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## **ENG 1302.[90E], College Reading and Writing**

COURSE SYLLABUS: SPRING 2022

### **INSTRUCTOR INFORMATION**

**Instructor: Carol Dale, M.Ed.**

**Office Location: Boles High School**

**Office Hours: Monday-Friday 10:20-11:05am and Monday-Thursday 3:15-3:40pm**

**Office Phone: 903-883-4464**

**University Email Address: Carol.Dale@tamuc.edu**

**Preferred Form of Communication: e-mail**

**Communication Response Time: 1-2 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 Tabetha Adkins. Fountainhead Press, 2019.

*The syllabus/schedule are subject to change.*

## **Course Description**

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

## **COURSE REQUIREMENTS**

### **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 (everyday). 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**

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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 allow to have so many students in the course at once. You will be given a group and I will designate which days your group can come to class f2f. When your group is NOT f2f, you are expected to do the work via Top Hat and D2L.

This is a WEB section, meaning out 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. 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

### **Assessments**

<b>Assignment Name</b>	<b>Percentage of Grade</b>
Writing Assignment #1: Exploring Literacies	15%
Writing Assignment #2: Partner or Group Presentations	15%
Writing Assignment #3: Research Proposal	15%
Writing Assignment #4: Taking Stock of Your Research (D2L Discussion Board)	10%
Writing Assignment #5: Final Reflective Project	10%

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Top Hat Participation	10%
In-class writing/ Discussion Board Posts and Responses to Classmates/ Reading Responses/Homework/Other Participation	15%
Final Exam: Ethnographic Presentation	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](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. 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 of will be counted partly through your use of Top Hat (10%) and partly through the work you do in class discussions (online or f2f), in drafting your writing assignments, in group work, etc. When you answer the Before and After Reading questions in Top Hat, 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).  
<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>

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## **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](#)  
[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

Velma K. Waters Library Rm 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](#)

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<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.

### **Counseling Center 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 regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **Department or Accrediting Agency Required Content**

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## COURSE OUTLINE / CALENDAR

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

<p>Week 1: Tuesday, January 11 – Friday, January 14</p> <p>Introduction to the Course; Discussion about literacy and communities</p>	<p>1. Register your leomail address for a Top Hat account.</p>
	<p>2. Email your instructor through D2L. In this email, you should introduce yourself, provide the pronouns and name you would like them to use, and say something else about yourself that you want to share.</p>
	<p>3. Read, “What to Expect”</p>
	<p>4. Read, “Preface”</p>
	<p><b><u>Read and answer the Before and After Reading questions for the following:</u></b></p> <p>5. Donna Dunbar – Odom “Active Reading”</p>
	<p>6. Donna Dunbar – Odom, “Writing As a Process”</p>
	<p>7. James Paul Gee, “What Is Literacy?”</p>
<p>Week 2: January 18 – January 21</p> <p>Literacies; Communities of Practice; Begin Drafting WA 1</p>	<p>1. How To Approach The Assignments</p>
	<p>2. Donna Dunbar – Odom, “Learning Habits of Reflection”</p>
	<p>3. Tabetha Adkins, “Plagiarism”</p>
	<p>4. Introduction to Part III by Shannon Carter</p>
	<p>5. Barton and Hamilton, “Literacy Practices”</p>
	<p>6. Analyzing Artifacts Activity if f2f; (set up Groups if WEB)</p>
	<p>7. Introduce and Begin Drafting WA</p>

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<p>Week 3: January 25 – January 28</p>	<p>1. Hawisher and Self, “Becoming Literate” sections <u>or</u> Barton “Talking about Literacy”</p>
<p>Week 4: February 1 – February 4</p> <p>Chapter 2: Analyzing Literacy Ethnographies</p>	<p>2. WA 1 due</p> <p>1. Chapter 2 Introduction</p> <p>2. Eric Pleasant, “Literacy Sponsors and Learning”</p> <p>3. Begin Partner/Group work for WA 2</p>
<p>Week 5: February 8 – February 11</p>	<p>1. Read the article for your group</p> <p>2. Work on your article analysis (use the template your instructor provides)</p> <p>3. Develop a plan for your presentation</p>
<p>Week 6: February 15 – February 18</p> <p>Group Presentations; Choose an *online* community that you want to research</p>	<p>1. Group Presentations</p> <p>2. Begin thinking about an online community that you want to research</p>
<p>Week 7: February 22 – February 25</p> <p>Ethics in Research and Beginning your Own Research</p>	<p>1. Chapter 3 Introduction</p> <p>2. Carter, “What is a Community of Practice?”</p> <p>3. Adkins, “Ethnographic Research Ethics and Amish Values”</p> <p>4. Designing Your Research Plan</p>
<p>Week 8: March 1 – March 4</p>	<p>5. Kahn, “Putting Ethnographic Research Into Context”</p>

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	6. CCCC Guidelines
	7. Activity “Ethics and Reflection”
	8. Example Code of Ethics and Informed Consent
Week 9: March 8 – March 11 Research Proposal	1. Activity: Identifying Your Research Question and Developing Your Research Plan
	2. WA 3: Research Proposal Due
Week 10: March 22 – March 25 Continuing your Research	1. Chapter 4 Entering the Field
	2. Continue Research
Week 11: March 29 – March April 1 Ethnography in Practice	1. TBA – posts about research
Week 12: April 5 – April 8 Ethnography in Practice	1. TBA – posts about research
	2. WA 4 Discussion Board Post due
Week 13: April 12 – April 15	Complete Ethnography Presentations
Week 14: April 19 - April 22	Presentations!
Week 15: April 26 - April 29	Presentations!
Week 16: May 3- May 6	Finals Prep
Finals Week	WA 5 Reflective Project due!

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