# ENG 100 section 02E
# Introduction to College Reading and Writing
# Summer II 2024

## INSTRUCTOR INFORMATION

Instructor: Paige Van Speybroeck
Office Location: David Talbot Hall (DTH) Rm 233
Drop-in Hours: Thursdays 1 pm to 2:30 pm or by appointment
Office Phone: none
Office Fax: none
University Email Address: Paige.VanSpeybroeck@tamuc.edu
Preferred Form of Communication: email
Communication Response Time is within 48 hrs. on weekdays. If you do not hear back from me, please send another email, see me in class, or come to office hours.

## 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. You may receive an email about being able to opt out of this inclusive access; however, Top Hat is required for the course.

To gain access to Top Hat, you will need to create an account using your LeoMail account (university email). The campus bookstore will send you an email about this. 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 652008 . You can access TopHat through this join code (after you create your account) or through the link provided in D2L. In D2L, you will find a 'Content' tab, this is where the links can be found for the assigned readings is found.

I will provide a direct link for each assigned reading. We will access TopHat together during the first class meeting to make sure everyone can get in. If you experience issues, please bring them to me, so we can work together to get you access. I may direct you to TopHat support: **support@tophat.com**

*The syllabus/schedule are subject to change.*

Through Top Hat, you will gain access to the following course materials:
    Klausman, Jeffrey. *Active Voices*. Fountain Head Press/Top Hat, 2021.

## Software Required:
- D2L
- TopHat
- LeoMail (This is your university email account.)
- **MS Word:** *Students have free access to [Office 365](). **We will use this exclusively in this class. Google docs, Pages, PDFs etc., will not be accepted.**

# Course Description

This three semester hour course is a non-credit course. It is an introduction to the elements of literacy necessary for college-level reading and writing. In this course, students will receive substantial feedback from 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 reading and/or writing, and this course is also available to anyone who may desire additional support for ENG 1301. It 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 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, university email address that you check often i.e., every day. I will email the class through D2L so be sure this is the email you check.
- Regular internet access.

The *syllabus/schedule are subject to change.*

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**. *MS Word is the only acceptable document format for this class.*

## Instructional Methods

This is a F2F section that meets Monday, Tuesday, Wednesday, and Thursday each week for five weeks. There is no option for blended or online versions of this class.

## Student Responsibilities aka Tips for Success in the Course

You are expected to be present at every class meeting and participate in the discussions and activities in each class session. This is the easiest part of your final grade to earn. Please make sure you **complete the reading assignment in class** so you can participate fully and make the most of the in-class discussion. Writing assignments need to be completed and submitted prior to or on the date they are due unless arrangements have been made with me **24 hours PRIOR to the due date**. If you need extra time for an assignment, let's talk about it. I can be very flexible if I know beforehand. If you wait until the day of or after the due date, there is very little I can do for you.

## A note about Attendance and Participation:

- **be on time**
- **put your phone away**; silence your phone and do not text or surf while in class; this includes earbuds/headphones
- **prepare** before coming to class by completing any reading & writing assignments
- **participate** by engaging in class discussions, listening attentively, taking notes, asking questions when confused, answering questions, etc.
- **stay in class until dismissed** There is no such thing as partial attendance, you are either here for the entire class or you are absent. Please see me if you need to be absent so we can discuss any homework/assignments.

## COURSE ASSESSMENT

As an instructor, my approach to assignment assessment may be different from your previous experience. It may also be something you do not encounter again after this class unless you have me as an instructor. In this class, I will allow you to revise and resubmit any assignment for a better grade **provided** your attempt at the assignment is initially turned in on time. This means if you are not happy with the grade, you may revise and resubmit until A) you are satisfied with the grade or B) the semester ends. Unfortunately, the final assignment cannot be revised and resubmitted. I will explain this more thoroughly in class and answer any questions as they arise. **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.

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**

| Reading Assignments/Class Activities | 15 |
|---|---|
| Writing Assignments 1, 2, 3, 4 | 4 assignments at 15 pts each = 60 pts total |
| Daily Journal Writing | 25 |
| Total Points possible | 100 |

We will have 4 Writing Assignments. A1, A2, A3, and A4 are 15 points each. In addition, there is a daily journal writing assignment that are worth 25 points total. The remaining 15 points can be earned by completing the reading, discussions, and class activities such as short writing, peer review, asking/answering questions during discussion, etc. To earn all the necessary points to pass this class, it is imperative that you come to class and participate. Many of the assignments are difficult, at best, to make up if you miss class. The journal writing cannot be made up. However, I know that life gets in the way sometimes. When this happens, come talk with me, and we will figure out something. It is my intention to assist everyone in passing the class, but I need you to let me know what is going on.

*Full prompts and due dates for each assignment will be discussed in class and available in D2L.

# 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

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

# 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**.**

The *syllabus/schedule are subject to change.*

# COURSE AND UNIVERSITY PROCEDURES/POLICIES

## Course Specific Procedures/Policies

## Interaction with Instructor Statement

If you email me Monday-Friday, expect a 24–48-hour response. If I do not respond within that time, feel free to send up a follow email...seriously! Please do! I get a LOT of emails and sometimes one might get lost in the shuffle, or I simply might not have seen it. **Never feel bad about follow-ups**. If you email me after 5pm on a Friday, though, you will most likely not get a response until Monday at the earliest. I like my weekends just like you. You are welcome to email me nonetheless, just please be aware the response will not be as quick as an email sent during the week. You are always welcome to come to drop-in hours in my office.

## Communication

Communication is SO important in this course! If you communicate with me, I can and will do whatever I can to best help you. However, if you do not communicate with me, I cannot even begin to know what you need or how I can help. **Communication is key.** You can email me, talk with me before or after class, or come by during drop-in hours. I am here however you need, but help me help you by utilizing good communication practices.

## Attendance

At the beginning of each class, we will write for 10 minutes in our journals. 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 Daily Journal Writing assignment.

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. Oversleeping, missing your alarm, or 'not feeling it' are not acceptable reasons for missing class.

## Class Etiquette

What is etiquette? According to Wordnik, etiquette is the "Conventional requirement or custom in regard to social behavior or observance; prescriptive usage, especially in polite society or for ceremonial intercourse; propriety of conduct as established in any class or community or for any occasion; good manners; polite behavior". In this class, we will display etiquette in various ways. Some of those ways include removing earphones, listening to each other, setting aside your phone, arriving on time, and asking questions. There are other ways and we will discuss them as situations arise, but this is a good place to start.

## Grievance Procedure

The *syllabus/schedule are subject to change.*

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 and will be to the students' benefit.

## AI Use in this Course

AI (chat bot) use will not be allowed in this course per University policy (see below). The purpose of the course is to supplement and support your growth as a writer and to provide additional support in your 1301 course.

## Academic Honesty/Plagiarism:

The official departmental policy: "Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1,2,3])

If you ever have any questions about a particular use of a source, always ask your instructor (me). They (I) want you to avoid plagiarism, too, so they (I) will help you do so whenever and wherever they (I) can. Do what you can to take advantage of this support – to look innocent in addition to being innocent when it comes to charges of plagiarism.

Students guilty of academic dishonesty or plagiarism can expect to fail the assignment in question or the entire course depending on the nature of the incident.

\*\*\* Note – in virtually **ALL** your other courses you will not be allowed to submit the same assignment to more than one course for a grade. One of the unique characteristics of this course is the availability to not only submit the same work for credit in this class but to also submit it in your 1301 section for credit.

## University Specific Procedures

*The syllabus/schedule are subject to change.*

# 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

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.

# 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.

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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 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

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**

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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

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
  - 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

The *syllabus/schedule are subject to change.*

# COURSE OUTLINE / CALENDAR

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

|  | **Lecture/Reading and Discussion Topic**<br>Full reading list can be found on D2L. | **To Do/Notes**<br>See D2L for full prompt and deadlines for each assignment |
|---|---|---|
| Week 1 | Introductions, Syllabus, Writing process, paragraph structure | **A1** Response to questions in paragraph form<br>**DUE** at <mark>beginning of class 2</mark> |
| Week 2 | Writing context, rhetorical devices, sentence combining | **A2** Analysis of your writing process/writing experience<br>**Due** <mark>end of Week 2</mark> |
| Week 3 | Thesis statement, organization, peer review, begin research | **A3** 5 paragraph essay (use Rhetorical Analysis essay from 1301)<br>**Due** <mark>end of Week 3</mark> |
| Week 4 | Research sources cont., academic databases, citing sources, analysis, integrating sources (This may 'spill over' into week 5.) | In-class work time, catch-up, and review as necessary |
| Week 5 | Work on A4 and/or 1301 Capstone project | **A4** Research sources, citations, and quotations<br>**Due** <mark>Week 5</mark> |

The *syllabus/schedule are subject to change.*