



English 1302, 05E
Written Argument and Research
COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Shelby Miller

Office Location: Hall of Languages, Room #318

Office Hours: Mondays and Wednesdays, 9:00 am - 11:30 am (but please make an appointment first!). **I'm flexible.** If the prior days/times do not work for you, just reach out and we'll find a time that works for both of us!

Office Phone: Phone? Psh, let's zoom instead.

Office Fax: Do you really have something to fax to me? Just email it instead.

University Email Address: Shelby.Miller@etamu.edu

Zoom: Link provided in course shell under "Contact Information & Office Hours"

Preferred Form of Communication: Email

Communication Response Time: I will respond within 24 hours. If you have not heard from me, please assume I have not received your message and reach out to me again. I may not immediately respond to emails on weekends and holidays.

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:

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

Course Description

ENG 1302 – GLB/US Written Argument/Research • 3 credit hours. This course provides students with advanced training in communication skills emphasizing the writing and reading of argumentative prose and adapting writing to alternate audiences. Students will write weekly, including such texts as journals, reading response logs, summaries of argumentative texts, argumentative papers, and longer papers integrating secondary research. Activities include close reading of sample texts, both student and professional. Some sections will emphasize special topics in both reading and writing. Prerequisites: Grade of C or better in English 1301 or advanced placement or CLEP.

Core Curriculum Course Objectives

- **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication;
- **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;
- **Personal Responsibility:** to include the ability to connect choices, actions and consequences to ethical decision-making.

English 1302 Learning Outcomes

- **Define** important terms/concepts including, but not limited to, literacy, community, research, ethics, knowledge, ethnography, and writing processes;
- **Discuss** the ways these terms expand based on cultural and communicative practices;
- **Locate** scholarly research related to key terms/concepts;
- **Examine** scholarly, personal, and/or multimodal texts that detail varying understandings and applications of key terms/concepts;
- **Develop** writing and research processes appropriate for ethically studying the literacy of a specific community;

- **Engage** in collaboration that supports individualized and communal understanding and writing development;
- **Collect** primary ethnographic data;
- **Organize** collected data in order to understand specific literacy community practices;
- **Consider** the various affordances and constraints of composing using different technologies (analog, digital, and/or multimodal), research methods, practices, styles, and/or languages;
- **Compose** texts across different genres and media of writing that further expand key terms/concepts based on primary ethnographic research and engagement with trustworthy secondary research;
- **Reflect** on your writing experiences and literacy practices;
- **Design** individualized learning goals appropriate for a first-year writing course; and
- **Assess** individualized learning goals based on labor and performance alongside feedback from peers and the instructor.

Instructional Methods

Face-to-Face - Monday, Wednesday, Friday, 9:00 - 9:50 am, Ferguson Social Sciences, Room 309

COURSE ASSESSMENT

Midterm and final grades in this course will be based on the following scale:

- A = 90%-100%
- B = 80%-89%
- C = 70%-79%
- D = 60%-69%
- F = 59% or Below

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

Writing Assignments	40%
Writing Histories and Your Goals Reflection	<i>complete/incomplete</i>
Considering Communities and Literacies	10%
Preliminary Topic Proposal and Annotated Bibliography	10%
Ethnographic Research Proposal	10%
The Learning Showcase	10%

English 1302 Semester Portfolio	40%
Writing Activities	10%
Top Hat Questions	10%
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TOTAL	100%

Assignments

Full prompts for assignments are available in Top Hat and/or 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](#)
- [LMS Browser Support](#)
- [Zoom Video Conferencing Tool](#)

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

Students are responsible for attending class and keeping a log of their attendance. Please note that this means that no excuse will be accepted for failure to comply with the class requirements. No make-up quizzes will be given or late assignments accepted. Students needing particular attention should notify the instructor during the

first week. If you miss a class you are responsible to receive the information you missed or you have to be prepared for surprises.

Student Responsibilities or Tips for Success in the Course

Being successful in an online course requires self-discipline and high motivation. In this course, all work will be completed through D2L. Access and follow all course instructions found in the content area of the D2L course. Please note that assignment due dates are crucial. No delayed assignments will be accepted. You should check the course website frequently for assignments, announcements, and discussions. I strongly recommend dedicating set days/times to completing your work and working in advance so that you are always ahead. In order to achieve the outcomes of the course, you will be involved in a number of different activities. It is fundamental to complete all of the readings and activities on time: the quizzes, the discussions, and the assignments. I encourage you to do all the course reading and assignments for each learning module in the order they are presented. Moreover, we are co-constructing our knowledge in the online community. Please be prepared, share thoughtfully, respond respectfully, and engage in all learning processes.

Best Practices

Students who have concerns about this course or the instructor should speak to the instructor about those concerns first. If the student is not satisfied with the outcome of that conversation, the next person to talk to is Dr. Hunter Hayes, Department Head of Literature and Languages. Students should contact him via e-mail at Hunter.Hayes@tamuc.edu. If you bypass this chain of command, your concern will be ignored.

Unless stated otherwise the instructor will grade assignments within two weeks, and respond to emails within one business day. Please refer to the syllabus and/or our myLeo Online (D2L Brightspace) course shell before sending an email to your instructor. You may not receive a response if your questions are already answered on the syllabus or on myLeo Online (D2L Brightspace).

Tips for sending emails! When emailing, it's always good to follow the genre conventions of a formal letter. **This includes a subject line stating the name of the class, a greeting ("Hi, Dr. Miller," for example), specific details and explanation in the body of your email, and a closing ("Thank you, Your Name" for example).** Emails should be properly proofread and edited and contain the course number in the subject.

Please, pretty please, don't send me an email like this:

(no subject)



Shelby Miller
Shelby Miller

11:49 AM



when is the assignment due

Let's be professional. Each time you send me a new email about a new topic, please compose a new email with a new subject; do not reply to some old email threads unless we discuss the same issue. It can be very confusing and makes it difficult to reply to your emails.

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>

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](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Collection of Data for Measuring Institutional Effectiveness

To measure the level of compliance with the university's Institutional Effectiveness guidelines, throughout the semester, I will collect some of the ungraded texts you produce. The texts will be part of a portfolio created on your behalf and will be measured to ensure that our program "promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation" (see "Department of Institutional Effectiveness," <http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx>). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

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/rulesProcedure/s/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>

COURSE OUTLINE / CALENDAR

English 1302 Semester Outline
Fall 2025

Week #1: August 26 – September 1

(No Class Thursday, August 28th - Online Work That Day)

Course Introduction

- Discuss the syllabus, course objectives, and discuss student goal setting
- Assign Writing Histories and Establishing Goal Reflection (see Unit 1)
- Readings
 - “Why a Writing Course?”
 - “Writing Assignment: Writing Histories and Your Goals Reflection.”
 - “Active Reading” and “The Writing Center is YOUR Resource” in Unit 10.

Week #2: September 2 – September 8

Unit 5

- Introduce Unit 5 and discuss literacy
- Discuss critical readings
- Assign Considering Communities and Literacies (see Unit 5)
- Establish Key Terms (*optional assignment*: Semester Glossary [Unit 10])
- Readings
 - “A Brief Introduction to ENG 1302 and Unit 5,”
 - Barton & Hamilton, “Writing Assignment: Considering Communities & Literacies,”
 - Carter “Communities of Practice”,
 - Moss,
 - “Writing Processes” and “Writing Genre in Context” (Unit 10).

Week #3: September 9 – September 15

Unit 5 continued

- Review previous key terms
- Discuss critical readings
- Students continue working on Considering Communities and Literacies
- Workshop and/or Peer Review Considering Communities and Literacies
- Readings
 - Alvarez,
 - Johnson & Arola
 - “Giving and Receiving Feedback” in Unit 10.

Week #4: September 16 – September 22

Unit 6

- Preview Unit 6
- Demonstrate Library research tools and/or invite Librarians for a visit
- Assign Preliminary Proposal and Annotated Bibliography
- Potential activities: “Finding and Evaluating Secondary Sources” and “Reverse Engineering.”
- Readings
 - “A Brief Introduction to Unit 6,”
 - “RESEARCH! Primary, Secondary, & Evaluating Sources,”
 - “Information Literacy,”
 - “The Literacy Ethnography as Research,”
 - Pleasant
 - “Writing Activity: Reverse Engineering”
 - Allen “Handling Family Business”

Week #5: September 23 – September 29

(No Class Thursday, September 25th - Online Work That Day)

Unit 6 continued

- Continue Unit 6 discussions
- Continue supporting student secondary research
- Readings
 - “Activity: Rhetorical Précis”
 - “Giving Credit and Avoiding Plagiarism in Unit 10
- *Optional* schedule one-on-one conferences and/or research time
- **Preliminary Proposal and Annotated Bibliography due this week**

Week #6: September 30 – October 6

Unit 7

- Review Unit 5 and 6 key terms and skills. Preview the trajectory of Unit 7 and the course. Discuss semester trajectory for ethnographic research.
- Assign Ethnographic Research Proposal
- Readings
 - “A Brief Introduction to Unit 7,”
 - “Writing Assignment: Ethnographic Research Proposal,”
 - “Listening For, Learning About, and Honoring Community Literacy Experiences,”
 - “Toward Ethnographic Justice,”
 - “Ethical Dilemmas within Online Literacy Research,”
 - “Sample Statement of Ethics,”
 - “Sample Informed Consent”
 - “Anatomy of the Academic Essay” in Unit 10.

<ul style="list-style-type: none"> ● Activity: Identifying Your Research Questions and Developing Your Proposal”
<p>Week #7: October 7 – October 13</p>
<p>Unit 7 continued/Catch up week</p> <ul style="list-style-type: none"> ● Continue working on Ethnographic Research Proposal ● Ethnographic Research Proposal due this week
<p>Week #8: October 14 – October 20</p> <p>(No Class This Week - Online Work This Week)</p>
<p>Unit 8</p> <ul style="list-style-type: none"> ● Introduce (or reintroduce) Ethnography Portfolio ● Preview Unit 8 trajectory ● Readings <ul style="list-style-type: none"> ○ “A Brief Introduction to Unit 8” ○ “Collecting Data in the Field” ● Activities: Mock Interview and Field Notes & Observations ● Begin Field Research
<p>Week #9: October 21 – October 27</p>
<p>Unit 8 continued</p> <ul style="list-style-type: none"> ● Discuss organizing and analyzing data ● Readings <ul style="list-style-type: none"> ○ “Organizing and Coding Data from the Field.” ● Activities: Conceptual Memos; Literacy Artifact Analysis ● Students are encouraged but not required to continue field research
<p>Week #10: October 28 – November 3</p>
<p>Unit 8 continued/Start Unit 9/Catch up week</p> <ul style="list-style-type: none"> ● Complete field research ● Introduce Unit 9 ● Readings <ul style="list-style-type: none"> ○ “A Brief Introduction to Unit 9” ○ “Key Concept: Working with Data”
<p>Week #11: November 4 – November 10</p>
<p>Unit 9 continued</p> <ul style="list-style-type: none"> ● Begin drafting the ethnography ● Read “The Zero Draft”
<p>Week #12: November 11 – November 17</p>

Unit 9 continued

- Continue drafting
- Conduct peer review and/or instructor feedback on drafts
- Re-read “Giving and Receiving Feedback” in Unit 10.

Week #13: November 18 – November 24

Unit 9 continued

- Revision and writing continued
- Assign The Learning Showcase assignment
- Read “Rhetorical Grammar,” “Presenting Your Research,” and “The Learning Showcase.”

Week #14: November 25 – December 1

(No Class This Week - Online Work This Week)

Observe Thanksgiving. Campus closed/no classes November 27-29

Unit 9 conclusion/Catch up week

Week #15: December 2 – December 8

Last Week of Class

- In class writing workshops (continued)
- In class presentation drafting and practice (continued)
- Wrap up class
- Reflect on semester objectives, outcomes, and goals
- Remind students about course evaluations

Week #16: December 8 – December 12

(No Class This Week - Attend Learning Showcase)

Finals Week. No regular classes held.

Finals

- Capstone: Ethnographic portfolio due this week
- Capstone: The Learning Showcase date TBD