



## ENG 1301.20W & .21W

### College Reading and Writing

COURSE SYLLABUS: FALL 2021

#### INSTRUCTOR INFORMATION

Instructor: Cortney “Anne” Phifer (she/her)  
Office Location: Fully Online  
University Email Address: Anne.Phifer@tamuc.edu  
Preferred Form of Communication: **Email**  
Communication Response Time: 24-48 hours

#### COURSE INFORMATION

For this course, we will be using a platform called *Top Hat* that is included through TAMUC’s Inclusive Access, meaning that this fee has already been charged to your bursar account. Top Hat will be accessible through our course shell in D2L. While you will receive an email about being able to opt out of this inclusive access, Top Hat is required for the course.

**To gain access to Top Hat, it is YOUR responsibility to create an account when you receive an email from the campus bookstore. Be on the lookout for this email at the start of the semester.**

**If you have any issues with Top Hat, you should contact [support@tophat.com](mailto:support@tophat.com).**

Through *Top Hat*, you will gain access to the following course materials.

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

*Dreams and Nightmares / Sueños y pesadilla*. Liliana Velásquez. Edited and Translated by Mark Lyons. Parlor Press. 2017.

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*Pro(se)letariets*. Eds. Audrey Burns, Alicia Landsberg, Evan Smith, and Jesse Uruchima. New City Community Press. 2011.

## Course Description

English 1301 Introduces students to writing as an extended, complex, recursive process and prepares students for English 1302, which more rigorously examines the forms and structures of argument and means to approaching multiple audiences. In 1301 students will write weekly, and will work on essay organization and development. The course will emphasize close reading, summarizing, and analysis of expository texts, including student writing.

## 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

### Minimal Technical Requirements

You will need:

- Flash drive or other means (dropbox.com or google drive 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!)
- Access to your myleo email address. I will email your myleo email address through D2L regularly, so check it at least every other day!
- Regular internet access
- Access to a computer with a word processing program and a printer (assignments must be typed uploaded through D2L in a **doc or docx file**)

### Technical Skills Required

In this course, you will need to be able to:

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- Use Microsoft Word or equivalent word processing program to produce a .doc or .docx file with the appropriate formatting (italics, double spacing, correct indents, and appropriate header)
- Access content, participate in discussions, upload assignments, and submit quiz items and surveys within the Learning Management System.
- Recognize which program needs to be open at what time to complete various tasks: Adobe PDF reader, Microsoft Word, Leomail, D2L Brightspace/myLeo Online, Top Hat, Microsoft Powerpoint, Google Drive, Dropbox, etc.

## **Instructional Methods**

This is a WEB section, meaning our entire course is online. Each module, I will provide a synchronous class time that you will be expected to attend during that time \*or\* will be allowed to watch the recording of afterward, or I will provide a recorded lecture for you to watch asynchronously. Either is acceptable for full participation. All other course work will be done asynchronously.

In my course, all work is due **at the end of a module, and all modules end at 11:59 pm** on the last Monday of the module. This is to give you time to work through the weekend on your course work, and gives you one extra day in case you had a busy weekend to catch things up. ***Please plan ahead.*** My modules are mostly self-paced, and will give you some leeway for how you want to plan your time, but you'll need to be focused, aware of deadlines, and capable of holding yourself to a schedule to be successful.

## **Student Responsibilities or Tips for Success in the Course**

It is expected that you will participate in Top Hat every week, usually on multiple occasions. Students in "W" classes will be entirely online but are still expected to watch class recordings if they cannot virtually attend any synchronous lectures/discussions/workshops. All students should check their email daily and log into D2L at a minimum 2-3 times a week. To succeed in this course, you should also complete all the required reading and activities in Top Hat.

## **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

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## Assessments

Assignment Name	Percentage of Grade
Writing Assignment #1: Narrating Literacy	20%
Writing Assignment #2: Expanding Literacy	20%
Writing Assignment #4: Tensions in Literacy	20%
Writing Assignment #5: Final Reflective Project	20%
Participation	20%

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## 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](mailto: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

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

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## Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

## Interaction with Instructor Statement

I will respond to your emails within 48 hours on weekdays, though I will generally respond faster unless I am travelling or ill. If you do not hear from me *in that time frame* (and 72 hours on weekends), please contact again. Remember, email glitches sometimes. So, always email again if you do not hear a response.

**Please do not email me your work.** Submit all work through Top Hat (if the work is explicitly assigned in Top Hat) or D2L (everything else). I will not accept work via email. If in doubt, email me to let me know you are having trouble submitting something, and I will give you instructions.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

#### Grading and Late Work

All assignments are due on their respective due dates by 11:59pm in the drop box 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 ***prior to the due date***.

#### 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 or medical emergency, contact me as soon as possible in order to make arrangements so that you can complete the course without undue hardship.

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Participation will be counted through your use of Top Hat. When you answer the Before and After Reading questions, you will gain participation points. If you miss a deadline, you must contact me to ask for extra time to work in Top Hat. It is your responsibility to ask for this extra time. Consistent lateness may cause a deduction of participation points.

### **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.

### **Basic Needs Statement**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

### **Grievances**

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. Ashanka Kumari, by emailing her ([ashanka.kumari@tamuc.edu](mailto:ashanka.kumari@tamuc.edu)). 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 the instructor already. Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

### **Writing Center**

The Writing Center (or the “Communication Skills Center”) offers writers free, one-on-one assistance. We welcome all writers, majors, and disciplines—undergraduate and graduate students alike. Research shows that all writers benefit from sharing their work with a focused reader. The Writing Center staff is trained to support writers in any stage of the writing process (from a blank page to polishing the sentences), and we work with writers to verbalize writing goals and stay on track to finish larger writing projects. The writers with whom we work bring projects like important emails, weekly writing assignments, midterm and final essays, and theses and dissertations. The Writing

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Center will re-open for Fall 2021 after the semester begins. If you'd like to make an appointment, email us [writing.tamuc@gmail.com](mailto:writing.tamuc@gmail.com).

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).  
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:  
<https://www.britannica.com/topic/netiquette>

### **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>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/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/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **Students with Disabilities-- ADA Statement**

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

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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 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

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.

### **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 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.

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to

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community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

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## COURSE OUTLINE / CALENDAR

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

<p>Introduction: Getting Started</p>	<p>Introduction to the Course. <b>This week we will:</b> Introduce yourself in Getting Started <b>discussion board</b>, familiarize yourself with Top Hat and the layout of D2L. Go over the syllabus. Any questions will need to be directed to me immediately.</p> <p><b>Readings:</b></p> <ul style="list-style-type: none"> <li>• “What to Expect”</li> <li>• “Preface”</li> <li>• *Donna Dunbar-Odom’s “Active Reading”</li> <li>• *Donna Dunbar-Odom’s “Writing as a Process”</li> <li>• *James Paul Gee’s “What is Literacy?”</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Discussion Board Post</li> <li>• Syllabus Quiz</li> <li>• Plagiarism Contract</li> </ul> <p>For all readings with a * answer both the Before and After Reading questions in Top Hat.</p>
<p>Unit One: Narrating Literacies</p>	<p><b>Required Readings (Read All):</b></p> <ul style="list-style-type: none"> <li>• “How to Approach the Assignments”;</li> <li>• Dunbar-Odom’s “Learning Habits of Reflection”;</li> <li>• Adkins’ “Plagiarism”;</li> <li>• Chapter 1: Narrating Literacies Introduction</li> <li>• Deborah Brandt “Sponsors of Literacy”;</li> <li>• Romeo Garcia “On the Cusp of Invisibility”;</li> <li>• Malcolm X “Learning to Read”;</li> </ul> <p><b>Required Viewing:</b> Lecture Video(s)</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Before and After Reading Questions in Top Hat</li> <li>• Discussion Board Post(s)</li> <li>• Writing Assignment One</li> </ul>
<p>Unit Two: Expanding Literacy</p>	<p><b>Required Reading (Read All):</b></p> <ul style="list-style-type: none"> <li>• Chapter 2 Introduction</li> <li>• Eric Pritchard “Prologue”;</li> <li>• bell hooks’ “Confronting Class in the Classroom”;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Lilitana Velasquez’s <i>Dreams and Nightmares</i></li> </ul> <p><b>Required Viewing:</b> Lecture Video</p> <p><b>Required Participation:</b> One-on-one email check-ins with professor. Be sure to check your leomai.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Before and After Reading Questions</li> <li>• Discussion Board Post(s)</li> <li>• WA2 (Expanding Literacy)</li> </ul>
<p>Unit Three: Dominant, Vernacular, &amp; Marginalized Literacies</p>	<p><b>Required Reading (Read All):</b></p> <ul style="list-style-type: none"> <li>• Chapter 3 Introduction;</li> <li>• Mirabelli, “Learning to Serve”;</li> <li>• Alvarez, “Brokering the Immigrant Bargain”;</li> </ul> <p><b>Required Viewing:</b> Lecture Video</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Before and After Reading Questions</li> <li>• Discussion Board Post(s)</li> <li>• Writing Assignment 4 (Tensions in Literacy)</li> </ul>
<p>Unit Four: Reflecting Literacy in our Own Lives</p>	<p><b>Required Reading (Read All):</b></p> <ul style="list-style-type: none"> <li>• Introduction to Chapter 4</li> </ul> <p><b>Required Viewing:</b> Lecture Video</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Writing Assignment 5 (Reflective Project)</li> </ul>

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