



ENG 1301. 07E & 013E College Reading and Writing Fall 2026

ENG 1301-07E

Tuesday & Thursday | 9:30–10:45 AM
Ferguson Social Sciences, Room 313

ENG 1301-013E

Tuesday & Thursday | 12:30–1:45 PM
Ferguson Social Sciences, Room 304



INSTRUCTOR INFORMATION

Instructor: Batool M. Abukhadair

Office location: David A. Talbot Hall, Office 126

Office Hours: Tuesdays and Thursdays, 11:00 AM–12:00 PM

If these times don't work for you, just let me know. I'm happy to find another time that fits your schedule.

Office Phone: Want to chat? Let's Zoom instead of chasing voicemails.

Office Fax: Fax? Let's be real, **email** is faster, easier, and **actually works**.

Zoom/Booking Link: Want to chat? **Schedule your office hours appointment here:** <https://calendar.app.google/qn7DRZZHhzQhqLxf7>

University Email Address: Batool.Abukhadair@etamu.edu

Preferred Form of Communication: Feel free to email me or schedule an appointment during my office hours through the provided [link](#). I'm happy to meet and help you whenever you need support.

Communication Response Time: I truly want you to feel supported in this class. I usually respond to emails within **24 hours on weekdays**. Weekend replies may take a little longer, but I'll get back to you as soon as I can. If you don't hear from me, it probably means I **missed** your email. Please feel free to **send a kind reminder**, talk to me after class, or book a quick appointment during office hours. **Your questions and concerns matter, and I want to make sure you get the help you need.**



COURSE INFORMATION?

For this course, D2L will be our main course platform and the place where you will find everything you need throughout the semester.

<https://idp.tamuc.edu/idp/profile/cas/login?execution=e1s1>

Please make it a habit to check D2L regularly for:

- Announcements and weekly reminders
- Assigned readings, links, and PDF materials
- Slides and class resources
- Assignment instructions and submission links
- Grades and instructor feedback
- Important course updates

All course materials and assignments will be organized in our D2L course shell under the “Content” tab. I will guide you through the course layout during our first-class meeting, so you know exactly where to find everything.

Please check D2L before each class and throughout the week so you do not miss new materials, announcements, or deadlines.

💡 **Make D2L your weekly checkpoint: check it before class and before every due date.**



Materials – Textbooks, Readings, Supplementary Readings

All required and optional readings for this course will be available through **D2L**. You do not need to guess what to read or how much attention to give each resource — every reading will be clearly labelled so you know exactly what is expected.

How to Read Without Feeling Lost

Every reading on D2L will use one of these four labels:

★ **MUST READ**

This is the **essential reading** for the lesson. Read it before class and come prepared to discuss, write, or participate in activities connected to it.

⚡ **QUICK READ**

A **short section, excerpt, or focused reading**. These are designed to give you the key information you need without requiring a full-length reading.

□ **USE IT IF YOU NEED IT**

A **reference resource** you can return to when you need extra help, clarification, examples, or support while working on an assignment.

□ **GO DEEPER**

An **optional resource** for anyone who wants to explore the topic beyond what we cover in class. These readings are not required, but they can help you build a deeper understanding of the material.

One Rule to Remember

Start with ★ **MUST READ**.

Then use the other resources depending on what you need.

The goal is not to overwhelm you with readings. The goal is to make sure that **every reading has a clear purpose** and that you always know where to focus your time and attention.



Software Required

- ✓ **D2L** (course shell and materials)
- ✓ **LeoMail** (official university email – check regularly)
- ✓ **Word Processing Program** (students have free access to **Office 365**)

All assignments must be **submitted through D2L** as either a Microsoft **Word** document or a PDF. Most work should be **typed**, but if you ever prefer to submit something **handwritten**, please **scan or photograph it** and upload it as a PDF to D2L.

📱 **Quick Tip:** You can use free phone apps like **Adobe Scan** or **CamScanner** to quickly turn handwritten work into a clean, readable PDF.

Remember: if you choose to submit handwritten work, the file **must** be clear and easy to read.



Mental Health & Well-being

Your **well-being matters both inside and outside the classroom**. College can be exciting, but it can also feel stressful and overwhelming at times, and it's okay to need support along the way. You are **not alone** in this journey, and your **mental health is just as important as your academic success**.

At the **end of each class**, I'll share a **mental health reflection card** as a short **closing activity**. These are **not graded assignments**; they're *simply* a chance to **pause, reflect, and express your thoughts before you leave**. They are meant to be **small tools that encourage self-care, reflection, and connection**, while also serving as **gentle writing prompts** that invite you to explore your **thoughts, experiences, and identity**. Sharing is **always optional**, but the goal is to create a **safe space** where you can connect with yourself through writing.

And remember — if you ever feel overwhelmed or need extra support, please don't hesitate to reach out to me, someone you trust, or our Counselling Center:

📞 **Counselling Center Contact:** 903-886-5145

📍 **Counseling Center | East Texas A&M University, ETAMU**

You **belong here**, your voice matters, and your **well-being matters**. 📝



Course Description

ENG 1301: College Reading and Writing introduces students to writing as an extended, complex, and recursive process. Throughout the semester, we will explore how writing works, why it matters, and how writers make choices based on audience, purpose, context, and rhetorical situation. Students will write regularly and practice developing ideas, organizing essays, working with sources, revising, and strengthening their own writing.

The course also emphasizes close reading, summarizing, and analyzing expository texts, including student writing, so that reading and writing become connected practices rather than separate skills. Through individual and collaborative activities, students will learn to think critically about how communication works and how their own choices shape meaning.

ENG 1301 also prepares students for English 1302, where they will engage more deeply with argument, research, and writing for multiple audiences.

The goal is not to become a “perfect” writer ... it is to become a more intentional, confident, and effective reader, thinker, and writer.



Student Learning Outcomes

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

1	Analyze and evaluate ideas, texts, and assignments using problem-solving strategies.
2	Communicate effectively in writing, speech, and/or visual formats, with a clear message and organization.
3	Collaborate with classmates toward shared learning goals, demonstrating responsibility and respect.
4	Understand and practice academic honesty in all coursework.
5	Strengthen college-level reading skills (annotation, summarizing, critical response).
6	Apply instructor and peer feedback to improve clarity, structure, and style in writing.
7	Develop greater confidence and identity as a writer through reflective and expressive writing practices.



Student Responsibilities & Tips for Success

Being successful in this course requires consistency, responsibility, and a willingness to stay engaged. This is a **face-to-face class**, so **showing up ready to participate matters**. **Writing takes practice, and the more energy you put in, the more confident you will become.**



Here are my best tips for succeeding in this course:

1	Be Present & Participate Attend every class and come prepared to contribute to discussions and activities. Your presence and voice are an important part of our learning community.
2	Keep Up with Readings & Assignments Complete the assigned reading before class so you can join the conversation fully. Writing assignments should be submitted through D2L on or before the due date. If you need extra time, please reach out before the deadline. I can often be flexible, but it's much harder after the fact.
3	Respect the Learning Environment Arrive on time , stay until class is dismissed, and give your full attention while you're here. Please silence phones and avoid texting or surfing the net during class. Respect your classmates' ideas and contributions, even when you disagree .
4	Check D2L & Email Regularly All course materials, announcements, and grades will be posted in D2L . Make it a habit to check both D2L and your LeoMail daily so you never miss an update.
5	Communicate Professionally Email is our main form of communication. Always include

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our **course number** in the **subject line**, start with a greeting (for example, “Hi Ms. Abukhadair” or “Hi Professor Abukhadair”), and close politely (“Thank you, **Your Name**”). Proofreading before sending clear and respectful communication **makes everything easier**.

Plan Ahead & Have a Backup

Technology sometimes **fails**. Please have a **backup plan**, whether that’s saving your work to the cloud, using a library or campus computer, or keeping copies on a USB drive. **Technical problems at home are not an excuse for missing deadlines**.

Take Care of Yourself

Writing can be challenging, and so can life. If you ever feel overwhelmed, **talk to me**. Remember that we will end each class with a brief **Mental Health Reflection Card**, a chance to pause, breathe, and check in with yourself. **Your well-being is just as important as your grades**.

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Access and Navigation

You will need your **Campus-Wide ID (CWID)** and password to log into this course. If you don’t know your CWID or have forgotten your password, contact the **Center for IT Excellence (CITE)** at **903-468-6000** or helpdesk@tamuc.edu.

 **Important:** Personal computer or internet problems do **not** excuse late or missing work. Please plan ahead and have a backup option in case technology fails. **Backups** might include a second computer at home or work, using a friend’s computer, visiting the local library, a campus computer lab, or even a coffee shop with internet access.



Course Assessment

My approach to grading focuses on growth and effort. If you complete work on time, meet the assignment requirements, and show engagement with the writing process, you will do well in this course. I provide feedback on your drafts to help you improve, and I encourage revision so that each assignment helps prepare you for the next.

You may lose points if:

- ✓ Work is submitted late without prior communication.
- ✓ Projects are incomplete or significantly shorter than the required length.
- ✓ Assignment directions are ignored or misunderstood.

That said, life happens. If something prevents you from meeting a deadline, please reach out *before* the due date. I can often be flexible if I know in advance.

Grades

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	30%
Writing Activities (in-class)	70%
✓ Collaborative projects	
✓ Class writing practices	

TOTAL	100%
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Communication and Support

If you have questions or need help with course material, please contact me directly.

Campus Resources & Support

Remember: you are not alone in this journey. The University provides excellent resources to help you with writing, research, career prep, and tech support. **Please take advantage of them!**

? The Writing Center

The **Writing Center** offers **free**, one-on-one help for all writers, undergrads, grads, any major, any discipline. We believe every writer benefits from feedback. Sessions (face-to-face or online) begin on the hour and last up to **45 minutes**.

✓ You can sign up for as many appointments as you'd like (**just not back-to-back**).

How to Book an Appointment:

1	Log in to Navigate (web or mobile app).
2	Select Appointments → Tutoring .
3	Choose Writing Center from the list.
4	Pick the day, time, and format (in-person or online).
5	Confirm your booking and show up ready with your draft, notes, or questions.

? **Location:** Talbot Hall, Room 103

? **Email:** writingcenter@tamuc.edu

? Velma K. Waters Library

The library is here to support your **research and learning needs**. Don't waste hours on Google when you can get expert help from librarians.

Ways to connect:

- ✓ **Chat:** Live chat on the [Library Website](#)
- ✓ **Email:** ask@etamu.libanswers.com (reply within 24 hours, usually sooner)
- ✓ **Text:** 903-225-2862
- ✓ **Call:** 903-886-5718
- ✓ **Meet:** Schedule a one-on-one consultation (in-person or Zoom)
- ✓ **Visit:**
 - Waters Library Research Office (2nd Floor, Room 213)
 - University Archives (4th Floor, Room 406A)
 - ETAMU Mesquite Metroplex Center (2nd Floor, Study Room)

? Student Career Preparedness Office

Career advisors can help you get ready for **life after graduation**, résumés, cover letters, interview prep, and more.

- ✓ **Call:** 903-468-3223
- ✓ **Email:** hirealion@etamu.edu
- ✓ **Schedule online:** Hire a Lion – Career Services



Technical Support

If you're having technical difficulties with **D2L (Brightspace)**:

- ✓ Call **Brightspace Support** at **1-877-325-7778**
- ✓ Or visit Brightspace Help

D2L runs regular monthly updates (usually the last Wednesday of the month). During this time, you may notice small changes in performance or appearance. **If there is any major outage, it will be announced on the login page.**



Course and University Procedures / Policies

Course-Specific Policies

✓ Attendance & Participation

You are **RESPONSIBLE** for attending class regularly and keeping track of your own attendance. **Missing a class means missing important discussions and activities**, and you are responsible for any material covered. **There are no make-up quizzes and no late assignments accepted unless prior arrangements are made with me.**

✓ Communication

If you need special attention or accommodations, **please notify** me during the first week of class so we can plan together.

✓ Syllabus Change Policy

This syllabus is a guide. Circumstances such as student progress may make it necessary to modify the syllabus. **Any changes will be announced in advance.**



University Policies

Student Conduct

All students are expected to follow the tenets of **common decency and respectful behavior** conducive to a positive learning environment. See the [Code of Student Conduct](#) in the Student Guidebook.

Attendance Policy

For official details, please refer to University Procedure **13.99.99.R0.01**: [Attendance Policy](#)

Academic Integrity

Texas A&M University-Commerce students are expected to maintain high standards of honesty in all coursework. For details, see:

- ✓ Undergraduate Academic Dishonesty: **13.99.99.R0.03**
- ✓ [Academic Dishonesty Form](#)

Students with Disabilities (ADA Statement)

The Americans with Disabilities Act (ADA) guarantees reasonable accommodations for students with disabilities. If you require accommodations, please contact:

Office of Student Disability Resources and Services

Velma K. Waters Library, Room 162

☎ (903) 886-5150 or (903) 886-5835

☎ (903) 468-8148

✉ studentdisabilityservices@ETAMU.edu

🌐 [Student Disability Services Website](#)



Non-discrimination Notice

A&M–Commerce complies with federal and state laws **prohibiting discrimination based on race, color, religion, sex, national origin, disability, age, genetic information, or veteran status**. The University also maintains an environment free from discrimination based on sexual orientation, gender identity, or gender expression.

Campus Concealed Carry

Texas Senate Bill 11 authorizes licensed individuals to carry concealed handguns in campus buildings, except in restricted areas. Open carry is not permitted. For details, see [Campus Carry Policy Link](#). Report violations to University Police at **903-886-5868** or call **9-1-1** in emergencies.

Mental Health Support

The **Counselling Center** (Halladay Building, Room 203) offers confidential services, crisis assessment, and community referrals. Students have 24/7 access to crisis services by calling **903-886-5145**. For more information, visit the [Counselling Center Website](#).

AI Use Policy

A&M–Commerce acknowledges that there are legitimate uses of Artificial Intelligence (AI), such as ChatBots or text-generation tools, but their use is subject to **instructor approval**. Any use of AI must be documented; undocumented use constitutes academic dishonesty (plagiarism). **If no instructions are provided, assume AI use is not allowed.** Regardless, students are fully responsible for the content of all assignments submitted.

- ✓ [13.99.99.R0.03 Undergraduate Academic Dishonesty](#)
- ✓ [13.99.99.R0.10 Graduate Student Academic Dishonesty](#)



COURSE OUTLINE / CALENDAR

The schedule is subject to change based on class needs. Any updates will be announced in class and on D2L

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