English 1301, SECTION 06E
College Reading and Writing
COURSE SYLLABUS: Fall 2024

INSTRUCTOR INFORMATION

Instructor: George Flores
Office Location: DTH 105
Office Hours: MW: 3:00 - 4:30 p.m.
University Email Address: George.Flores@tamuc.edu
Communication Response Time: 24 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. 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 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:

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

Software Required:

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

Course Description

ENGL 1301: College Reading and Writing. Three semester hours. Introduces students to writing as an extended, complex, recursive process and prepares students for English 1302, which more rigorously examines the forms and structures of argument and means to approaching multiple audiences. In 1301 students will write weekly, and will work on essay organization and development. The course will emphasize close reading, summarizing, and analysis of expository texts, including student writing.

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 1301 Learning Outcomes

- **Define** important terms/concepts including, but not limited to, literacy, sponsor, code-switching, code-meshing, embodiment, and writing processes;
- **Discuss** the ways these terms expand based on cultural and communicative practices;
- **Examine** scholarly, personal, and/or multimodal course texts that detail varying understandings and applications of key terms/concepts;
- **Develop** writing processes that allow for personal exploration of key terms/concepts;
- **Engage** in collaboration that supports individualized and communal understanding and writing development;
- **Consider** the various affordances and constraints of composing using different technologies (analog, digital, and/or multimodal), practices, styles, and/or languages;
- **Compose** texts across different genres and media of writing that further expand key terms/concepts based on personal experiences and engagement with important course texts;
- **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.

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Instructional Methods

This class will meet face to face on Mondays, Wednesdays, and Fridays in room 208 of DTH between 2:00 and 2:50 p.m.

COURSE REQUIREMENTS

Student Responsibilities or Tips for Success in the Course

In this course, your best chance of successfully developing and improving your writing skills depends largely on the degree of effort you put into reading, planning, thinking, writing, reviewing, analyzing, and reflecting regularly. Dedication, persistence, and drive, then, are imperative virtues to honing effective communication skills. To that end, I strongly encourage students to practice exercising and applying the following habits:

Read

Read regularly! Although you are required, at minimum, to read material assigned in our course curriculum, your ability to write more effectively can improve swiftly and noticeably if you expose yourself to as many ideas as possible via regular reading. Increasing your lexicon, reading helps you learn words, phrases, and expressions that can better frame your thoughts on an issue, express your feelings more accurately, or communicate your directions to others more precisely. Finding a blog, journal, magazine, or newspaper that caters to one of your interests might be the start of a highly rewarding experience!

Write

Annotate texts! Do not be afraid to write notes for yourself in the margins of printed materials. Equally, never forget to write short summaries of long reading material. It would be a shame to read a lengthy piece of writing and not remember what you read a few days later, necessitating a second, time-consuming re-read. Consider keeping a journal exclusively for summarizing reading material. This journal will be invaluable to you for class discussions, helping you be less afraid to add to join in the conversation.

Reflect

Pause to think! Many students compose volumes of notes in class without taking the time to review them outside of the classroom. Similarly, students may review notes superficially, memorizing words rather than contemplating the meanings, contexts, or implications relevant to those ideas. Always take time to reflect on what you are studying (in this class, and in all of your courses). Successful reflection can include

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considering alternative viewpoints to issues (and speculating on the reasons for those deviations); creating hypothetical scenarios that reflect, or even challenge, the issues/ideas you are studying; pose questions that anticipate answers that can complement or complicate the targeted issue/idea, increasing your awareness of the material; and engaging in critical thinking (analyzing and evaluating the issue, problem, or concept). Be sure to engage in metacognition as well. Try to think about the way you think! You may just learn your own strategies and tricks for successful learning.

Schedule

Make a schedule! Developing a schedule can help you orient yourself to a successful academic habit. Be sure to create a <u>realistic</u> schedule, as opposed to an impressive one. Developing a simple, consistent pattern can help you stay on task with more focus and productivity than stress. Do not forget to include time to relax as well!

Focus

Respect yourself and others! One of the most important aspects of learning is the state of your environment. Therefore, be sure to silence your phones in class, refrain from talking over or distracting others, and be mindful of the ways you can make your immediate environment conducive to learning.

COURSE ASSESSMENT

As an instructor, my approach to classroom assessment is centered on the idea that written work must undergo a rigorous editing process before it can be evaluated; thus, major essays in this class will be graded only once each student has had several opportunities to shape (and re-shape) the work according to their artistic and academic designs. It is my intention to evaluate students based on how effectively they can establish their own voices and communicate their intentions as clearly and precisely as possible. Therefore, I will provide students with several opportunities to compose rough drafts for the major essays in the class, I will provide written and oral feedback to guide them through the revision and editing process, and then I will assess the work by consulting a rubric designed to evaluate an essay's purpose, development/support, organization, and clarity. All other daily/written assignments will be graded with single-point rubrics.

   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

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Weights of the assessments in the calculation of the final letter grade.

Writing Assignments	**40%**
Writing Histories and Your Goals Reflection	*complete/incomplete*
Rhetorical Analysis Projects	10%
Narrating Your Literacies	10%
Pressured to Perform	10%
Reading a Body's Rhetoric	10%
English 1301 Semester Portfolio	**40%**
Writing Activities	**10%**
Attendance/Participation	**10%**
TOTAL	**100%**

Assignments

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

TECHNOLOGY REQUIREMENTS

Minimal Technical Skills Needed

1. Microsoft Word formatting skills
2. Microsoft PowerPoint design skills
3. D2L LMS navigation skills
4. TopHat LMS navigation skills
5. Microsoft Outlook email access and usage skills

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

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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

To ensure that your work will be submitted properly and graded in a timely manner, and that you do not miss out on credit unique to this course, please be sure to adhere to the following course policies:

1. All electronic essays need to be composed with a Microsoft Word processor. If you compose work in Google Docs, Apple's Pages, or any other word processor, please convert the file to an MS Word document. Doing so ensures that I can successfully open, review, and grade your work. If you do not know how to do so, please reach out to me so I can help.
2. Late submissions will be penalized two points on a one-hundred-point scale (or .2 points on a 10-point scale) for each day the work is late. If a family or health emergency threatens to interfere with your work, please let me know when you can so we can work something out.
3. Please silence cell phones while class is in session. You may use phones during class to use online dictionaries or access pertinent information, but it is advised you use a do not disturb feature to not disrupt your classmates.
4. Attendance is critical to learning, but life happens. You have five excused absences to work with this semester, but if you happen to experience a health or family emergency, please let me know so we can find a way to work through the challenge.
5. Our class will be structured according to the RAD system (Read, Apply, Discuss). Therefore, Mondays will be devoted to introducing topics through lectures and readings, Wednesdays will be centered on class activities designed to help you

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apply what you read/learned, and Fridays will be our chance to reflect on what we learned about the material and our understanding of it thus far.

Interaction with Instructor Statement

When you need to ask me a question, or if you have an issue with your work, you are free to send me an email or visit me in my office during office hours (no appointment is required). If you feel more comfortable requesting a Zoom meeting with a specific time in mind, you may let me know anyway you wish (after class, via email, etc.). I am here to help you, so do not be afraid to reach out!

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

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 (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

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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

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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

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.

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- **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!
  - o Waters Library Research Office: Second Floor, Room 213
  - o Waters Library University Archives: 4th Floor, Room 406A
  - o 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

The course calendar can be found in D2L.

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