notice that there are daily in-class writing assignments or quizzes that take will place **within the first ten minutes of class**. These assignments count towards your participation grade (10% of your grade overall). Repeated absences will impact both the attendance and participation grades for the course. Furthermore, announced changes to the syllabus will be made in-class as needed. If you’re not in class, you won’t hear these announcements. Excused absences (documented illness or emergency, University events, military requirements) carry no penalty.

### *Technology Policy*

Laptops or tablets are allowed in class for the purpose of note taking and partaking in class. Unless strictly stated, **cell phones are not to be used in class**; however, I understand that things happen—if you need your phone on you for some reason (such as a family emergency or an important phone call), please let me know before class begins.

Phone use in class is subject to a forfeiture of attendance and participation for the day. Headphones/Airpods are *not* to be worn during class.

### *Late Work*

Papers are accepted via **D2L ONLY (email or Google doc links will not be accepted)** on the day they are listed due on the syllabus. Late papers are subject to a 12 point per day penalty, unless an extension has been granted. Extensions must be asked for prior to any due dates. Any revisions/rewrites do not recover points lost due to late submissions. For daily writing assignments and in-class activities, late work will *not* be accepted, since you have to be present and in class in order to receive the grade.

### *Revisions/Rewrites*

Paper feedback will indicate areas of potential improvement. If time permits, you may submit a revision of the paper integrating the feedback for an increased grade up to one week after the initial paper is returned. This is applicable to all assignments except the final project.

### *Academic Honesty/ Plagiarism*

The official departmental policy: “Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. 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 see your instructor after class on the first day.

### **University Specific Procedures:**

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);

Campus Concealed Carry statement: Campus Concealed Carry - 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 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&MCommerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure s/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). 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.

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.

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](mailto:StudentDisabilityServices@tamuc.edu)

## COURSE OUTLINE / CALENDAR

### **Weekly Schedule:**

The instructor reserves the right to adjust this schedule throughout the semester to accommodate for class needs, unexpected weather, etc.

**\*\*\*NOTE: The readings or work indicated are DUE in class on the day listed. For instance, on January 15, students should come to class having *read* Carter.**

### **Week 1: Writing Inquiry Part III**

January 13: Introduction to course

January 15: Carter (p.274)

January 17: Interview Protocol p. 286; Begin Hawisher and Selfe p.292

### **Week 2: Chapter 1: What is Literacy?**

January 20: MLK Jr. Day – Campus Closed

January 22: Hawisher and Selfe p.292 (cont'd) In-Class Activity, Writing Up Interviews p. 330

January 24: Barton p. 331

**Week 3: Chapter 1: What is Literacy?**

January 27: Barton (cont'd)  
January 29: Barton and Hamilton p. 348  
January 31: Barton and Hamilton (cont'd) Introduce WA 1

**Week 4: Chapter 2: Analyzing Literacy Ethnographies**

February 3: In-Class Activity: Analyzing Artifacts p. 355)  
February 5: Chapter 2 Introduction p. 357  
February 7: Pleasant p. 359 **WA 1 Due**

**Week 5: Chapter 2: Analyzing Literacy Ethnographies**

February 10: Pleasant (cont'd) WA 2 Introduction/Group selection  
February 12: In-Class work on WA 2 Student Conferences  
February 14: In-Class work on WA 2 Student Conferences

**Week 6: Chapter 2: Analyzing Literacy Ethnographies**

February 17: Catch Up/Check in; Introduce Chapter 3  
February 19: TBA  
February 21: TBA

**Week 7: Midterm Projects**

February 24: **WA 2 Due: Presentations**  
February 27: **WA 2 Due: Presentations**  
February 29: Carter p. 380

**Week 8: Chapter 3: Establishing Ethics and Building a Research Proposal**

March 2: Carter (cont'd); Kahn p. 384  
March 4: Kahn (cont'd)/ Adkins p. 397  
March 6: CCCC Guidelines p. 402

**March 8-15: \*\*\*Spring Break\*\*\***

**Week 9: Chapter 3: Establishing Ethics and Building a Research Proposal**

March 16: Code of Ethics examples and In-Class Activity Ethics and Reflection p. 416  
March 18: Designing a Research Plan p.417; Research Tools  
March 20: In-Class Activity Identifying your Research Question/Developing a Research Plan p. 426

**\*\*\* Midterm Grades Due \*\*\* Be on the lookout for exact date coming soon**

**Week 10: Designing a Research Plan**

March 23: WA 3: Research Proposal introduction/discussion  
March 25: Introduction p. 431;  
March 27: In-Class Exercise: Fieldnotes p. 437

**Week 11: Chapter 4: Entering the Field**

March 30: Code Books p. 442 and Kynard p. 445  
April 1: WA 4 Introduction / Jones p. 450  
April 3: FIELD RESEARCH DAY

**Week 12: Chapter 4: Entering the Field**

April 6: WA 3 Due; Introduction to Chapter 5 p. 453;  
April 8: Introduce WA 5 p. 455

April 10: FIELD RESEARCH DAY / **WA 4 Due**

**Week 13: Chapter 5: Writing It Up**

April 13: In-Class Activity Beginning the Ethnographic Portfolio p. 456

April 15: In-Class Activity Creating a “Zero Draft” p. 457

April 17: FIELD RESEARCH DAY

**Week 14: Chapter 5: Writing It Up**

April 20: In-Class Activity Putting Together and Ethnographic Portfolio p. 458

April 22: Work on final project (WA 5)

April 24: Work on final project (WA 5)

**Week 15: Wrapping Up**

April 27: Work on Final Project (WA 5)

April 29: Peer Review Final Project p. 461

May 1: **WA 5 Due [Last day of Class]**

**Finals Week:**

**Celebration of Student Writing—May 6, 3-5pm**