



**ENG 100.01L & 02L**  
**Introduction to College Reading and Writing**  
**Course Syllabus: Spring 2024**

ENG 100.01L. Mon, Wed, Fri, 9:00-9:50 am Location: DTH 201  
ENG 100.02L. Mon, Wed, Fri, 10:00-10:50 am Location: DTH 208

**Instructor Information**

Instructor: Yu Lei

Office Location: DTH 214

Student Visiting Hours in the office: Mon, Wed, Fri. 11:00 am-12:00 pm or by appointment

University Email Address: Yu.Lei@tamuc.edu

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. I am available via email (Yu.Lei@tamuc.edu) from 8am-8pm on weekdays or by appointment to discuss assignments. Please note that I may not respond to emails between 8pm and 8am. Please include a proper opening, clear message and subject line, and closing salutation in emails.

**Course Information**

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

**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. A Deep Link or the Top Hat launch link should be in the "Content" menu. Upon being re-directed

The syllabus/schedule are  
subject to change.

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 follow your teacher's specific directions and report any access issues immediately.***

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

**\*Please note this is an interactive e-book available via *Top Hat***

- *Active Voices* (Customized for Texas A&M University–Commerce). Jeffrey Klausman. Fountainhead Press, 2022

- 

Software Required:

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

**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.

Microsoft Office 365 — TAMUC folks get access to the online only versions of Microsoft Word, PowerPoint, and Excel. Here's information about how to get set up:

<https://inside.tamuc.edu/facultystaffservices/academictechnology/student-resources.aspx>

## **Course Description**

### **ENG 100 - Introduction to College Reading & Writing**

#### **Hours: 3**

A non-credit course providing an Introduction to College Reading and Writing. Three semester hours (3 lecture). (Non-credit) An introduction to the elements of literacy necessary for college-level reading and writing. In this course, students receive substantial feedback and instructors tailored to their specific needs. This course serves as a support course for ENG 1301 and is required of those students who are not Texas Success Initiative (TSI) complete in either reading and/or writing, but this course is also available to anyone who may desire additional support for ENG 1301. May not be used to satisfy any degree requirement.

## **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 the 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.

The syllabus/schedule are  
subject to change.

## 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. **Late Assignment Policy:** If you turn in your assignment one week later than the due date of that assignment, you will only get half of the credits for that assignment. The instructor will not accept your late assignments after two weeks of that assignment's due date, and you will get a 0 for that assignment.

Please be considerate of others and follow these guidelines:

- silencing your phone during the class
- put your phone away and avoid texting/net surfing while in class unless the instructor asks you to search for information through your electronic devices.
- 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

The syllabus/schedule are  
subject to change.

## Grading

As an instructor, my approach to classroom assessment is mainly labor-based assessment. **The final project will be graded as letter grades, and other assignments will be graded as: Accept (full credit), Revise (half credit), or No credit (0).**

In the D2L gradebook, assignments except the final project will be marked as:

- Full Credit when the project is fully completed according to the assignment prompt and turned in promptly. Strong effort is evident and only minor revisions would be beneficial.
- Half Credit when elements of the project are incomplete and/or the project was not turned in promptly. Some effort is evident but major revisions would be beneficial. For assignments marked Half Credit, you are able and encouraged to revise and resubmit.
- No credit when a project wasn't completed and/or wasn't turned in.

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>Attendance</b>	Attendance	10
<b>Participation</b>	Self-introduction	2
	Your goals and learning objectives	3
	Oral presentation about your research topic and question(s)	10
	Peer review (synthesizing three sources and making an argument)	5
<b>Writing Practice</b>	Research topic and discussion question+ two replies	5
	Summary, paraphrase and quotation practice	5
	Finding one scholarly peer-reviewed article & summary	5
	Synthesize sources that agree	5
	Synthesize sources that conflict	5
	Synthesizing three sources and making an argument	15
	Making a claim	5

The syllabus/schedule are subject to change.

	Self-assessment #1	3
	Self-assessment #2	2
<b>Final Project</b>		20
<b>Total Points possible</b>		100

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

### **Extra Credits** (up to **FIVE** points)

If you attend writing-related activities (e.g., book a session with the writing center, etc.), then write about what you have learned, and make suggestions (if you have) with at least 150 words. You can get ONE extra credit for each event.

### **Assignments**

Full prompts for assignments are available in D2L.

### **Final project**

Option 1: ENG 1301's final paper. Please follow the prompt given by your ENG 1301's instructor.

Option 2 (recommended, 5 extra credits):

The final project is about your topic and research question. Please develop a social media post or a discussion post in D2L, which responds to a current topic in the U.S. or world news.

This can take any form - you are welcome to record audio, video, create a powerpoint/prezi/presentation, or write a traditional alphabetic response. All is welcome. :)

Below is what I am expecting in terms of length:

Alphabetic response: 750-1,000 words (please see the following for details)

Audio or Video: 5-8 minutes

Presentation: around 5-8 slides minimum

Infographic or other mode ^ something comparable to the types of guidelines above, which we can discuss individually close to the time (12/13/2023).

Please apply what we have covered in this semester as much as possible.

(For example, please state your argument, including the claim, evidence, and assessment and interpretation of your evidence; please entertain your counterargument and your answer to them. Please consider factors in the rhetorical situation.)

Final project Grading:

This assignment will be evaluated based on content (e.g., completeness and thoroughness, etc.), organization, format (e.g., APA or MLA format), and language use (including grammar, spelling, and punctuation).

The syllabus/schedule are  
subject to change.

## **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.

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

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

#### **Attendance:**

Since this class is about writing, we will make it a priority to write. Therefore, it is necessary for you to be here for every class to receive full points for your writing assignments. Please bring a pen/pencil and paper for each class. Your attendance will be recorded through EAB 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, childcare arrangements, or other situations where you must miss class. If you miss class, email or see me so we can discuss the assignments.

#### **Communication and Support**

Communication is a key part of success in this course. If you have any questions or are having difficulties with the course, 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 one-on-one meeting will occur sometime near the middle of the semester (around Week 7, 10/9 -10/13). The instructor will meet with each student individually to discuss their progress in the class and address any issues, questions, concerns, feelings, etc.

The syllabus/schedule are  
subject to change.

Accountabilibuddy: Write down the contact information for one or two other classmates below. If you are absent, contact one of these classmates to ask about what you might have missed, provide one another support—we're all in this together!

These classmates might be the first ones you turn to when you are confused, have a question about what's due/when it's due, or are running late to class.

Name	Email	Phone (optional)

### 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.

### 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.

The syllabus/schedule are  
subject to change.

## **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>

## **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.

## **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>

## **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.

For ENG 100, you are allowed to use AI to assist you with brainstorming, proofreading, and editing. However, you are NOT allowed to use AI to generate assignments for you by inputting the prompts. If you do so, you will receive a score of 0 for that assignment.

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.

The syllabus/schedule are  
subject to change.

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 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>

### **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](#)

The syllabus/schedule are  
 subject to change.

<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>

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.

The syllabus/schedule are  
subject to change.

- **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>

### Course Outline/Calendar

\*The syllabus is subject to change. Please see the policy above.

Date	Class Session	Assignments
Week 1 (1/10 - 1/12)	Syllabus, Introductions	Self-introduction
Week 2 (1/17 - 1/19)	1/15 MLK, Jr. Day. No class  1/17-1/19 Your goals and learning objectives	Your goals and learning objectives
Week 3 (1/22 - 1/26)	What the Rhetorical Situation Is (Part 1) What Writer's Stances Are  What the Rhetorical Situation Is (Part 2) What Modes and Genres Are	
Week 4	What Conducting Research Means	Research topic and

The syllabus/schedule are subject to change.

(1/29 - 2/2)	What Topic Selection and Narrowing Are What Primary, Secondary, and Tertiary Research Is	discussion question+ two replies
Week 5 (2/5 – 2/9)	A librarian’s presentation about ChatGPT and how to find credible scholarly peer-reviewed article  Prepare for the oral presentation about your research topic and question(s)	
Week 6 (2/12 – 2/16)	Oral presentation about your research topic and question(s)  What Information Literacy is What a Logical Fallacy Is	Oral presentation about your research topic and question(s)
Week 7 (2/19 -2/23)	What Writing as a Process Means What Prewriting, Drafting, and Revising Are	Self-assessment #1
Week 8 (2/26 - 3/1)	One-on-one meeting (15 minutes/student)	
Week 9 (3/4 - 3/8)	What Summary, Paraphrase, and Quotation Are What Quoting Sources Looks Like What Citing Sources Means	
Week 10 (3/11-3/15)	Spring Break. No Class	
Week 11 (3/18 - 3/22)	What Synthesizing Means (Activity: synthesize sources that agree) What Synthesizing Means (Activity:Synthesize sources that conflict)	Summary paraphrase and quotation practice (summarize the news)
Week 12 (3/25 – 3/29)	3/25 Midterm grades due  What Argument Means What Counts as Evidence What a Claim Is	
Week 13 (4/1-4/5)	What Counterargument, Rebuttal, and Concession Are	
Week 14 (4/8-4/12)	What Peer Review Is	Synthesizing three sources and making an argument
Week 15 (4/15-4/19)	Peer review (synthesizing three sources and making an argument)	
Week 16 (4/22-4/26)	TBA	Self-assessment #2
Week 17 (4/29-5/3)	Work on the final project 5/3 Spring last class day	

The syllabus/schedule are  
subject to change.

Finals Week (5/6-5/10)		Final project is due on 5/8
---------------------------	--	--------------------------------

The syllabus/schedule are  
subject to change.