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ENG 1301.24W & .25W
US-COLLEGE READING & WRITING
COURSE SYLLABUS: FALL 2021

INSTRUCTOR INFORMATION

Instructor: Drew Thomas
Office Location: Online
University Email Address: Drew.Thomas@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: Within 24 hours M-F, 72 hours on weekends

COURSE INFORMATION

For this course, we will be using a platform called *Top Hat* which 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 might receive an email about being able to opt out of this inclusive access, Top Hat is REQUIRED for this 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 need to contact support@tophat.com.

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

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

The *syllabus/schedule are subject to change.*

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

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 approach 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. Students will be able to communicate (written, orally, and/or visually) in a manner appropriate to the 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 Skills Needed
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**)

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Technical Skills Required

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

- 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 Sunday of the module. This is to give you time to work through the weekend on your course work. ***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

As a student in this online course, you are expected to participate in Top Hat every week, perhaps even on multiple occasions. There will also be weekly discussion boards on D2L, which also account for participation points. If there are any recordings, you will be expected to watch those recordings. All students must check their email daily and log into D2L at MINIMUM 2-3 days a week. To succeed in this course, you should complete all required readings and activities in Top Hat. Finally, you cannot pass the course if you do not submit the work in a timely manner.

GRADING

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

A = 90%-100%
B = 80%-89%
C = 70%-79%

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D = 60%-69%

F = 59% or Below

Assessments

Assignment Name	Percentage of Final 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%
Quizzes/Top Hat	10%
Homework (including discussions, responses, and other miscellaneous assignments)	10%

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

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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

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

Interaction with Instructor Statement

I will respond to your emails within 24 hours on weekdays and within 72 hours on weekends. If you do not hear from me in that time frame, please try again—technology often fails us, but please wait the allotted time before emailing again with the same question. I am also available via Zoom for conferencing and the response time will be the same.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Participation will be counted partly through your use of Top Hat as well as class discussions, drafting your assignments, group work, conferences, etc. If you might miss a deadline, I encourage you to contact me sooner rather than later; extensions are given on a case-by-case basis. Consistent lateness may cause a deduction of participation points.

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

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me as soon as possible in order to make arrangements so that you can complete the course without undue hardship.

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 students' 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 him to provide any resources that he 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). 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 want to discuss 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

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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, theses and dissertations. The Writing 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.

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

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

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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
Velma K. Waters Library Rm 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
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

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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 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**

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Department or Accrediting Agency Required Content

COURSE OUTLINE / CALENDAR

Unless otherwise indicated, all readings and Before/After questions will be done through Top Hat while class discussions are solely on D2L. You must access Top Hat directly through D2L. The readings and work indicated are due by the 11:59 PM on Sundays of the week listed. This class starts new weeks on Mondays at 8:00 AM, so be sure to do all of your work prior to Sunday. Again, this class is online, but don't wait until Sunday night to post to the discussions for the first time. This outline is a guide--be sure to check D2L for all definitive due dates (or email if they are not listed).

Introduction: Getting Started - Dates: 8/30-9/19	Introduction to the Course. **In this module we will:** Introduce yourself in Getting Started **discussion board**, familiarize yourself with Top Hat and the layout of D2L. Go over the syllabus. Any questions will need to be directed to me immediately. **Readings:** • "What to Expect" • "Preface" • *Donna Dunbar-Odom's "Active Reading" • *Donna Dunbar-Odom's "Writing as a Process" • *James Paul Gee's "What is Literacy?" **Deliverables:** • Discussion Board Post • Syllabus Quiz • Plagiarism Contract For all readings with a * answer both the Before and After Reading questions in Top Hat.

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Unit One: Narrating Literacies - Dates: 9/13-10/03	**Required Readings (Read All):** • "How to Approach the Assignments"; • Dunbar-Odom's "Learning Habits of Reflection"; • Adkins' "Plagiarism"; • Chapter 1: Narrating Literacies Introduction • Deborah Brandt "Sponsors of Literacy"; • Romeo Garcia "On the Cusp of Invisibility"; • Malcolm X "Learning to Read"; **Required Viewing:** YouSeeU Meeting(s) and/or Asynchronous Lecture Video(s) **Deliverables:** • Before and After Reading Questions in Top Hat • Discussion Board Post(s) • Writing Assignment One
Unit Two: Expanding Literacy - Dates: 10/04-10/24	**Required Reading (Read All):** • Chapter 2 Introduction • Eric Pritchard "Prologue"; • bell hooks' "Confronting Class in the Classroom"; • Liliana Velasquez's *Dreams and Nightmare* **Required Viewing:** YouSeeU Meeting(s) and/or Asynchronous Lecture Video **Required Participation:** YouSeeU Meeting(s) and/or Asynchronous Lecture Video **Deliverables:** • Before and After Reading Questions • Discussion Board Post(s) • WA2 (Expanding Literacy)

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Unit Three: Dominant, Vernacular, & Marginalized Literacies **-** **Dates:** **10/25-11/14**	**Required Reading (Read All):** • Chapter 3 Introduction; • Mirabelli, "Learning to Serve"; • Alvarez, "Brokering the Immigrant Bargain"; **Required Viewing:** YouSeeU Meetings and/or Asynchronous Lecture Video **Deliverables:** • Before and After Reading Questions • Discussion Board Post(s) • Writing Assignment 4 (Tensions in Literacy)
Unit Four: Reflecting Literacy in our Own Lives **-** **Dates:** **11/15-12/6**	**Required Reading (Read All):** • Introduction to Chapter 4 **Required Viewing:** YouSeeU Meetings and/or Asynchronous Lecture Video **Deliverables:** • Writing Assignment 5 (Reflective Project)

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