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## **ENG 1302.14E College Reading and Writing**

COURSE SYLLABUS: Spring 2022

### **INSTRUCTOR INFORMATION**

**Instructor:** Emily Bauer (she/her/hers)

**Email:** [emily.bauer@tamuc.edu](mailto:emily.bauer@tamuc.edu)

**Office Location:** DTH 126

**Office Hours:** Wednesdays 10-11 AM via email, Thursdays 12:15-1:45 PM on campus, or by appointment

**Preferred Form of Communication:** Email

**Communication Response Time:** 48 hours during M-F

### **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.*

*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 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 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 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)

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## **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 time frame. 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**

Assignment Name	Percentage of Grade
Writing Assignment #1: Exploring Literacies	20%
Writing Assignment #2: Partner or Group Presentations	15%
Writing Assignment #3: Research Proposal	15%
Writing Assignment #4: Reflecting on Your Research (D2L discussion board)	10%
Top Hat Participation	10%
In-class writing/ Discussion Board Posts and Responses to Classmates/ Reading Responses/Homework	10%
Final Exam: Ethnographic Portfolio	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

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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.

### **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 me again. Remember, email glitches sometimes. So, always email again if you do not hear a response.

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

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

Participation will be counted partly through your use of Top Hat (10%) and partly through the work you do in class discussions (online), 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>

#### **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:

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[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 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)

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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)

### **COURSE OUTLINE / CALENDAR**

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

<u>Week</u>	<u>Reading Due</u> *readings & reading questions should be completed BEFORE class on Tuesdays	<u>Writing/Homework Due</u> *writing should be completed BEFORE class on Thursdays
Week 1	<ul style="list-style-type: none"> <li>★ Introduction to Course</li> <li>★ "What is Literacy" - Interview Protocol</li> <li>★ Begin Hawisher &amp; Selfe</li> </ul>	<ul style="list-style-type: none"> <li>★ Discussion board in class activity</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>★ Hawisher &amp; Selfe (cont'd)</li> <li>★ Begin Barton &amp; Hamilton</li> <li>★ Introduce WA 1</li> </ul>	<ul style="list-style-type: none"> <li>★ Complete Before and After Reading questions on Top Hat for readings</li> <li>★</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>★ Barton &amp; Hamilton (cont'd)</li> <li>★ Develop a draft/outline of WA 1</li> </ul>	<ul style="list-style-type: none"> <li>★ Before and After Reading Questions</li> <li>★ Respond to weekly journal topic</li> <li>★</li> </ul>
	<ul style="list-style-type: none"> <li>★ Analyzing Artifacts Activity</li> <li>★ Pleasant</li> </ul>	<ul style="list-style-type: none"> <li>★ Writing Assignment 1 Due</li> </ul>

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Week 4		
Week 5	<ul style="list-style-type: none"> <li>★ WA 2 Intro and Group Selection</li> <li>★ Student Conferences</li> </ul>	<ul style="list-style-type: none"> <li>★ Before and After Reading Questions</li> <li>★ Respond to weekly journal topic</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>★ Check In</li> <li>★ Work on WA 2</li> </ul>	<ul style="list-style-type: none"> <li>★ Before and After Reading Questions</li> <li>★ Respond to weekly journal topic</li> <li>★ Drafting WA 2 – peer review</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>★ WA 2 Presentations</li> </ul>	<ul style="list-style-type: none"> <li>★ Writing Assignment 2 due</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>★ Carter</li> <li>★ Kahn</li> <li>★ Adkins</li> </ul>	<ul style="list-style-type: none"> <li>★ Before and After Reading Questions</li> </ul>
Week 9	<ul style="list-style-type: none"> <li>★ Code of Ethics examples and In Class Activity Ethics and Reflection</li> <li>★ Designing a Research Plan</li> <li>★ In Class Activity Identifying your Research Plan</li> <li>★ WA 3 Research Proposal</li> </ul>	<ul style="list-style-type: none"> <li>★ Before and After Reading Questions</li> </ul>
		<ul style="list-style-type: none"> <li>★ TBA</li> </ul>

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Week 10	★ In Class Exercise Fieldnotes	
Week 11	★ Field Research Day ★ Code Books and Kynard ★ WA 4 Introduction	★ Before and After Reading Questions ★ WA 3 due
Week 12	★ Introduction to Chapter 5 ★ Introduce WA 5	★ WA 4 due
Week 13	★ Beginning the Ethnographic Portfolio ★ Creating a “Zero Draft”	★ WA 5 draft due to D2L
Week 14	★ In Class Activity Putting together an Ethnographic Portfolio	★ Work on WA 5 draft and any revisions ★ Respond to 2 peers
Week 15	Last week of class	★ Writing Assignment 5 due
Week 16	Finals Week	

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