



## **ENG 100 - 04L College Reading and Writing Spring 2022**

M, W, F 12:00 p.m. – 12:50 p.m.

### **Instructor Information**

Instructor: Paige Van Speybroeck

Office Location: DTH 233

Office Hours: M, W, and F 11 am to 11:50 am and by appointment

Office Phone: N/A

Office Fax: N/A

University Email Address: [Paige.VanSpeybroeck@tamuc.edu](mailto:Paige.VanSpeybroeck@tamuc.edu)

Preferred Form of Communication: email

Communication Response Time is within 48 hrs. weekdays – weekends will be longer. If you do not hear back from me in this time frame, please send another email, see me in class, or during my office hours.

### **Course Information**

Materials – Textbooks, Readings, Supplementary Readings and Materials

**Required Textbook:** Klausman, J. (2019). *Active Voices: The Language of College and Composition*. Fountainhead Press.

**Top Hat:** To gain access to Top Hat, you will need to create an account with them. The bookstore will send you an email with instructions so be on the look out for the email at

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the beginning of the semester. If you have any issues with Top Hat, you can contact them at [support@tophat.com](mailto:support@tophat.com)

The course materials you will need for this course will be through Top Hat. I will also provide additional materials to enhance or expand the SLOs for this course.

## **Course Description**

English 100 supports students in successfully completing their ENG 1301 course which is taken concurrently. Students will work with their instructor to strengthen their drafts of ENG 1301 writing assignments. Students will better understand the writing process, and they will also work individually on any challenges they may face when writing college-level academic texts. In addition, students will work on college level reading skills in this course.

## **Student Learning Outcomes**

1. Students will be able to analyze, evaluate, or problem-solve when given a set of circumstances, data, text, 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**

### **Minimal Technical Skills Needed**

You will need:

- Flash drive, data stick, thumb drive, or other means of storing digital versions of the essays and other material you generate. \*It is advisable to keep a backup of **EVERYTHING** you turn in.

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- A valid, working email address that you check often e.g., every day. I will email the class through D2L so be sure this is the email you check.
- Regular internet access.
- Access to a computer with a word processing program and a printer. Your assignments must be typed and uploaded into D2L in a doc or docx file format. **Students have access to the free student version of MS Office. There is a link in the Apps tab of the Leo portal or contact IT.**

\*Please note that Apple Pages is not readable in D2L.

## **Instructional Methods**

This is a F2F section that meets Monday, Wednesday, and Friday each week unless there is a University holiday.

## **Student Responsibilities and Tips for Success in the Course**

You are expected to be present at every class meeting and participate in the discussions and activities in each class session. Please make sure you complete the reading assignment prior to class so you can participate fully and make the most of the in-class discussion. Writing assignments need to be completed and submitted prior to or on the date they are due unless arrangements have been made with me **PRIOR to the due date**. If you need extra time for an assignment, let's talk about it. I can be very flexible if I know about it beforehand, after the fact makes this much more difficult.

A note about Attendance and Participation: To receive full Attendance and Participation points for the semester, you will need to:

- **prepare** by completing any reading & writing assignments before class
- **be on time**
- **participate** by engaging in class discussions, listening attentively, taking notes, asking questions when confused, answering questions, etc.

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- **stay** in class until dismissed (There is no such thing as partial attendance, you are either here for the entire class or you are absent. Please see me if you need to be absent so we can discuss any homework/assignments.)
- **e-devices in class** phones need to be silent/vibrate and put away. If you need to take a call, please leave the room before answering so as not to interrupt your classmates' learning. Laptops are welcome in class. We will have periods of time when it will be necessary to have "screens down" for class discussions, etc.

**Touch Base:** It is my intention to meet with each student individually to discuss their progress in the class and address any issues, questions, concerns, feelings, etc. I am planning for these to occur sometime near the middle of the semester. You do not need to wait until this Touch Base to discuss your grade or other questions you may have. Take advantage of office hours or make an appointment so we can meet.

## **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**

Reading Assignments/Activities	30%
Attendance and Participation	20%
Weekly Journals	30%
Final Project	20%
Total	100%

## **TECHNOLOGY REQUIREMENTS**

### **Learning Management System**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS) also known as D2L. Below are the 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>

### **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>

### **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 library on campus or elsewhere, 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 me. My email is listed above as well as open office hours. If you need to see me outside those times, email me to make an appointment.

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## **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 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, and theses and dissertations. If you would like to make an appointment, email us [writing.tamuc@gmail.com](mailto:writing.tamuc@gmail.com)

## **Grievance Procedure**

### **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 the instructor already. Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

## **Course and University Procedures/Policies**

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

#### **Attendance**

At the beginning of each class, you will write for 10 minutes in your journal. Since this class is about writing, we will make it a priority to write. These journals will be collected at several

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points during the semester and is part of your grade for this course. It is necessary for you to be here for every class to receive full points toward your Weekly Journal assignment.

The University has no policy for “excused absences” except for University sanctioned events, so please save your absences for illness, court appearances, child care arrangements, or other situations where you must miss class. Even though the University does not recognize absences, excused or otherwise, I understand that life happens and you may need to miss class. I will allow students 2 absences with no negative consequences. If you need to miss class, please send me an email to that effect. Remember, it is important to attend each class session to facilitate your learning process and acquisition of knowledge, and of course, to pass this course.

### **Academic Honesty/Plagiarism**

The official departmental policy: “Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1,2,3])

If you ever have any questions about a particular use of a source, always ask your instructor (me). They (I) want you to avoid plagiarism, too, so they (I) will help you do so whenever and wherever they (I) can. Do what you can to take advantage of this support – to look innocent in addition to being innocent when it comes to charges of plagiarism.

Students guilty of academic dishonesty or plagiarism can expect to fail the assignment in question or the entire course depending on the nature of the incident.

### **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.

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## **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 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>

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## [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.

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## **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)

## **COURSE OUTLINE / CALENDAR**

\* As a reminder, you will be writing in your journals every class meeting for the first 10 mins of class.

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	<b>Lecture/Reading</b>	<b>To-Do (see D2L for due dates)</b>
<b>Unit 1</b> Weeks 1, 2, 3	Syllabus/Introductions <ul style="list-style-type: none"> <li>- Read Syllabus</li> <li>- Course ILOS</li> <li>- Writing process</li> <li>- What is knowledge in the academy</li> <li>- Methods of learning</li> <li>- What reading in college means</li> <li>- Different spaces for writing</li> <li>- What writing with authority means</li> <li>- What is an Academic Discourse</li> <li>- What language to write in</li> </ul>	<b>Discussion</b> Introduction  <b>Reading</b> Engaging the Language of the Academy  <b>Assignment 1</b> Stages of Writing
<b>Unit 2</b> Weeks 4, 5, 6	Engaging the language of writing <ul style="list-style-type: none"> <li>- Contexts of Writing, Starting the Process</li> <li>- Different spaces of writing</li> <li>- Why Rhetoric</li> <li>- Ancient Greek Scholars</li> <li>- Different rhetorical devices: Ethos; Pathos, Logos, and Kairos.</li> <li>- Conducting rhetorical analysis of different texts</li> <li>- What a claim is</li> <li>- What a logical Fallacy is</li> <li>- Toulmin's Model</li> <li>- Rogerian Argument</li> </ul>	<b>Discussion</b> Processes of Writing  <b>Reading</b> 71-141  <b>Assignment 2</b> prepare a critical review of one of the 1301 readings exploring the various rhetorical devices
<b>Unit 3</b> Weeks 7, 8, 9	Engaging Writing as a Process <ul style="list-style-type: none"> <li>- What Writing as a Process Means</li> <li>- What Prewriting, Drafting, and Revising are</li> </ul>	<b>Reading</b> 147-209  <b>Assignment 3</b>

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	<ul style="list-style-type: none"> <li>- What is Peer Review</li> <li>- What a Thesis Is</li> <li>- What Summary, Paraphrase, and Quotation Are</li> <li>- What Analyze, Report, and Respond Mean</li> <li>- What is Synthesizing</li> <li>- What is Metatext</li> <li>- What is Presentation and Design</li> </ul>	Write an essay on one of the presented topics (TBA)
<b>Unit 4</b> Weeks 10, 11, 12	Engaging Research in the Academy <ul style="list-style-type: none"> <li>- What is Information Literacy</li> <li>- What Conducting Research Means</li> <li>- What is Primary, Secondary, and Tertiary Research</li> <li>- What are Academic Databases</li> <li>- What Note-Taking for Writing Means</li> <li>- What Citing Sources Means</li> <li>- What is Plagiarism</li> <li>- What is Bullshit</li> <li>- What Wikipedia and YouTube Are in the Academy</li> </ul>	Write a flash fiction using all the introduced rhetorical devices. <p><b>Assignment 4</b></p> Find sources for the presented topics (TBA) and summarize or paraphrase these sources to argue for your point of view
<b>Unit 5</b> Weeks 13, 14, 15	Intro to Final Project Prepare the first draft Writing Introduction Writing a thesis statement: <ul style="list-style-type: none"> <li>- What is a thesis statement?</li> <li>- Why is it important?</li> <li>- It should be concise, specific, and arguable/writeable</li> </ul>	Final Project

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	<ul style="list-style-type: none"><li>- It answers: What, How and Why of your topic</li><li>- Revision and Proofreading</li><li>- Differences between revision and proofreading</li></ul> <p>Three revision techniques: reverse outline, Assignment prompting checking strategy, and MEAL paragraph revising strategy</p>	
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