



**ENG 1301 section 21E  
College Reading and Writing  
Fall 2024**

**INSTRUCTOR INFORMATION**

Instructor: Paige Van Speybroeck

Office Location: David Talbot Hall (DTH) Rm 215

Drop-in Hours: M, W, F 1 pm to 2pm

University Email Address: Paige.VanSpeybroeck@tamuc.edu

Preferred Form of Communication: email

Communication Response Time is within 48 hrs. 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 Required:**

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].

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 861317.** You can access TopHat through this join code. The join code is unique to each class, so if you have an account already set up, make sure you use the join code for this class.

*The syllabus/schedule are subject to change.*

## Software Required:

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

## Course Description

ENG 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

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

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10. **Assess** individualized learning goals based on labor and performance alongside feedback from peers and the instructor.

## **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 every day.
- 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**. Google docs, Apple pages, Apache open office, etc. will not be accepted in this class.

### **Instructional Methods**

This is a F2F section that meets Monday, Wednesday, and Friday each week unless there is a University holiday. There is no provision for online or hybrid options for class attendance.

### **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. This is the easiest part of your grade to earn. Please make sure you complete the reading assignment prior to 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 after the due date, there is very little I can do for you.

### **A note about Attendance and Participation:**

- **put your phone away** – silence your phone and do not text or surf while in class; this includes earbuds/headphones, etc.
- **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** – 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**

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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**

Writing Assignments 1, 2, 3, 4, and 5	5 assignments at 10 pts each = 50 pts total
Daily Journal Writing and Class Activities	30
Writing Assignment 6/Final Project	20
Total Points possible	100

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

At the beginning of each class, you will write for 10 minutes in your journal. 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. These cannot be made up.

We will have 5 Writing Assignments. A1, A2, A3, A4, and A5 are 10 points each whereas A6 (Final Project) is scored at 20 points. There is daily journal writing and class activities such as short writing, peer review, etc. are worth 30 points. 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. It is my intention to assist everyone in passing the class, but I need you to let me know what is going on and how best to help you.

## **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)

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](mailto: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

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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**

#### **Interaction with Instructor Statement**

If you email me Monday-Friday, expect a response within 48-hours. 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 following-up.** 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 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 my drop-in hours. I am here however you need, but help me help you by utilizing communication.

#### **Attendance**

It is expected that you will be here for each and every class meeting. Having said that, I know that life gets in the way sometimes. Please let me know if you need to miss class for any reason. I do not need specifics about the situation; I just need to know what to expect regarding your attendance. The University does not recognize absences unless it is for a university sponsored event, and I do not have a policy for excused absences.

#### **Class Etiquette**

What is etiquette? According to Wordnik, etiquette is the “Conventional requirement or custom in regard to social behavior or observance; 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 and answering questions. There are other ways and we will discuss them as situations arise, but this is a good place to start.

Students who choose to engage in inappropriate behavior will be directed to leave class. If a student is directed to leave class, they will need to meet with me during office hours before returning to class. If inappropriate behavior is engaged during the group project, ALL parties will meet with me in my office before returning to class and the student(s) at fault may or may not

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receive a “0” for the assignment. I have ZERO tolerance for bullying or harassment of any and all forms.

## **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 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). Writing is a skill that one must practice in order to get better at it. Despite what you may think, writing is still a necessary skill for employment. Composing may be virtual now but you still need to know how to put words together and how to make appropriate rhetorical choices to get your message across.

## **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.

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## **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>

### **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.

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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 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:

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## **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 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.

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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](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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## COURSE OUTLINE / CALENDAR

Full writing prompts, reading details, and class activities will be located on D2L.

Unit 1 Aug 25 thru Sept 14	Week 1 Week 2 Week 3	Readings Goals paragraph	Writing Assignment 1 (A1) Writing History Due Aug 31 11:59pm
Unit 2 Sept 15 thru Oct 5	Week 4 Week 5 Week 6	Readings Class discussion Writing activities	A2 Rhetorical Analysis Group project and Individual essay Due Sept 21 11:59pm
Unit 3 Oct 6 thru Nov 2	Week 7 Week 8 Week 9 Week 10	Readings Class discussion Writing activities Time to Catch up	A3 Literacy Narrative Due Oct 5 11:59pm
Unit 4 Nov 3 thru Dec 7	Week 11 Week 12	Readings Class discussion Writing activities	A4 Pressure to Perform Due Nov 2 11:59pm
Capstone Unit Nov 17 thru Dec 7	Week 13 Week 14 Week 15	Begin Capstone Assignment Writing Workshop Peer Review	A5 Embodied Rhetoric Due Nov 23 11:59pm
Finals Week Dec 8 thru 14	No class		Capstone Project Due Dec 13 11:59pm

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