



ENG 1301.9TE College Reading & Writing

Syllabus – Fall 2025

Instructor Information

- **Instructor:** Andrew R. Keating, M.A., M.Ed, NBCT
- **Office Location:** Troup HS Room 511
- **Office Hours:** 7:50–8:36 M–F
- **Office Phone:** 903-842-4511
- **Troup HS Email:** andrewkeating@troupid.org
- **University Email:** andrew.keating@etamu.edu
- **Preferred Communication:** Troup Email
- **Response Time:** Within 24 hours, excluding weekends

Course Information

- **Class Meets:** Monday–Friday, 511
- **Software Required:** [Microsoft Office 365](#) (Free for students)

Course Description

ENG 1301 introduces students to writing as an extended, complex, recursive process and prepares them for English 1302, which focuses on the forms and structures of argument and approaching multiple audiences. Students will write weekly, focusing on essay organization, development, close reading, summarizing, and analysis of expository texts.

Textbook(s):

Pauszek, Jessica, et al., editors. *Writing Inquiry*. Fountainhead Press, 2019.

Student Learning Outcomes

By the end of the course, students will be able to:

1. Read, interpret, and analyze print and digital texts.
2. Apply writing strategies to draft, revise, and edit major writing tasks.
3. Apply and evaluate appropriate syntax, grammar, punctuation, and spelling.
4. Apply and evaluate voice, style, tone, and audience awareness in writing.
5. Compose new writing in multiple genres that is focused, coherent, and developed.
6. Collaborate with peers to plan, develop, and revise projects.

Course Requirements

Technical Skills Needed

- Use of Learning Management System (LMS)
- Microsoft Word, PowerPoint, Google Suite
- Presentation and graphics programs

Student Responsibilities

- Read assigned texts before class.
- Participate in discussions and activities.
- Submit assignments by the syllabus deadlines (few exceptions).



Instructional Methods

- Daily face-to-face class sessions with lectures, texts, videos, and student-led projects.
 - Readings in poetry, fiction, drama, graphic narrative, and nonfiction.
 - Major assignments that demonstrate understanding of literature's role in the human experience.
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Grading

- Assignments: 20%
- Discussions: 20%
- Midterm Exam: 30%
- Final Exam: 30%
- TOTAL: 100%

Final Grade Scale

- **A:** 90–100%
 - **B:** 80–89%
 - **C:** 70–79%
 - **D:** 60–69%
 - **F:** 0–59%
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Technology Requirements

All course sections offered by East Texas A&M University 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
- **Zoom Video Conferencing Tool:**
https://inside.etamu.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

Note: Internet/computer issues are not an excuse; have a backup plan (library, friend's computer, campus lab, etc.).

Communication and Support

Instructor Availability:

- In-person during office hours or via Google Meets.
- Email inquiries welcome anytime; virtual meetings can be arranged.

Technical Support:

- Brightspace Support: 1-877-325-7778
- [Contact Brightspace Support](#)

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@etamu.edu.



Course and University Policies

Course-Specific Policies

- No extra credit opportunities.
- No late work accepted without extenuating circumstances.
- Seminar absences require alternate assignments (essay or filmed presentation).

Syllabus Change Policy

- The syllabus is a guide and may be modified as needed; changes will be announced.
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University Policies

Student Conduct:

- All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
<https://inside.etamu.edu/admissions/registrar/documents/studentGuidebook.pdf>.
- Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

Attendance:

- For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#).
<http://www.etamu.edu/admissions/registrar/generalInformation/attendance.aspx>

Academic Integrity:

- Students at East Texas A&M University 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.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure/s/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

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

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: <https://www.etamu.edu/student-disability-services/>

Nondiscrimination:

- East Texas A&M University 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.

Campus Concealed Carry Statement:

- Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University 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 East Texas A&M 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 document and/or consult your event organizer.
- Web url:
<http://www.etamu.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 East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M, 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.etamu.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



<http://telusproduction.com/app/5108.html>

AI Use Policy

East Texas A&M University 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

ENG 1301: College Reading & Writing (Fall 2025 Schedule)		
WEEK K	ASSIGNMENT	DUE DATE
1	Introduction to the Course, Gain access to MyLeo, Complete student snapshot checklists for portfolio folders, begin Unit 1, Lesson 1 in MyLeo	TBD
2	TBD	TBD
3	TBD	TBD
4	TBD	TBD
5	TBD	TBD
6	TBD	TBD
7	TBD	TBD
8	TBD	TBD
9	TBD	TBD
10	TBD	TBD
11	TBD	TBD
12	TBD	TBD
13	TBD	TBD
14	TBD	TBD
15	TBD	TBD
16	TBD	TBD