



ENG 100.07L & 08L College Reading and Writing

Fall 2022

ENG 100-07L. Mon, Wed, Fri 10:00 am-10:50 am Location: DTH302

ENG 100-08L. Mon, Wed, Fri 11:00 am-11:50 am Location: DTH302

INSTRUCTOR INFORMATION

Instructor: Haomei Meng

Office Location:

Office Hours: Mondays and Fridays, 1 pm-2:30 pm

University Email Address: Haomei.Meng@tamuc.edu

Preferred Form of Communication: E-mail

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

For this course, we will be using a platform called Top Hat, which will be accessible through our course shell in D2L. 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. Through Top Hat, you will gain access to the following course materials.

Materials – Textbooks, Readings, Supplementary Readings

The syllabus/schedule are subject to change.

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

Supplementary readings: Based on students' interest and request, I will recommend reading materials and provide links to enhance students' learning.

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**
- 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.

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- Regular internet access
- Access to a computer with a word processing program and a printer (assignments must be typed and uploaded through D2L in a Microsoft doc or Pdf file)

Instructional Methods

This is a F2F section that meets Monday, Wednesday, and Friday each week unless there is a University holiday. If there a need to transition the course online, all changes will be communicated to the students in advance.

Student Responsibilities or Tips for Success in the Course

There are mainly **three** things that you need to do to acquire a satisfactory result in this course. First, be present at every class meeting and participate in the discussions and activities in each class session. Second, make sure you complete the reading assignment prior to class so you can participate fully and make the most of the in-class discussion. Third, 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.

Additional tips for the consideration of others

1. Be on time
2. Stay in class until dismissed
3. Put your phone away by silencing your phone and avoid texting/net surfing while in class

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

Weights of the assessments in the calculation of the final letter grade.

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Reading Assignments/Activities	20%
Attendance and Participation	25%
Writing Practice	35%
Final Project	20%
Total Points possible	100%

C (70/100) or above is needed to pass this course Assessments

TECHNOLOGY REQUIREMENTS

Learning Management System (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

Zoom VirtualClassroomRequirements:

<https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

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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>

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.

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, and her address is: Haomei.Meng@tamuc.edu

The Writing Center

The writing center (<https://www.tamuc.edu/writing-center/>) offers one-on-one, 45-minute sessions—now both in-person and online! The online sessions take place in WOnline, a platform that provides audio, video, screen sharing and a shared document so that writers and tutors can collaborate. Both face-to-face and online sessions are booked in WOnline. All writers, majors, and disciplines—undergraduate and graduate students alike are welcomed in the

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Writing Center where all staff is trained to support writers in any stage of the writing process (from a blank page to polishing the sentences), and they work with writers to verbalize writing goals and stay on track to finish larger writing projects. The writers with whom they work bring projects like important emails, weekly writing assignments, midterm and final essays, and theses and dissertations. Therefore, do not hesitate to reach the writing center for help.

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). 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

It is necessary for you to be here for every class to receive full points toward your weekly writing assignment. Please bring a pen/pencil, paper, and your journal notebook for each class. The instructor will record your attendance on an attendance paper for each class. 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. If you miss class, see me so we can discuss the assignments.

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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.

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](#).

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

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>.

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 Students Academic Integrity Policy and Form

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Undergraduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

[Graduate Student Academic Dishonesty Form](#)

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

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Office of Student Disability Services

Velma K. Waters Library- Room 162

Phone(903) 886-5930

Fax (903) 468-8148

Email: StudentDisabilityServices@tamuc.edu

Website: <https://www.tamuc.edu/student-disability-services/>

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.

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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

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

COURSE OUTLINE / CALENDAR

*The syllabus is subject to change, please see policy above.

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	Lecture/Reading	To-Do (see D2L for due dates)
Unit 1 Weeks 1, 2, 3	Syllabus/Introductions - Read Syllabus - Course ILOS - Writing process - What is knowledge in the academy - Methods of learning - What reading in college means - Different spaces for writing - What writing with authority means - What is an Academic Discourse - What language to write in	Discussion Introduction Reading Engaging the Language of the Academy Assignment 1 Stages of Writing
Unit 2 Weeks 4, 5, 6	Engaging the language of writing - Contexts of Writing, Starting the Process - Different spaces of writing - Why Rhetoric - Ancient Greek Scholars - Different rhetorical devices: Ethos; Pathos, Logos, and Kairos. - Conducting rhetorical analysis of different texts - What a claim is - What a logical Fallacy is - Toulmin's Model - Rogerian Argument	Discussion Processes of Writing Reading 71-141 Assignment 2 prepare a critical review of one of the 1301 readings exploring the various rhetorical devices
Unit 3 Weeks 7, 8, 9	Engaging Writing as a Process - What Writing as a Process Means - What Prewriting, Drafting, and Revising are	Reading 147-209 Assignment 3

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

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