



## **ENG 100.05L & 06L College Reading and Writing Course Syllabus: Fall 2022**

ENG 100-05L. Mon, Wed, Fri 1:00p-1:50p Location: DTH305  
ENG 100-05L. Mon, Wed, Fri 2:00p-2:50p Location: DTH305

### **Instructor Information**

Instructor: Yu Lei  
Office Location: DTH 214  
Office Hours: W F, 3:00 pm- 4:30 pm  
University Email Address: Yu.Lei@tamuc.edu  
Preferred Form of Communication: email  
Communication Response Time is within 48 hrs. weekdays. If you do not hear back from me in this time frame, please send another email or see me during office hours.

### **Course Information**

#### **Materials – Textbooks, Readings, Supplementary Readings**

**Textbook Required:** Klausman, J. (2021). *Active voices*. 1st ed. Fountainhead Press. ISBN: 978-1-64485-028-2

**Supplemental Materials:** Microsoft Office has a free student version that you can download and use in all your classes. Contact Center for IT Excellence (CITE) 903.468.6000 for a link and instructions.

### **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 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 academic texts. In addition, students will work on their 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. \*Always keep a backup of EVERYTHING you turn in.
- 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. \*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. Please be aware that we may transition to an online format if the University deems it necessary to do so. If this happens, I will discuss with the class what and how we will continue at that time. We will cover the material weekly as scheduled unless the instructor makes changes. Any changes will be communicated to the students in advance and are in response to unforeseen circumstances, student needs, etc.

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

Please participate in the class discussions and activities in each session, and make sure you complete the reading assignment so you can participate fully and make the most of the discussion. This can include asking a question about the reading, answering a classmate's question, bringing up something that made you think differently, or something that made you curious. It makes class more interesting when everyone participates and deepens learning. Please complete your writing assignments on time. If you need extra time for an assignment, let's talk about it. I can be very flexible if I know about it beforehand. If you wait until after the due date, there is very little I can do for you.

Please be considerate of others and follow these guidelines:

- put your phone away by silencing your phone and avoid texting/net surfing while in class
- prepare before coming to class by completing any reading & writing assignments
- be on time
- participate by engaging in class discussions, listening attentively, taking notes, asking questions when confused, answering questions, etc.
- stay in class until dismissed

If you are having difficulties with the course, please do not hesitate to talk to me. I am available to you throughout the semester. Send me an email or pop into office hours and we can discuss things there or make an appointment for a one-on-one conference.

### 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.

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.

### Final project

The final paper should include: title, key words, introduction, body parts, conclusion, and references (APA style)

Body parts: at least 600 words. 2 pages minimum. 12 pt Times New Roman font. line spacing: 1.5 lines.

Please utilize as many of the topics we covered in this class, use a variety of sentence lengths, write a rough draft, and ask someone else to read it, etc.

### 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)

### 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).

**Please Note:** Personal computer and internet connection problems happen to everyone at one time or another. It is a good idea to have a back-up plan in place should they occur during the semester. These plans 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. Remember to keep track of your CWID and password so you can access the course.

### **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. I am a support person dedicated to your success in this course. Allow me to be that person for you.

### **The Writing Center**

The Writing Center offers writers free, one-on-one assistance. We currently only offer 45min, online sessions that writers can book from our website: [www.tamuc.edu/writing-center](http://www.tamuc.edu/writing-center)  
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 with whom we work 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)

### **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>

### **Grievance Procedure:**

Students who have concerns regarding their courses should first address those concerns with the assigned instructor 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, [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:**

Since this class is about writing, we will make it a priority to write. 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.

### **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])

I want to share this quote by Kevin Gannon in his article in The Chronicle of Higher Education:

Creators should be able to control what we create; appropriating others’ ideas or labor without credit or attribution is theft; no creators want their stuff stolen. The entire scholarly enterprise depends upon an adherence to those norms. Citation and attribution are also important ways to ensure that scholarly discourse is open to all voices and does not silence marginalized or minority perspectives. In that regard, plagiarism can be a form of censorship, in that it removes someone’s voice (and by extension, scholarly identity) from the conversation.

I like to think of plagiarism in this light. Most of the time this happens unintentionally. 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>

#### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) <http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

## **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 Students Academic Integrity Policy and Form**

[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 Students Academic Integrity Policy and Form**

[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) 886-5930

Fax (903) 468-8148

Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

Website: <http://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.

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](http://www.tamuc.edu/counsel)

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

### **Course Outline/Calendar**

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

Week 1 (8/29 - 9/2)	Syllabus, Introductions Engaging the Language of the Academy What Language to Write In	
Week 2 (9/5 - 9/9)	9/5 Labor Day. No class  9/7-9/9 Engaging Writing as a Process What Writing as a Process Means What Prewriting, Drafting, and Revising Are	
Week 3 (9/12 - 9/16)	Engaging Writing as a Process What Peer Review Is What Conducting Research Means What Note-Taking for Writing Means	
Week 4 (9/19 - 9/23)	Engaging Writing as a Process What a Two-Part Title Is What a Thesis Is What Summary, Paraphrase, and Quotation Are	
Week 5 (9/26 - 9/30)	Engaging Writing as a Process What Quoting Sources Looks Like What Integrating Sources Means What Analyze, Report, and Respond Mean	
Week 6 (10/3 - 10/7)	Engaging Writing as a Process What Synthesizing Means What Plagiarism Is What Google Translate Is in the Academy	
Week 7	Engaging the Language of Writing	

(10/10 -10/14)	What the Rhetorical Situation Is (Part 1) What the Rhetorical Situation Is (Part 2) What Counts as Text	
Week 8 (10/17 - 10/21)	What Argument Means What Counts as Evidence What a Claim Is	
Week 9 (10/24 - 10/28)	What Counterargument, Rebuttal, and Concession Are What Ethos, Logos, Pathos, and Kairos Are What a Logical Fallacy Is	
Week 10 (10/31 - 11/4)	What Toulmin's Model Is What Rogerian Argument Is Engaging Shapes of Writing in the Academy What Modes and Genres Are	
Week 11 (11/7 - 11/11)	What Paragraphs Do What Writer's Stances Look Like What Point-and-Support Writing Is	The first draft of the final project is due
Week 12 (11/14-11/18)	What Analytical Summary Is Engaging Research in the Academy What Information Literacy Is What Primary, Secondary, and Tertiary Research Is	
Week 13 (11/21-11/25)	What Academic Databases Are What Wikipedia and YouTube Are in the Academy What Citing Sources Means  11/23-11/25 Thanksgiving Break. No class	
Week 14 (11/28-12/2)	What Close Reading Means What Note-taking for Research Looks Like What Critique and Application Are	
Week 15 (12/5-12/9)	What Problematizing Is What Topic Selection and Narrowing Are What Presentation and Design Are	the Final draft of the final project is due
Finals Week (12/12-12/16)		