English 1302, 12E Written Argument

and Research

COURSE SYLLABUS: Spring 2026

East Texas A&M University

INSTRUCTOR INFORMATION

Instructor: Sana Nabil Rayyashi

Office Location: DTH Room 215

Office Hours: Monday- 10:00am-11:00am; Wednesday - 10am-11:00am; Friday-

10:00am-11:00am

University Email Address: Sana.rayyashi@etamu.edu

Communication Response Time: 24-48 hours during the week

COURSE INFORMATION

Textbook(s) Required: For this course, we will be using a platform called Top Hat that is included through ETAMU'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.**

The join code for our course section is 286303
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.

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.

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

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

This is a face-to-face dual credit course. We will meet weekly on Mondays, Wednesdays and Fridays at **Noon-12:50p, Building: Social Science, Room: 313.** This class will incorporate discussion and group work. Participation is required in order to be successful.

COURSE REQUIREMENTS

Student Responsibilities or Tips for Success in the Course

Communicate: Be sure to utilize your Commerce email account to communicate with me. If you are going to miss class, are struggling with an assignment, etc. send me an email. Do not email me using either of our Community ISD email addresses. All communication should come through our Commerce email accounts.

Attendance: You need to be in class in order to participate. If you must miss a class, please communicate in advance and provide documentation for your absence.
Remember that Community High School has a separate attendance policy for their Dual Credit Program.

Syllabus: Refer to the syllabus often and use it when planning your homework schedule. Make sure to complete reading assignments before you come to class and that you keep track of when major assignments are due.

Utilizing Supports: Attend office hours if you have questions or need assistance with any of your work. I also highly encourage you to take advantage of the Writing Center for your longer writing assignments.

COURSE ASSESSMENT

For major writing assignments, a rubric specific to the assignment will be utilized, along with written or verbal feedback on the project. Expect a two-week turn-around for grading on these larger assignments. Smaller scale assignments should be graded within a week of submission and some will be scored based on percentages, contributions, and/or completion.

Midterm and final grades in this course will be based on the following scale (rounded to the nearest whole number:

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.

📝 English 1302

#	Assignment	Point
1	Homeworks { Writing Activities / Reading }	20
2	Writing History & Goals Reflection	10
3	Considering Communities & Literacies Essay	10
4	Preliminary Topic Proposal & Annotated Bibliography	10
5	Ethnographic Research Proposal	10
6	**Final Ethnographic Project + Presentation + Reflection (Portfolio)**	40

Total = 100 points → 100% final grade scale

⏰ Late Work

- **General rule:** Late work is **not accepted**.

- **Exceptions:** Each student has **two opportunities** to submit late assignments (up to **two days late**) for **Homework / Top Hat / Writing Activities/Participation**.

    - Must be **requested via email** in advance.

    - Use these wisely for internet issues or conflicts with high school activities.

- **Missing essays:** Can earn **half credit** if completed by the end of the semester for inclusion in the **portfolio project**.

- **Due dates:** Work is **due on the date listed in D2L**. Submissions after the deadline are considered late unless an exception is granted.

    - If a hard copy is required, submit via D2L **first**, then bring a copy if needed.

    - Absences do **not** extend deadlines.

Important: Work submitted at the last minute risks internet issues; plan ahead. For bad weather or school closings, refer to **D2L** for announcements and updates.

🔁 Revisions

- Assignments 2–4 can be revised for a higher score **before the final portfolio is due**

- Assignment 5 & 6 **cannot be revised**

🎤 Presentation

- Missing the final presentation without an excuse → **0 for that portion**

- Excused absences allow a **makeup or recorded submission**

🧠 Academic Integrity

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 13.99.99.R0.10 Graduate Student Academic Dishonesty

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.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.pd

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

TECHNOLOGY REQUIREMENTS
Minimal Technical Skills Needed 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_suppo rt.htm

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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

Attendance Policy
Students who attend and participate regularly and actively have the best chance of doing well in this class. You are responsible for all material covered on any missed class days. I understand that Dual Credit students sometimes have campus obligations, and I am willing to work with you. You must notify me ahead of time about any scheduling conflicts. Dealing with it the day of or after the fact is not an option. Be prepared to provide written verification from a teacher or coach if necessary. In composition, attendance is essential to harness excellent writing skills that will be useful to you throughout your academic career. Students are expected to be present for each class session; however, sickness and special circumstances occasionally arise. If you must be absent, you are expected to be prepared for class like those present at the previous class session. Please consult D2L for assignments and contact a fellow student for class notes and discussion information. Chronic absences will be dealt with on an individual basis. In accordance with college policy, some chronic absences will result in failure of the course.

Unplanned emergencies do occur. If an emergency does occur, it is the student's responsibility to contact the instructor as soon as possible. If you know in advance that you will be absent, you should contact the instructor and discuss arrangements to avoid falling behind in class.

Please be aware of the Community High School Dual Credit Attendance Policy - no more than five absences are allowed per semester.

Student Conduct
Respect the class. All students are expected to participate in class and small group discussions, and all students are expected to behave maturely and respectfully.
Disruptive behavior will not be tolerated. Any student who disrupts the class or interferes with classroom instruction or discussion will be asked to leave the class and not receive credit for attendance.

Additionally, by consistently engaging with electronic devices during class, you are actively disrespecting your classmates and me. I reserve the right to request that you put away the device.

If you refuse or continue to use the device, I reserve the right to ask that you leave the class, and you will be counted absent. Habitual or chronic use of devices during lecture or group participation activities not designed to involve the use of devices may result in your participation grade lowering.

Cell phones: Cell phones are to be silenced in the classroom. All phone conversations should occur outside the classroom. DO NOT read or send text messages during class. Students should give their full attention to learning for the time we are in the classroom. Using a cell phone for any reason during class disrespects the professor and your classmates.

Put away all personal electronic devices. Do not wear earbuds or headphones during class unless you ask permission. When we are working on independent assignments, I

may allow you to listen to your music. However, you must use your earbuds/headphones, and the volume must be low enough that no one else can hear your music. If you use your devices without permission, you will be asked to leave the room and will be counted absent.

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). 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

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
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@tamuc.edu](#)

Website: [Office of Student Disability Resources and Services](#)

[http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesA](#) [ndServices/](#)

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 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 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.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!
    - o   Waters Library Research Office: Second Floor, Room 213
    - o   Waters Library University Archives: 4th Floor, Room 406A

o ETAMU 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