



English 1302, SECTION 04E
Written Argument and Research
COURSE SYLLABUS: Spring 2024

INSTRUCTOR INFORMATION

Instructor: George Flores
Office Location: TBA
Office Hours: MWF 2:00-3:00 p.m.
University Email Address: gflores13@leomail.tamuc.edu
Communication Response Time: I respond to emails daily.

COURSE INFORMATION

Textbook(s) Required: For this course, we will be using a platform called Top Hat that is included through A&M-Commerce's Inclusive Access fee that was charged to your bursar account when you registered for this course. **You will not need to make any additional purchases.** 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, you will create an account using your LeoMail (university email) 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.

The join code for our course section is 823246

Through Top Hat, you will gain access to the following course materials:

Johnson, Gavin P., Ashanka Kumari, Emily Littlejohn, Brian McShane, and Rachel McShane, Eds. *Writing Inquiry* [2023 edition]. Top Hat.

Software Required:

- D2L
- Top Hat
- LeoMail
- A word processing program: *Students have free access to [Office 365](#).*

The syllabus/schedule are subject to change.

Course Description

ENG 1302 – GLB/US Written Argument/Research • 3 credit hours. This course provides students with advanced training in communication skills emphasizing the writing and reading of argumentative prose and adapting writing to alternate audiences. Students will write weekly, including such texts as journals, reading response logs, summaries of argumentative texts, argumentative papers, and longer papers integrating secondary research. Activities include close reading of sample texts, both student and professional. Some sections will emphasize special topics in both reading and writing. Prerequisites: Grade of C or better in English 1301 or advanced placement or CLEP.

Core Curriculum Course Objectives

- **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication;
- **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;
- **Personal Responsibility:** to include the ability to connect choices, actions and consequences to ethical decision-making.

English 1302 Learning Outcomes

- **Define** important terms/concepts including, but not limited to, literacy, community, research, ethics, knowledge, ethnography, and writing processes;
- **Discuss** the ways these terms expand based on cultural and communicative practices;
- **Locate** scholarly research related to key terms/concepts;
- **Examine** scholarly, personal, and/or multimodal texts that detail varying understandings and applications of key terms/concepts;
- **Develop** writing and research processes appropriate for ethically studying the literacy of a specific community;
- **Engage** in collaboration that supports individualized and communal understanding and writing development;
- **Collect** primary ethnographic data;
- **Organize** collected data in order to understand specific literacy community practices;
- **Consider** the various affordances and constraints of composing using different technologies (analog, digital, and/or multimodal), research methods, practices, styles, and/or languages;
- **Compose** texts across different genres and media of writing that further expand key terms/concepts based on primary ethnographic research and engagement with trustworthy secondary research;
- **Reflect** on your writing experiences and literacy practices;
- **Design** individualized learning goals appropriate for a first-year writing course; and
- **Assess** individualized learning goals based on labor and performance alongside feedback from peers and the instructor.

The syllabus/schedule are subject to change.

Instructional Methods

Instruction Type: f2f (face-to-face) lecture

Location: TBA

Time: Monday, Wednesday, and Friday at 10:00 a.m.

COURSE REQUIREMENTS

Student Responsibilities or Tips for Success in the Course

Students will succeed in this course by abiding by the following guidelines:

1. Attend every class. Attendance will ensure you do not miss out on any assignment instructions or graded activities.
2. Use the Do Not Disturb feature on your cellphones. In addition to being respectful to others, you must also practice rigorous self-discipline to focus on and succeed in your studies.
3. Read more than assigned readings. Consistent reading will help you learn new words, recognize new sentence structures that you can incorporate in your own writing, and discover new ideas or perspectives that can spark ideas for writing. Try to find something to read that you find entertaining. Subscribe to a blog or website that caters to your interests and aim to read an article every day.
4. Voice your concerns in class. The best method of learning is asking, so be sure to use classroom discussions as opportunities to overcome shyness or diffidence.
5. Set a schedule. Try to spend 5-7 hours a week writing. Whether you write one hour every day or 2 hours every other day, find a time that works best for you and stick to it—even if you do not have a writing assignment. Regular writing engenders good writing.
6. Make use of my office hours. When you have additional concerns about the class or an assignment, or even if just want to learn more about writing, please stop by my office. You can also request a zoom meeting, and I will be happy to set a meeting at a convenient time for both of us.
7. Take notes. Do not read just to read. Take notes regularly in a separate notebook or in the margins of printed material. Notes are extremely helpful later in the semester so that you do not have to re-read material. Annotate, annotate, and annotate again until it becomes a habit.

COURSE ASSESSMENT

As an instructor, my approach to classroom assessment is a mixture of written and oral feedback. When I notice trends in student writing, I tend to address those issues in class so that I do not have to write the same advice in a dozen papers. Therefore, it is imperative you pay attention to the lecture in class since I may be offering advice that

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can help you revise your writing strategies. I also provide written feedback on major assignments (essays) since the feedback will help you with your future writing assignments. I often congratulate students on exceptional writing choices, but I also point out errors that need to be worked on. Please, do not take negative feedback personally, as it is imperative that we all learn from our mistakes rather than continue committing them. Although smaller activities/assignments will not be graded with a rubric, most assignments will be graded with a rubric, which will be available in D2L.

Midterm and 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.

| | |
|----------------------------------------------------------|----------------------------|
| Writing Assignments | 40% |
| Writing Histories and Your Goals Reflection | <i>complete/incomplete</i> |
| Considering Communities and Literacies | 10% |
| Preliminary Topic Proposal and Annotated Bibliography | 10% |
| Ethnographic Research Proposal | 10% |
| The Learning Showcase | 10% |
| English 1302 Semester Portfolio | 30% |
| Writing Activities | 15% |
| Top Hat Questions | 10% |
| Attendance | 5% |
| <hr/> | |
| TOTAL | 100% |

Assignments

Full prompts for assignments are available in Top Hat and/or D2L.

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TECHNOLOGY REQUIREMENTS

Minimal Technical Skills Needed

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 Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance: Attendance will account for 5% of your grade. Consistent tardiness may count as an absence.

Submissions: All essays must be submitted to TopHat as MS Word files and on time.

Late Work: Late work will not be accepted. If you run into technical issues, please notify me in advance with proof of the issue (e.g. screenshots).

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Cell phones: Cell phone disruptions can be rude. If you expect an important call, please use the vibrate function.

Interaction with Instructor Statement

Please conduct yourselves in a cordial and honest manner with your instructor and with your fellow classmates.

Grievance Procedure

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 **Dr. Gavin P. Johnson, the Director of Writing** (gavin.johnson@tamuc.edu). In the case when the Director of Writing is the instructor, the student should contact **Dr. Hunter Hayes, Chair of the Department of Literature and Languages** (hunter.hayes@tamuc.edu). Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

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>

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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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>

AI Use in Courses (Draft)

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

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](#)

<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>

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<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Collection of Data for Measuring Institutional Effectiveness

To measure the level of compliance with the university's Institutional Effectiveness guidelines, throughout the semester, I will collect some of the ungraded texts you produce. The texts will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (see "Department of Institutional Effectiveness," <http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

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

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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>

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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.

RESOURCES

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

Writing Center

The Writing Center offers writers free, one-on-one assistance. We welcome all writers, majors, and disciplines—undergraduate and graduate students alike. In fact, we work from the premise that all writers, no matter their ability level, benefit from the feedback of knowledgeable readers. The Writing Center staff is trained to provide writers with just this service. In short, we are here to help you help yourself. The Writing Center offers one-on-one sessions with writers—both face-to-face and online—begin on the hour and last up to 45 minutes. You cannot sign up for back-to-back appointments, but you may sign up for as many appointments as you'd like each day and week. For more information, visit <https://www.tamuc.edu/writing-center>

Library

The Velma Waters Library supports the research, learning and teaching interests of students, faculty and staff. Connect with a librarian, explore our research and course guides, and attend workshops.

- **Chat with a Librarian!** Get immediate assistance with our [chat service](#) on the main Library page: <https://www.tamuc.edu/library/>
- **Email** ask@tamuc.libanswers.com. We will respond to your email within 24 hours, often much sooner.
- **Text** your question to 903.225.2862.
- **Call** the Waters Library at 903.886.5718 or contact the librarian for your college/department to discuss your research needs.
- **Meet With Us!** Don't stay up all night searching Google. Schedule a one-on-one consultation held in-person or via Zoom with the librarian for your college/academic department.
- **Visit Us!** We'd love to meet you in-person!
 - Waters Library Research Office: Second Floor, Room 213
 - Waters Library University Archives: 4th Floor, Room 406A

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- A&M – Commerce at Mesquite Metroplex Center: Second Floor, Study Room

Student Career Preparedness Office

Meet with career advisors who can help you with the resources and tools needed to prepare you for your next phase after graduation and beyond. To schedule an appointment, you can either call 903.468.3223, emailing hirealion@tamuc.edu or go online by clicking [schedule an appointment](#).

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>

COURSE OUTLINE / CALENDAR

| English 1302 Semester Outline Spring 2024 | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Week #1: January 10–12 | <i>Wednesday, January 10 is the first day of class.</i> |
| <p>Course Introduction</p> <ul style="list-style-type: none"> · Discuss the syllabus, course objectives, and discuss student goal setting · Assignment(s): Writing Histories and Establishing Goal Reflection (see Unit 1) <ul style="list-style-type: none"> ● Writing Histories Reflection due at the end of Week 1 ● Writing Sample Discussion due at the end of Week 1 · Read “Why a Writing Course?” and “Writing Assignment: Writing Histories and Your Goals Reflection.” Then read “Active Reading” and “The Writing Center is YOUR Resource” in Unit 10. | |
| Week #2: January 15–19 | <i>Observe MLK, Jr. Day. Campus closed January 15</i> |

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Unit 5

- Introduce Unit 5 and discuss literacy
- Discuss critical readings
- Assignment(s):
Considering Communities and Literacies (see Unit 5)
 - Considering Communities and Literacies due at the end of Week 3
 - Semester Glossary [Unit 10] due by Midterm, March 15.
- Read “A Brief Introduction to ENG 1302 and Unit 5,” Barton & Hamilton, “Writing Assignment: Considering Communities & Literacies,” Carter “Communities of Practice”, Moss, and “Writing Processes” and “Writing Genre in Context” (Unit 10).

Week #3: January 22–26

Census Day is January 26.

Unit 5 continued

- Review previous key terms
- Discuss critical readings
- Students continue working on Considering Communities and Literacies
- Workshop and/or Peer Review Considering Communities and Literacies
- Read Alvarez, Johnson & Arola and “Giving and Receiving Feedback” in Unit 10.
- Assignment(s):
 - Considering Literacies and Communities due this week

Week #4: January 29–February 2

Unit 6

- Preview Unit 6
- Demonstrate Library research tools and/or invite Librarians for a visit
- Assignment(s):
 - Preliminary Proposal and Annotated Bibliography
 - In class activities: “Finding and Evaluating Secondary Sources” and “Reverse Engineering.”
- Read “A Brief Introduction to Unit 6,” “RESEARCH! Primary, Secondary, & Evaluating Sources,” “Information Literacy,” “The Literacy Ethnography as Research,” Pleasant, and “Writing Activity: Reverse Engineering” Allen “Handling Family Business” in Unit 6. Read “Anatomy of the Academic Essay” in Unit 10.

Week #5: February 5–9

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Unit 6 continued

- Continue Unit 6 discussions
- Continue supporting student secondary research
- Read “Activity: Rhetorical Précis” and “Giving Credit and Avoiding Plagiarism in Unit 10
- *Schedule* one-on-one conferences to discuss research progress

Assignment(s):

- Research Source Discussion Board: Sharing Findings and Generating Questions

Week #6: February 12–16**Unit 6 continued/Catch up week**

- Complete Proposal and Annotated Bibliography due Friday

Week #7: February 19–23**Unit 7**

- Review Unit 5 and 6 key terms and skills. Preview the trajectory of Unit 7 and the course. Discuss semester trajectory for ethnographic research.

Assignment(s):

- Ethnographic Research Proposal
- Read “A Brief Introduction to Unit 7,” “Writing Assignment: Ethnographic Research Proposal,” “Listening For, Learning About, and Honoring Community Literacy Experiences,” “Toward Ethnographic Justice,” “Ethical Dilemmas within Online Literacy Research,” “Sample Statement of Ethics,” and “Sample Informed Consent”

Activity:

- Identifying Your Research Questions and Developing Your Proposal”

Week #8: February 26–March 1**Unit 7 continued/Catch up week**

- Continue working on Ethnographic Research Proposal

Assignment(s):

- Ethnographic Research Proposal due this week

Week #9: March 4–8**Unit 8**

- Introduce (or reintroduce) Ethnography Portfolio
- Preview Unit 8 trajectory
- Read “A Brief Introduction to Unit 8” and “Collecting Data in the Field”
- Activities: Mock Interview and Field Notes & Observations
- Begin Field Research

Assignment(s):

The syllabus/schedule are subject to change.

- Activity: Field Research Journal: First Entry

Week #10: March 11–15

Observe Spring Break. Campus closed March 11-15

- Assignment(s):
 - Field Research Journal: Second Entry

Week #11: March 18–22

Unit 8 continued

- Discuss organizing and analyzing data
- Read “Organizing and Coding Data from the Field.”
- Activities:
 - Conceptual Memos; Literacy Artifact Analysis

Week #12: March 25–29

Mid-term grades due Monday, March 25 at 5:00 pm.

Unit 8 continued/Start Unit 9/Catch up week

- Complete field research
 - Introduce Unit 9
 - Read “A Brief Introduction to Unit 9” and “Key Concept: Working with Data”
- Assignment(s):
- Research Journal: Update 1

Week #13: April 1–5

Unit 9 continued

- Begin drafting the ethnography
 - Read “The Zero Draft”
- Assignment(s):
- Research Journal: Update 2

Week #14: April 8–12

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Unit 9 continued

- Continue drafting
- Assignment(s):
 - Peer-Review (In class)
 - Research Journal: Update 3
- Re-read “Giving and Receiving Feedback” in Unit 10.

Week #15: April 15–19

Unit 9 continued

- Revision and writing continued
- Assignment(s):
The Learning Showcase assignment
- Read “Rhetorical Grammar,” “Presenting Your Research,” and “The Learning Showcase.”

Week #16: April 22–26

Unit 9 conclusion/Catch up week

- Assignment(s):
In class writing workshops
In class presentation drafting and practice

Week #17: April 29–May3

Observe campus study days May 1, 2, 3. No classes held.

Last Week of Class

- Wrap up pending coursework
 - Complete course evaluations
- Assignment(s):
Course Reflection

Week #18: May 6–10

*Finals Week. No regular classes held.
Final Grades due Monday, May 13 at 5:00 pm.*

Finals

- **Capstone: Ethnographic portfolio due this week**
- **Capstone: The Learning Showcase on Wed., May 8 from 3:00-5:00 pm in Rayburn Student Center 2nd Floor**

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