



## ENG 1302 [02E] (20281), College Reading & Writing

COURSE SYLLABUS: Spring 2022

Under construction

### INSTRUCTOR INFORMATION

Instructor: Dr. F-J A. von Neuhaus  
Office Location: Ferguson, Social Science, Room 130  
Office Hours: by appointments  
Phone: n/a  
Department Phone: (903) 886.5260  
Department FAX: (903) 886.5980  
University Email Address: [Frank.vonNeuhaus@tamuc.edu](mailto:Frank.vonNeuhaus@tamuc.edu)  
Preferred Form of Communication: by email  
Communication Response Time: 24-36 hours during M-F  
Classroom: DTH 302

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

### 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.**

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 Tabetha Adkins. Fountainhead Press, 2019.

### 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 responses, summaries of argumentative texts, argumentative papers,

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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 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.
5. Students will be able to view themselves as engaged citizens within an interconnected and diverse world.

## Minimal Technical Skills Needed

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 (every day). I will email the class through D2L, so be sure that that email is the one you check.
- 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)

## Instructional Methods

~~This is a "B" Blended section, meaning we will have some f2f class time and some online course time. Because of the pandemic, we are only allowed to have so many students in the course at once. You will be given a group, and I will designate which days your group will come to class f2f. When your group is NOT f2f, you are expected to do the work remotely via Top Hat and D2L.~~

~~This is a WEB section, meaning our entire course is online. Each week, 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 during the week. Either is acceptable for full participation. All other course work will be done asynchronously with given deadlines throughout the week.~~

## 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 "B" blended courses are expected to be in class OR complete their work remotely in the allotted timeframe. 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.

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## 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

### Assessments

Assignment Name	Percentage of Grade
Writing Assignment #1: Exploring Communities p 356	15%
Writing Assignment #2: Partner/Group Presentations p 370	15%
Writing Assignment #3: Research Proposal p 429 (pp413-15)	15%
Writing Assignment #4: Inside Perspective p 448	15%
Writing Assignment #5: Ethnographic Project p 453; presentation in the class and portfolio	15%
Global World:	15%
Top Hat Participation	10%
Misc.*	

## 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).

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**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 48 hours on weekdays. 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.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

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 your instructor 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.

### **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>

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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 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

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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 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)

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 the student getting access to missed content or completing missed assignments.

Unless otherwise indicated, all readings and questions will be done through *Top Hat*. Remember, you should access Top Hat readings directly in D2L.

### **Important Dates:**

12 January, first class day

17 January, Martin Luther King, Jr., Holiday, no class

Spring Break: March/Mar 14-18

02 May Monday, Last Class Day

06 May--13 May--Spring Finals Week

\*May? Celebration of Student Writing \*usually during Finals Week) still in the planning stage

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## COURSE OUTLINE / CALENDAR

Date	Topic	Readings
<b>Week 1 Introduction</b>		
Jan 12 W	Syllabus Review	
Jan 14 F	Questions	
<b>Week 2</b>		
Jan 17 M	Martin Luther King Holiday	No class
Jan 19 W	di	Part III. Ch. 1
Jan 21 F		
<b>Week 3</b>		
Jan 24 M		Part III, Ch. 1 (continue)
Jan 26 W		
Jan 28 F		
<b>Jan 29 Saturday</b>	<b>W.A. 1 due—by 11:30 pm</b>	
<b>Week 4</b>		
Jan 31 M		
Feb 2 W		
Feb 4 F		
<b>Week 5</b>		
Feb 7 M		
Feb 9 W		
Feb 11 F		
<b>Feb 12 Saturday</b>	<b>W.A. 2 due—by 11:30 pm</b>	
<b>Week 6</b>		
Feb 14 M		
Feb 16 W		
Feb 18 F		
<b>Week 7</b>		
Feb 21 M		
Feb 23 W		
Feb 25 F		
<b>Feb 26 Saturday</b>	<b>W.A. 3 due---by 11:30 pm</b>	
<b>Week 8</b>		
Feb 28 M		
März 2 W		
März 4 F		
<b>Week 9</b>		
März 7 M		
März 9 W		
März 11 F		
<b>März 12 Saturday</b>	<b>W.A. 4 due---by 11:30 pm</b>	
<b>Week 10</b>		
März 14 M	Spring Break	
März 16 W	Spring Break	
März 18 F	Spring Break	
<b>Week 11</b>		
März 21 M		
März 23 W		
März 25 F		
<b>März 26 Saturday</b>		

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<b>Week 12</b>		
März 28 M		
März 30 W		
April 1 F		
<b>April 2 Saturday</b>	<b>Global Paper due by 11:30 pm</b>	
<b>Week 13</b>		
April 4 M		
April 6 W		
April 8 F		
<b>April 09 Saturday</b>		
<b>Wk. 14</b>		
April 11 M		
April 13 W		
April 15 F		
<b>Wk. 15</b>		
April 18 M		
April 20 W		
April 22 F		
<b>April 23 Saturday</b>		
	<b>Wk. 16</b>	
April 25 M	<b>Presentations</b>	
April 27 W	<b>Presentations</b>	
April 29 F		
	<b>Wk. 17</b>	
May 2 M		<b>Last Class Day</b>
May 4 W		
May 6 F	<b>Portfolio is due /final write up</b>	
	<b>Wk. of Finals</b>	
May 11 Wednesday	<b>8:00 – 10:00</b>	

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Final Exam Schedule Spring 2022

The final examinations for the Spring 2022 Semester will begin on Saturday, May 7th at 7:30 am and will be conducted according to the schedule below:

Saturday, May 7th		Monday, May 9th	
Day & Time of Class	Exam Time	Day & Time of Class	Exam Time
S 7:30	7:30-9:30	MWF 8:00	8:00-10:00
S 10:20	10:20-12:20	MWF 10:00	10:30-12:30
		MWF 2:00	1:15-3:15
		MW 9:30	10:30-12:30
		MW 2:00	1:15-3:15
Tuesday, May 10th		Wednesday, May 11th	
Day & Time of Class	Exam Time	Day & Time of Class	Exam Time
TR 8:00	8:00-10:00	MWF 9:00	8:00-10:00
TR 11:00	10:30-12:30	MWF 11:00	10:30-12:30
TR 2:00	1:15-3:15	MWF 4:00	1:15-3:15
		MW 12:30	1:15-3:15
Thursday, May 12th		Friday, May 13th	
Day & Time of Class	Exam Time	Day & Time of Class	Exam Time
TR 9:30	8:00-10:00	MWF 12:00	8:00-10:00
TR 12:30	10:30-12:30	MWF 1:00	10:30-12:30
TR 3:30	1:15-3:15	MWF 3:00	1:15-3:15

**Evening Class Exam Schedule:**

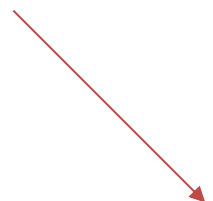
Final examinations for evening classes will be conducted during regularly scheduled class periods on Monday, May 9th; Tuesday, May 10th; Wednesday, May 11th; Thursday, May 12th; Friday, May 13th.

**Math Departmental Exam Schedule:**

Final departmental examinations for Math 131 and Math 1314 will be as follows:

- Math 1314 - Monday, May 9th; 3:30-5:30pm
- Math 131 - Tuesday, May 10th; 3:30-5:30pm

**ENG 1302 Exam Schedule:**



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