ENG 100. 01E Introduction to College Reading and Writing
Course Syllabus: Spring 2026

ENG 100-01E
Mon, Wed, Fri 9:00-9:50am
Location: DTH 305

Instructor Information

Instructor: Min Yu
Office Location: DTH 305
Office Hours: M, W, 10:00am-12:00pm
University Email Address: Min.Yu@etamu.edu
Communication Response Time: Within 48 hours, weekdays. If you do not hear back from me, please send another email, see me in class, or come to office hours.

Course Information
Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: For this course, we will be using a platform called Top Hat that is included through East Texas A&M University'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 646564. You can access Top Hat 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. We will access Top Hat 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 to get you access. I may direct you to Top Hat support: support@tophat.com.

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
- Top Hat
- LeoMail
- A word processing program: *Students have free access to Office 365.*

Course Description

ENG 100 - Introduction to College Reading & Writing
Hours: 3
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 learning needs. This course serves as a support course for ENG 1301, 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, ETAMU Students will communicate in a manner appropriate to the 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 email address that you check often e.g., every day. I will email the class through D2L so be sure this is the email you check.
- Regular internet access.
- Access to a computer with a word processing program. Your assignments will be uploaded into D2L in a doc, docx, or pdf file format **in the classroom**. *Please note that Apple Pages is not readable in D2L. Please don't upload links to submission place.

Instructional Methods

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

Student Responsibilities and 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 before 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. I do not accept late submissions. If you have an emergency and need extra time, email me 24 hours before the due date. If you wait until the day of or after the due date, there is very little I can do for you.

Please be considerate of others and follow these guidelines:
- Put your phone away by silencing your phone and avoid texting/net surfing while in class
- Prepare before coming to class by completing any reading & writing assignments
- Be on time (students who need to ask for leave should email me at least before the class begins).
- Participate by engaging in class discussions, listening attentively, taking notes, asking questions when confused, answering questions, etc.
- Stay in class until dismissed

Grading

You will receive feedback from me throughout the semester, and I expect you to use that feedback to continually revise, rethink, and remix your own work. For the most part, the only grades you will receive will be as follows:

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

How do I know my standing in the class?
Look at your grade, and **you will pass this course with a grade of over 70**%. Please feel free to contact me and we will figure out together how to pass the course.

Our tasks have different weights that can impact your final score; see below

Participation	1. Attendance (10%)	10%
In-class Writing Practice	1. Collaborative project-infographic poster about the use of AI in college study using Adobe Express 15% 2. Collaborative project-infographic poster and how AI is shaping your majors/future career using Adobe Express 15% 3. How to write a thesis statement? 5% 4. How to draft an outline? 5% 5. How to write an introduction and a concluding paragraph? 10% 6. How to write a topic sentence and a main body paragraph (Basic paragraph structure practice)? 10% 7. Synthesis practice 5% 8. How to write a citation-sandwich and create a works-cited page? 5% 9. Code-switching writing 10%	80%
Final Project	Reflection on what you have learned in this class and offer suggestions on how to teach this class better.	10%
Total Points possible		100%

C (70/100) or above is needed to pass this course.

*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 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
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@etamu.edu.

Please note: Personal computer and internet connection problems happen to everyone at one time or another. It is a good idea to have a backup plan in place should they occur during the semester. These plans 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 ETAMU campus open computer lab, etc. Remember to keep track of your CWID and password so you can access the course.

Communication and Support

Communication is a key part of success in this course. If you have any questions or are having difficulties with the course, please contact me. My email is listed above, as well as open office hours. If you need to see me outside those times, email me to make an appointment. I am a supportive person dedicated to your success in this course. Allow me to be that person for you.

Accountabilibuddy: Write down the contact information for one or two other classmates below. If you are absent, contact one of these classmates to ask about what you might have missed, provide one another support–we're all in this together!
These classmates might be the first ones you turn to when you are confused, have a question about what's due/when it's due, or are running late to class.

Name	Email	Phone (optional)

The Writing Center

The Writing Center offers writers free, one-on-one assistance. We currently only offer 45-minute online sessions that writers can book from our website: https://www.etamu.edu/writing-center/
We welcome all writers, majors, and disciplines—undergraduate and graduate students alike (faculty and staff, too!). Research shows that all workers benefit from sharing their work with a focused reader. The Writing Center staff is trained to support writers in any stage of the writing process (from the blank page to polishing sentences), and we work with writers to verbalize writing goals and to stay on track with larger writing projects. We work with any form of writing (academic and nonacademic). The writers with whom we work usually bring projects like important emails, weekly writing assignments, midterm and final essays, and theses and dissertations. Contact us with any questions here: writingcenter@etamu.edu

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

Grievance Procedure:

Students who have concerns regarding their courses should first address those concerns with the assigned instructor 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 the Director of Writing, Dr. Charles Woods, Charles.woods@etamu.edu. Before an appointment is scheduled, the student must provide clearly documented and explained issues as to why the meeting is being requested. The student must also state when they discussed the issue in person or via phone (not email) with the instructor already. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

COURSE AND UNIVERSITY PROCEDURES/POLICIES
Course Specific Procedures/Policies

Attendance:
Since this class is about writing, we will make it a priority to write. Therefore, it is necessary for you to be here on time for every class to receive full points for your Weekly writing assignment. Please bring a pen/pencil and paper for each class. Your attendance will be recorded through Top Hat for each class. The University has no policy for "excused absences" except for University-sanctioned events, so please save your absences for illness, court appearances, childcare arrangements, or other situations where you must miss class. If you miss class, email or see me so we can discuss the assignments.

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 ETAMU 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.

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. 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

ETAMU Attendance

For more information about the attendance policy please visit the Attendancehttp://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 their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Students Academic Integrity Policy and Form
Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form
http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf
Graduate Students Academic Integrity Policy and Form
Graduate Student Academic Dishonesty Form
http://www.etamu.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf
http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

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
East Texas A&M University
Velma K. Waters Library Rm 162
Phone (903) 886-5930
Fax (903) 468-8148

Email: StudentDisabilityServices@etamu.edu
Website: https://www.etamu.edu/student-disability-services/

Nondiscrimination Notice

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 ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.
For a list of locations, please refer to theCarrying Concealed Handguns On Campus document and/or consult your event organizer.
Web url:
http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34Safety OfEmployeesAndStudents/34.06.02.R1.pdf
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all ETAMU campuses.
Report violations to the University Police Department at 903-886-5868 or 9-1-1.

ETAMU Supports Students' Mental Health

Counseling Center Services

The Counseling Center at ETAMU, 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**

Department or Accrediting Agency Required Content
Course Outline/Calendar
*The syllabus is subject to change. Please see the policy above.

Date	Class Session	Assignments
Week 1	Syllabus Introductions Tophat and D2L guidance How to write emails to your professors?	Get access to D2L and Tophat readings Write a proper email to your professor.
Week 2	Introduction of the writing process Learning of how to use Adobe Express Multiple-trait grading rubric on your collaborative digital multimodal project	*Collaborative project-infographic poster-The use of AI in college study using Adobe Express
Week 3	Brainstorming and outline	* Choose a topic and draft an outline
Week 4	What is thesis?	* Thesis statement
Week 5	How to write an introduction paragraph?	* An introduction paragraph
Week 6	What are topic sentences and supporting evidence are?	* One main body paragraph
Week 7	Review of the writing process	*Collaborative project-infographic poster-how AI is shaping your majors or future careers.
Week 8	Introduction Rhetorical devices	*In-class rhetorical device practices
Week 9	Spring Break	N/A
Week 10	Code-switching and code-meshing	*In-class paragraph writing practice *Code-switching writing
Week 11	Code-switching and code-meshing	*In-class paragraph writing practice * Revision of the first draft
Week 12	Good and bad paragraphs	*In-class paragraph writing practice
Week 13	What is quotation-sandwich?	*Quotation-sandwich practice
Week 14	In-text citation and references	*In-text citation practice
Week 15	How to find and analyze sources?	*References practice
Week 16	How to do your final reflection?	*Final reflection