ENG 100 (0CW): Introduction to College Reading & Writing

COURSE SYLLABUS: Fall Term 1, 2021 (9/7-10/22)

INSTRUCTOR INFORMATION

Instructor: Dr. Stacey Said (she/her/hers)
Email: Stacey.Said@tamuc.edu
Office Location: Online
Office Hours: Virtually, 12-4 p.m. weekdays, or by appointment

COURSE INFORMATION

Required Course Text: *The Word on College Reading and Writing*. This text is in PDF format and is available in the course under "Start Here - Course Materials."

Course Description

A non-credit course providing an Introduction to College Reading and Writing, ENG 100 offers an introduction to the elements of literacy necessary for college-level reading and writing. In this course, students receive substantial feedback and instructors tailored to their specific needs. This course serves as a support course for ENG 1301 and is required of those students who are not Texas Success Initiative (TSI) complete in either reading and/or writing, but this course is also available to anyone who may desire additional support for ENG 1301. This course may not be used to satisfy any degree requirement.

The syllabus/schedule are subject to change.

Student Learning Outcomes

1. Students will identify the elements of rhetorical analysis and understand the concept of reading as part of an academic conversation
2. Students will analyze and respond critically to texts written for academic audiences
3. Students will apply academic writing conventions in their own writing to accommodate various audiences and purposes
4. Students will learn how to conduct basic research and understand how to use it appropriately in written works

Regular and Substantive Course Interaction

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a traditional semester. Students are expected to double this effort of engagement given that this course is being delivered in a seven-week term. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students are able to demonstrate competency.

COURSE REQUIREMENTS

Instructional Methods

The course is divided into four competencies:

Competency 1: **Rhetorical Knowledge**, teaches you to read rhetorically, understanding how texts are structured to make meaning – how all the little pieces add up to the larger whole. When you engage in this kind of reading, you look for the rhetorical strategies of the writer – the patterns, structures, figures, & methods that a writer uses in order to make their point. This kind of reading can, in turn, help you to strategize your own approach to creating effective texts for particular audiences and purposes.

Competency 2: **Critical Reading**, teaches you efficient academic reading strategies. Academic reading is a specific category of reading. It's helpful to remember that academic reading is an act of performance. Rather than sitting back and passively receiving information we read in college, we will be asked to directly act upon that information in some way. We will be quizzed or tested.

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We will be asked to debate, analyze, or critique what we read. We will need to read closely, remember the text accurately, and compare it to other texts for style and content.

Competency 3: **The Writing Process**, introduces you to the importance of audience and purpose and to the writing process. Purpose is your reason for writing. Are you writing to persuade, to explain, or to issue a call to action? Perhaps you have more than one purpose. Understanding your reason for

writing will help you to choose an appropriate voice. This competency also teaches you skills to develop your voice as a writer. Writing is a recursive process and involves going through these steps multiple times. Additionally, every writer has their own writing processes that come into play as they write.

Competency 4: **Research**, teaches you techniques for finding information using library resources, including search techniques to narrow your findings and further evaluation techniques for assessing research materials for informational value, quality, and reliability. You will also learn how to read scholarly writing for information and how to apply this information in your writing.

Within each competency there is a pretest, a list of course readings specific to that competency, and a post-test. The course readings will provide you with the information you need to be successful on the post-test. While there are a few multiple choice questions on the tests, the majority of the questions on the pre-tests and post-tests are extended short answer or essay (with minimum word count expectations). Many of the questions on the post-tests specifically reference materials in the readings, so general knowledge will not be sufficient to answer those questions; reading the material is a must.

Student Responsibilities or Tips for Success in the Course

Because we are working in a 7-week term with 4 competencies, I suggest an approximate 2-week time frame for each competency. This will help you stay on track to complete all four competencies by the end of the term.

You should begin by taking the pre-test. The pre-test in each competency is meant to be a baseline from which to begin studying the material in the course in preparation for the post-test. The pre-test will give you several important pieces of information, what you already know, so you will know what to study (there is no point in studying things you are already knowledgeable about), as well as what you do not know (even if you assumed you did know).

Once you complete the pre-test, you should begin reading and studying for the post-test. All readings are listed in each competency and all are required, unless otherwise noted. When you feel ready, you can move on to the post-test.

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You must score 80% or better on the post-test in order to pass. If you do not score at least 80% the first time you take the post-test, you have to re-take the test.

In addition to the four competencies listed above, you will complete a final course essay that must be successfully completed in order to pass the course. You do not have to score 80% on the paper as you do on the post-tests. The grade you earn will be averaged into the other four competency grades.

GRADING

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

A = 90%-100%

B = 80%-89%

F = 79% and below

Grades

Your final grade in the course is based on the average of your scores on four post-tests and one final course essay (each post-test is worth 20% of your final grade and the final course essay is worth 20%).

Pre-test and Post-test for Each Competency

The purpose of the competency pretests is to provide a baseline understanding of your knowledge in each competency and to give you a preview of the information you will be expected to know in order to pass the post-test. The pre-test grade is not calculated as part of your final grade.

The Post-test is an assessment of your knowledge of the material required for the competency. A score of 80 points or higher is required on the Post-test to demonstrate competency. If you score less than 80 points on any competency, you will have an opportunity to review the material and retake the competency Post-test. You may take the Post-test assessment up to three times. If you have not passed the competency in three attempts, you will work with an Academic Advisor to determine another method of fulfilling the program requirements in this subject. In order to demonstrate competency, a score of 80 points or higher is required. Each Post-test is worth 20% of your final grade.

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Final Course Essay

The final course essay is worth 20% of your final grade. You do not have to score 80% on the paper as you do on the Post-tests. The grade you earn will be averaged into the other four competency grades.

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

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.

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.

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COMMUNICATION AND 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. Other support options can be found here:

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

Communication

Communication is a key part of success in this course. I am available via email (Stacey.Said@tamuc.edu) from 12 – 4 pm weekdays, or by appointment, to discuss assignments, questions, and/or issues. Please note that I may not respond to emails between 4 p.m. and 7 a.m. See the Respect section for details on sending respectful emails.

I often send clarifications about assignments via email, as well as notifications and any emergencies or changes to class content. All course content will be posted to our course D2L site which is available for your to access at any time.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

Pandemic-Specific University Policies A&M–

Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct.

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Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support students getting access to missed content or completing missed assignments.

Please, click on the following link to access A&M-Commerce COVID-19 Information, https://new.tamuc.edu/coronavirus/

Respect & Student Conduct

Each class is made up of diverse individuals with a variety of backgrounds and beliefs, so we won't always agree with one another on every issue. You will probably feel uneasy, uncomfortable, or challenged at some point in this class. In fact, those moments can often lead to greater insight and understanding. However, rudeness and insults will not be tolerated. Our classroom should be a respectful space where we all feel comfortable and safe sharing our thoughts, and professionalism and boundaries are very important to me as a professor.

These respect guidelines also apply in feedback and email correspondences we will have with one another. Emails should include a proper opening and closing salutations and a clear message.

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

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

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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 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
Website: Office of Student Disability Resources and Services

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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/rulesP
rocedures/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.

Counseling Services

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

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regarding Counseling Center events and confidential services, please visit http://www.tamuc.edu/counsel.

COURSE OUTLINE / CALENDAR

Due to the nature of this competency-based course, time is tied to the dates of the current term. All coursework must be completed by 5:00 pm on the last day of the term. Failure to submit all coursework by the last day of the term may result in earning a non-passing grade.