



## English 1302, Section 20E (CRN 20431)

### Written Argument and Research

COURSE SYLLABUS: Spring 2024

#### INSTRUCTOR INFORMATION

Instructor: Mark Haslett

Office Location: Talbot 126

Office Hours: Mon. 12 p.m.-1:30 p.m., Wed. 12:30-2 p.m.

University Email Address: mark.haslett@tamuc.edu

Communication Response Time: 32 hours, weekdays, excluding holidays/closures

#### 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. To join Top Hat, you must click on the Top Hat link in your D2L course on a web browser. The Top Hat launch link is in the "Content" menu. Upon being re-directed to Top Hat, you can create an account if you are new to Top Hat or log in if you have an existing account. Please report any access issues immediately.

**The join code for this class at tophat.com is 906414.**

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.

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### Software Required:

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

## 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;

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- **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.

## **Instructional Setting**

Classes meet in Talbot Hall of Languages, Room 301

Tuesdays and Thursdays, 3:30 p.m.-4:45 p.m.

This is a face-to-face class. If the instructor cancels class, the notice of cancellation will include instructions for any online content to be reviewed or completed in lieu of the regular class.

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

- Check your LeoMail daily on weekdays. Pay attention to the “Announcements” section of the D2L course shell. You are responsible for information communicated in email and in D2L Announcements.
- Out-of-class communication with the instructor is through university email only (mark.haslett@tamuc.edu). Use your LeoMail account only for correspondence.
- The classroom is a professional academic space and must be treated as such. Absolutely no disruptive or disrespectful behavior is tolerated. All university conduct policies will be enforced, if necessary.
- The classroom is also a safe space, where cultural and individual differences are respected. Any antisocial behavior based on individual or cultural differences will be considered a serious conduct issue and treated as such.
- The classroom is a place to listen, think, discuss, and explore. You are encouraged to listen actively and critically to instructors and other students, to take notes, and to participate in classroom discussions and activities.
- If you have a communicable illness, do not come to class! Communicate with your instructor regarding course content and assignments as necessary.
- If your health or stress level is affecting your capacity to focus or participate, please understand that your presence is welcomed and valued anyway. We all have bad days, most of us have some sort of ongoing personal challenges, and many of us have chronic health issues. If you’re concerned that your instructor will notice a lower level of engagement, you’re invited to notify your instructor, either in person or by email, that you will be low-key during class. Please do not say why! Your business is your own. All your instructor needs to know is that there’s a reason for your reduced level of engagement.

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- As a student, you share stewardship responsibilities with your instructor and classmates. Everyone in this class is a steward of the shared environment. Your demeanor and actions, or lack of actions, all affect the experience of others.
- Cell phone use not prohibited but strongly discouraged. Absolutely no personal digital audio from any source during class, with the exception of inaudible headphone/earbud use during work sessions. No phone calls during class!
- Video recording of classes prohibited unless necessary for disability accommodation. Audio recording permitted but strongly discouraged unless for accommodation purposes. Active engagement and thorough note-taking is encouraged in lieu of non-accommodative digital recording.

## **COURSE ASSESSMENT**

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.

<b>Writing Assignments</b>	<b>40%</b>
Considering Communities and Literacies	complete/incomplete
Preliminary Topic Proposal and Annotated Bibliography	15%
Ethnographic Research Proposal	15%
The Learning Showcase	10%
 <b>English 1302 Semester Portfolio</b>	 <b>40%</b>
<b>Writing Activities</b>	<b>10%</b>
<b>Top Hat Questions</b>	<b>10%</b>
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<b>TOTAL</b>	<b>100%</b>

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## Assignments

Full prompts for assignments are available in Top Hat and/or D2L. For written work, only .doc or .pdf files are accepted, unless indicated otherwise by your instructor.

**Use of AI in this course is prohibited and will be treated as plagiarism if confirmed. If you have questions or concerns, ask your instructor.**

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

## ACCESS AND NAVIGATION

Problems with using TopHat? Contact TopHat support. Problems with TopHat access? Contact your instructor immediately. Let's work together to engage any issues with TopHat – hopefully, all will be well and we won't have any.

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). Problems with MyLeo, LeoMail, or D2L should be directed to CITE.

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**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.

**Super Important Note:** Check your work digitally, meaning make sure that any file you turn in is the correct file, the correct file type (.doc, etc.), is legible, and is accessible (Google Docs discouraged for this reason – best to save to local disc and upload.), Students are responsible for turning in the right work and that the file is accessible. If you have concerns about tech matters, contact your instructor.

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

### **Particular Course Policies**

Don't struggle alone! Your instructor can help, The Writing Center can help, Waters Library staff in some cases can help, and sometimes, your academic advisor can help. You have The Counseling Center and Student Health Services to support your mental and physical health. Your instructor wants very much for you to succeed in this course, and so do quite a few other people on this campus. Lots of people are on your side – let us support you as is appropriate to our professional roles.

Attendance is recorded, even though it does not figure into grading. Attendance is the strongest predictor of student success, and consistent attendance is encouraged. If you know in advance you must miss a class, please communicate this to your instructor. If you miss a class, you remain responsible for all assignments and assigned readings. If you have a specific question about a reading or an assignment, you are encouraged to contact your instructor, preferably during office hours or by email, so the question can be answered thoroughly (before or after class is only good for super quick items). If you miss a lot of classes, your instructor is not obligated to provide you with a customized summary of what you missed. As with a single absence, the student is expected to complete all assigned readings and identify and specific questions about the material. Please understand that your instructor can be very helpful if you attempt to complete the course content and need some assistance. Your instructor will likely not be helpful if you have not done any of the readings and have no actual questions about the material. If you're sincerely baffled about absolutely everything, after several readings, tell your instructor and we'll work together from there. Effort will always be supported.

About your instructor: My name is Mark Haslett and I hold an M.A. in Applied Linguistics from Texas A&M University-Commerce and a B.A. from Tufts University in Medford, Massachusetts. I was a first-generation college student, like many of you. I've been teaching in the Department of Literature and Languages since 2018. My favorite

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academic topics are English as a Second Language instruction, linguistic pragmatics, and literary studies. Outside of academia, I have a work history in newspapers and public radio and am currently news director at KETR-FM, the studios of which are on the east wing of the ground floor of Binnion Hall, across the street. Come visit!

I have minor physical concerns that could affect the classroom. I have some minor hearing loss, and might ask students to repeat something if I did not understand it. My hearing is generally functional, but the type of hearing loss that I do have makes it harder for words to be intelligible, even if they're audible. Please articulate clearly for me if I miss something. Please also understand that I would never ask anyone to repeat something as a passive-aggressive or power move. I'm not that kind of person! Thank you for your patience. Also, I have Ehlers Danlos Syndrome (Hypermobility Type), the symptoms of which could affect my energy level. I'll let the class know if this is so.

### **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](mailto: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](mailto: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>

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## **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.

## **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**

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](#)

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<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>

### **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](mailto: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

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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.

## 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](http://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.

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- **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](mailto: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: 4<sup>th</sup> Floor, Room 406A
  - 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](mailto: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>

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