English 100 (02E)
Introduction to College Reading and Writing
Course Syllabus: Spring 2026

INSTRUCTOR INFORMATION

Instructor: Blaize Deere
Classroom Location: David Talbot Hall (Room 301)
Class Schedule: Monday/Wednesday/Friday 10:00am - 10:50am
University Email Address: bdeere@leomail.tamuc.edu
Office Hours: Monday/Wednesday/Friday 12:00pm-1:00pm (Room 126)

REQUIRED MATERIALS

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. Top Hat will be accessible through our course shell in D2L. **Additional textbook purchases will not be necessary.**

To gain access to Top Hat, you will create an account using your university email (LeoMail). Be on the lookout for this email at the beginning of the semester - it should come from the ETAMU bookstore.

To join Top Hat, you must click the *Top Hat* link located under the "Content" tab

of our D2L course shell. Upon being re-directed to Top Hat, you can create an account if you are a new user or log in if you have an existing account. If you experience any issues with Top Hat, immediately contact **support@tophat.com**. I would also like you to notify me, especially in the case that a Top Hat assignment is due and you need an extension.

Through Top Hat, you will gain access to the following textbook:

Klausman, Jeffrey. *Active Voices*. **Fountain Head Press/Top Hat, 2021.**

Software Required: D2L, Top Hat, LeoMail, and a word processing program (students have free access to *Microsoft Office 365*)

COURSE DESCRIPTION

ENG 100 is a non-credit course that provides an introduction to the elements of literacy necessary for college-level reading and writing. In this course, students will complete a combination of low-stake and high-stake assignments, both of which the instructor will provide individualized feedback on. This course serves as a support course for ENG 1301 and is required for those who are not Texas Success Initiative (TSI) complete in either reading and/or writing. This course is also available to anyone who may desire additional support for ENG 1301.

COURSE OBJECTIVES & LEARNING OUTCOMES

In ENG 100, students can expect to:

• Practice critical thinking, reading, and writing skills
• Build a rhetorical vocabulary and individualized writing process
• Develop original responses based on a variety of texts

• Use evidence to support claims - primarily quoting, paraphrasing, and summarizing - while avoiding plagiarism
• Effectively organize ideas in paragraphs and essays
• Demonstrate revision and reflection

These objectives and learning outcomes are designed to align with ENG 1301.

COURSE REQUIREMENTS

This class will be delivered completely online using D2L. To get started, go to myleoonline.tamuc.edu.You will need your CWID and password to log into D2L and access our course. If you experience problems in accessing the course site or have other technological difficulties, please contact the CITE Help Desk at 903.468.6000 or helpdesk@etamu.edu.

Students are required to have regular access to internet connection, preferably via computer or laptop. If you are in need of a computer, the ETAMU Velma K. Waters Library has them available for student use. **Note** Personal device and internet connection issues do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student should have a backup method to accommodate these inevitable problems.

SUBMISSION GUIDLINES

You will submit your writing assignments on D2L. You must use a ***D2L-compliant file*** type such as Word .docx, PDF, PowerPoint .pptx, etc.

MY ATTENDANCE POLICY

Attendance should be prioritized in order to foster efficient learning and skill development, which is why your attendance will be a percentage of your final grade. It is highly important that you show up!

I understand instances occur and leave you unable to attend class, so I am granting you 3 "freebies." If you miss *more than* 3 class sessions, however, I will begin deducting 2 points from your overall grade per absence.

GRADING

Assessment 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

ASSIGNMENTS/ASSESSMENTS

Writing Assignments 40%
In-Class Writing 30%
Top Hat Readings & Homework 20%
Attendance 10%

= 100%

(***There will be extra credit opportunities offered towards the end of the term***)

MY LATE-WORK POLICY

I will not accept late-work UNLESS you email me <u>BEFORE</u> the original due date and request an extension. I will happily grant you an extension if you do:)

COURSE CALENDER

Week	Focus	Readings	Activities & Assignments
Week 1 Jan. 12-18	- Introduction to the course - Writing as a process - Formal language	1. "What Writing as a Process Means" (Top Hat) 2.https://www.purdue.edu/advisors/students/professor.php	1. In-Class Writing (daily bell-ringer) 2. Top Hat Activity (due Jan. 18) 3. Email Assignment (due Jan. 18)
Week 2 Jan. 19-25	Informal language	1. "What Language to Write In" (Top Hat)	1. In-Class Writing (daily bell-ringer) 2. Self-Reflection Assignment (due Jan. 25)
Week 3 Jan. 26-Feb.1	- Paragraph function - Thesis/introduction - Conclusion	1. "What Paragraphs Do" (Top Hat) 2. https://lsa.umich.edu/sweetland/undergraduates/writing-guides/how-do-i-write-an-intro--conclusion----body-paragraph.html	1. In-Class Writing (daily bell-ringer) 2. Top Hat Activity (due Feb. 1)

Week 4 Feb. 2-8	• Primary, secondary, tertiary sources • Reliable sources • MLA format	1. "What Primary, Secondary, and Tertiary Sources Are" (Top Hat) 2. https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html	1. In-Class Writing (daily bell-ringer) 2. Top Hat Activity (due Feb. 8)
Week 5 Feb. 9-15	• Prewriting, drafting, revising • Writer's stance • Refresher	1. "What Writer's Stance Looks Like" (Top Hat)	1. In-Class Writing (daily bell-ringer) 2. Essay #1 Rough Draft (due Feb. 15)
Week 6 Feb. 16-22	• Writing workshop	None	1. In-Class Writing (daily bell-ringer) 2. Essay #1 Final Draft (due Feb. 22)
Week 7 Feb. 23-Mar.1	TBD	TBD	1. In-Class Writing (daily bell-ringer)
Week 8 Mar. 2-8	TBD	TBD	1. In-Class Writing (daily bell-ringer)

Week 9 Mar. 9-15	**SPRING**	**BREAK**	**!!!!!!!!!!**
Week 10 Mar. 16-22	TBD	TBD	1. In-Class Writing (daily bell-ringer) 2. Essay #2 Rough Draft (due Mar. 22)
Week 11 Mar. 23-29	● Writing workshop	None	1. In-Class Writing (daily bell-ringer) 2. Essay #2 Final Draft (due Mar. 29)
Week 12 Mar. 30-Apr. 5	TBD	TBD	1. In-Class Writing (daily bell-ringer)
Week 13 Apr. 6-12	TBD	TBD	1. In-Class Writing (daily bell-ringer)
Week 14 Apr. 13-19	TBD	TBD	1. In-Class Writing (daily bell-ringer) 2. Essay #3 Rough Draft (due Apr. 19)
Week 15 Apr. 20-26	● Writing workshop	None	1. In-Class Writing (daily bell-ringer) 2. Essay #3 Final Draft (due Apr. 26)
Week 16 Apr. 27-May 3	TBD	None	1. In-Class Writing (daily bell-ringer)

ETAMU POLICIES & PROCEDURES:

BASIC SKILLS POLICY

Students in ENG 100 and ENG 1301 cannot drop the course per the Basic Skills Policy: https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/11centersDe greesPrograms/undergraduate/11.04.99.R0.02.pdf.

If you have completed courses that exempt you from ENG 100 and you believe you have been misplaced in this course, notify your instructor ASAP.

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. Charles Woods, the Director of Writing** (Charles.woods@etamuc.edu). In the case when the Director of Writing is the instructor, the student should contact **Dr. Charles Woods, Chair of the Department of Literature and Languages** (Charles.woods@etamuc.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.

STUDENT CONDUCT

All students enrolled at ETAMU shall follow the tenets of common decency and acceptable behavior to institute 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.

ETAMU ATTENDANCE

For more information about the attendance policy please visit:

http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx.

ACADEMIC INTEGRITY

Students at ETAMU 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:

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.9 9.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf.

AI USE IN COURSES

ETAMU acknowledges that there are legitimate uses of Artificial Intelligence, Chatbots, or other software that have 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.

ETAMU WRITING PROGRAM AI POLICY

The ETAMU Writing Program acknowledges that there are legitimate uses of Artificial Intelligence (AI), Generative Artificial Intelligence (GenAI), and Artificial General Intelligence (AGI). The ETAMU Writing Program is guided by national, flagship organizations representing the discipline of English and the field of Writing Studies, including the Modern Language Association (MLA), National Council on the Teaching of English (NTCE), and the Conference on College

Composition and Communication (CCCC) regarding the theorization and teaching of critical AI literacy. The ETAMU Writing Program values a spectrum of beliefs about AI, GenAI, and AGI, ranging from ethical integration to absolute refusal. The ETAMU Writing Program believes in and practices critical AI literacy alongside ethical, responsible integration of AI, GenAI, and AGI in our writing instruction, appropriately. We teach students to document their AI use in their writing and other curriculum deliverables while highlighting educational concerns about using these technologies. ETAMU Writing Program instructors share their position on and preferences for AI, GenAI, and AGI integration with students, and students follow the instructor's guidelines and the requirements of the course. Undocumented uses of AI, GenAI, and AGI can constitute an instance of academic dishonesty, including cases related to issues like plagiarism and misrepresentation in student deliverables.

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

Velma K. Waters Library Room 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/studentDisabilityRe

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 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 Carrying Concealed Handguns On Campus document and/or consult your event organizer: http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmpl oyeesAndStudents/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.

ETAMU 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.tamuc.edu/counsel.**

The *syllabus/schedule are subject to change.*