



Please, click on the following link to access A&M-Commerce Covid 19 Information, [tamuc.edu](https://tamuc.edu)

## **ENG 1301,80521, 09E, College Reading and Writing**

COURSE SYLLABUS: Fall 2022

### **INSTRUCTOR INFORMATION**

**Instructor:** Brandi Spelbring (She/Her)

**Office Location:** Talbot Hall 125

**Office Hours:** Monday, Wednesday 3:00 pm to 4:00 pm  
Saturdays 10:00 am to 12:00pm noon online

Schedule office hours here: <https://calendly.com/spelbring/office-hours-1>

**Office Phone:**

**University Email Address:** [Brandi.Spelbring@tamuc.edu](mailto:Brandi.Spelbring@tamuc.edu)

**Preferred Form of Communication:** email

**Communication Response Time:** I will respond during business hours M-F or by appointment. For my health and wellness, I rarely respond on Sundays. I encourage you all to take a day each week as well to recharge and rest.

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

**Materials – Textbooks, Readings, Supplementary Readings:**

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

\*This is available on TopHat.

*Bad Ideas About Writing*

*The syllabus/schedule are subject to change.*

<https://textbooks.lib.wvu.edu/badideas/badideasaboutwriting-book.pdf>

## 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 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

### Instructional / Methods / Activities Assessments

**Major Writing Assignments (WAs):** See *Writing Inquiry* for full descriptions of WAs

### My Advice

I am so very happy to welcome you to my class and our little community for the semester. My classroom is a safe place to explore ideas and consider new things. I hope you use all that is a part of you to help you become better writers. Writing is not only a process, but a painstaking activity that can strip away personality in exchange for what we assume is proper. My advice is to find your voice—experiment and try new things. I also encourage you to use any languages or dialects you know with translations to add dimension, voice, and accent to your writing. Brainstorming, personal notes, and pre-writing may all be done in any language that is comfortable for you. Multilingual writing is always welcome in our classroom.

*The syllabus/schedule are subject to change.*

## 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

### Grading Distribution

Assignments (In class and peer editing)	10%
TopHat	10%
Writing Assignment 1	10%
Writing Assignment 2	10%
Writing Assignment 3	20%
Writing Assignment 4	20%
Writing Assignment 5/Final Exam	10%
Participation/Attendance	10%
<b>TOTAL</b>	<b>100%</b>

## 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>

*The syllabus/schedule are subject to change.*

## 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

If you need help or you have any questions, please email me or message me. I love hearing from students, and I'm always here to help. The best way I can help you is if I understand what you need. To help me, please always include the following information when you email me. This will help save time so that I can help you right away.

1. Clear subject line.
2. Full name
3. Clear request or question.
4. Be polite and ask nicely.

**Response time for messages and emails.** I will respond as quickly as I can to your emails and phone calls. I usually respond very quickly, but I will respond within at least 24 hours. If you email me over the weekend, I will respond at least by Monday morning.

**Politeness and tone.** Our classroom is a small community. So, please keep this in mind as you progress through this semester. Please consider this as you write emails and messages to me and other students. First, be kind.

*The syllabus/schedule are subject to change.*

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

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

**Late work** will be accepted for up to one week past the due date for a 10% deduction. No work will be accepted after the one-week deadline unless there are extenuating circumstances. Some work cannot be made up, so please be aware of due dates and assignments. Please contact me immediately if you have a situation that prevents you from completing your classwork.

### **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.

### **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](mailto: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 discussed the issue in person or via phone (not email) with their 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 offers writers free, one-on-one assistance. We offer 45min sessions, online or face-to-face, that writers can book from our website:

[www.tamuc.edu/writing-center](http://www.tamuc.edu/writing-center)

*The syllabus/schedule are subject to change.*

We welcome all writers, majors, and disciplines—undergraduate and graduate students alike (faculty and staff too!). Research shows that all workers benefit from sharing their work with a focused reader. The Writing Center staff is trained to support writers in any stage of the writing process (from the blank page to polishing sentences), and we work with writers to verbalize writing goals and to stay on track with larger writing projects. We work with any form of writing (academic and nonacademic). The writers usually bring projects like important emails, weekly writing assignments, midterm and final essays, and theses and dissertations. Contact us with any questions here:

[writingcenter@tamuc.edu](mailto:writingcenter@tamuc.edu)

## **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](#)

[Undergraduate Student Academic Dishonesty Form](#)

*The syllabus/schedule are subject to change.*

<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](#)

<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

*The syllabus/schedule are subject to change.*

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)

### **[Course Schedule](#)**

*The syllabus/schedule are subject to change.*