



ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026

This syllabus is subject to change

Instructor Information

Instructor: Chi Cong Liu (Leo Lau)
Office Location: David A Talbot Hall 119
Office Hours: Mon
ETAMU Email Address: chiliu10@leomail.tamuc.edu
Communication Response Time: Within 24 hours (M-F, 8am-5pm)
Class Meeting Days/Time: Tue, Thur, 12:30pm-13:45pm
Class Meeting Location: Ferguson Social Sciences 309

Course Information

Textbook(s) Required:

All required readings in ENGL 1301 are drawn from open-access repositories and OER textbooks and are available to students at no cost.

Software Required:

- D2L
- LeoMail
- A Word Processing Program (All ETAMU student have free access to [Office 365.](#))

Course Description

ENGL 1301: College Reading and Writing (3 credit hours): builds the rhetorical reading, writing, and revision skills students rely on throughout college and beyond. Students analyze how popular and academic texts use rhetorical strategies to reach different audiences, compose a literacy narrative reflecting on personal history as a reader and writer, and investigate how a discourse community uses language and genre conventions to communicate. The course closes with a sustained revision cycle, in which students return to earlier work and strengthen it using feedback and skills developed across the semester. The course emphasizes cross-disciplinary skills that transfer directly to writing in other courses and contexts.



ENGL 1301-22E [80587]
College Reading and Writing
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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.

Student Learning Outcomes

Students completing ENGL 1301 will be able to:

- **Identify and analyze** rhetorical appeals, audience, and purpose in popular and academic texts.
- **Compose** genre-appropriate writing — rhetorical analysis, personal narrative, and discourse community analysis — anchoring claims in relevant evidence, whether textual evidence from an artifact, sensory and scene-based detail from lived experience, or established analytical frameworks (Swales, Melzer).
- **Integrate** outside evidence ethically and accurately using MLA citation conventions.
- **Engage** in the revision and editing process, using strategies such as reverse outlining, structured peer review, feedback triage, and substantive revision to strengthen written work.
- **Collaborate** effectively with peers to give and receive constructive feedback, using structured peer review to inform meaningful revision.
- **Reflect** on personal growth as a writer and identify strategies that transfer to future academic writing.

Instructional Modality

This is a face-to-face class, conducted on Tuesdays and Thursdays between 12:30pm and 13:45pm. Punctuality and attendance play a significant role in your grades.



ENGL 1301-22E [80587]
College Reading and Writing
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Course Requirements

Student Responsibilities and Tips for Success in the Course

- Check your student email **EVERY DAY**
- Each student is responsible for attending class and participating in the discussions and activities. You are also responsible for completing the reading assignments prior to 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 unless arrangements have been made with me 24 hours PRIOR to the due date. If you need extra time for an assignment, let's talk about it. I can be flexible if I know beforehand. If you wait until after the due date, there is very little I can do for you. That means you should complete all readings and bring any notes or questions about the readings. All appointments with faculty should be honored. You may reschedule any meetings before the original meeting time if you have a conflict with the scheduled meeting. If you have a conflict with any scheduled appointments, meetings with faculty should be honored.
- You are also responsible for completing the reading assignments prior to class so you can participate fully in the following in-class discussion

Email Courtesy and Model

Please be polite with your emails! You're an adult, so I expect you to act like one when it comes to communication, here's an example of a respectful email:

Cliu10@leomail.tamuc.edu

Hi Professor Lau,

.....



ENGL 1301-22E [80587]
College Reading and Writing
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Attendance and Participation

- 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
- Every student is allowed three missed 3 days within the semester without a penalty, you do not have to tell me why you're absent (unless you believe that your absence would count as one of ETAMU's attendance policy's reasons for excused absence, at which point, you should definitely tell me); you may be sick or need to work an extra shift or look after a child or simply need a mental health day to be the best you that you can be. You do not owe me an explanation for organizing your time as well as you can. When you have missed three days, I will let you know that you have used your free absence days. At this point, you will lose five grade points for every day you miss.

Late Attendance:

- No later than 15 minutes after class starts, if you come after 15 minutes, it's considered no show, and you will lose attendance points (unless you email me before that you will be that late)
- Since this course has a lot of in class activities, it's important for you to show up on time.

Assessment & Grading

Late Submission Penalties:

- 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.

First Draft: Late submissions incur a 20% deduction from the total points. The first draft has to be at least two-thirds complete.

Peer-Reviewed Draft (due 1 week after First Draft): No late submissions accepted (0 points if missed).



ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026

This syllabus is subject to change

Extensions: If you email me 24 hours before the due date to request an extension, you can submit your work without penalty.

Grading Scale

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or Below

Weighted Grade Distribution

Category	Description	Weight
Diagnostic Personal Narrative Essay	Write a short personal narrative about a moment, experience, or relationship that has shaped how you read or write today.	5%
Rhetorical Analysis Essay	First draft of the rhetorical analysis of a chosen popular artifact.	15%
Literacy Narrative Essay	First draft of the personal literacy narrative.	15%
Discourse Analysis Essay	First draft of the discourse community analysis.	15%
Process Assignments	In-class exercises and peer review taken for a grade (for example, the Reverse Outline and Revision Memo, or the Structured Peer Review Worksheet, Journals, Quizzes, etc.).	20%
Capstone Portfolio	Fully revised versions of all three essays, peer review report, and process reflection.	30%

Technology Requirements



ENGL 1301-22E [80587] College Reading and Writing Course Syllabus: Fall 2026

This syllabus is subject to change

Learning Management System (LMS)

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online (D2L Brightspace). 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

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.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. (Wifi, hotspot's everywhere) 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, an East Texas A&M campus open computer lab, etc.

Course and University Policies & Procedures

Course Specific Policies & Procedures



ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026

This syllabus is subject to change

Interaction with Instructor Statement

As an instructor, communication is key with me. I am happy to be flexible with most things in this course if it will help you succeed, but I'm not a mind reader. You have to tell me what you need so that I can help you. If you need to contact me, send me an email. Generally, I will respond to emails sent between 8am and 5pm, Monday-Friday, within 24 hours of receiving them. If you have an urgent question about an assignment that's due on Sunday, you might want to start working on it by Friday so you have a chance to ask me before the weekend. If you forget and get started late, just let me know you need more time in the Extension Request Form. If I plan to be away from my computer for more than a couple of days, I will let you know in advance. I will also update the online grades as quickly as I can. I aim for no more than a week, but it may take me longer, especially with longer projects. You will receive written feedback for every project, so make sure you check for it. I often use rubrics, so if it looks like I didn't leave any comments, look for the rubric.

Student Class Civility Policy

Your instructor reserves the right to ask any student to leave class if any student proves distracting, hostile, and/or disruptive to either the instructor and/or classmates. If a student is asked to leave, the student will meet with the instructor during the instructor's office hours before returning to class.

If incivility occurs during group work, ALL parties will meet in my office, and the student(s) at fault may or may not receive a "0" for the assignment(s).

I have ZERO (0) TOLERANCE FOR BULLYING OR HARRASSMENT OF ANY AND ALL FORMS.

Grievance Procedures

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. Jason Walker, the Director of Writing (Jason.Walker@ETAMU.edu). In the case when the Director of Writing is the instructor, the student should contact Dr. Debbie



**ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026**

This syllabus is subject to change
Lelekis, Interim Chair of the Department of Literature and Languages
(Debbie.Lelekis@ETAMU.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. Various circumstances and events during the semester may make it necessary for the instructor to modify the syllabus. Any changes made to the syllabus will be announced in advance in class, on D2L, and via ETAMU email.

University Specific Policies & 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.etamu.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

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.

Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

<http://www.etamu.edu/admissions/registrar/generalInformation/attendance.aspx>



**ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026**

This syllabus is subject to change

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Writing Program Policy on Artificial Intelligence

East Texas A&M University (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. ETAMU Writing Program values a spectrum of beliefs about AI, GenAI, and AGI, ranging from ethical integration to absolute refusal. 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

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



**ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026**

This syllabus is subject to change

Undergraduate Student Academic Dishonesty Form:

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Student Academic Dishonesty Form:

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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



**ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026**

This syllabus is subject to change

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: Office of Student Disability Resources and Services

<http://www.etamu.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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.

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 East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Resources

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



**ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026**

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calling 903-886-5145. For more information regarding Counseling Center events and
confidential services, please visit www.etamu.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.etamu.edu/library/>

- Email libraryservice@etamu.edu 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.



**ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026**

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- **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! Waters Library Research Office:
Second Floor, Room 213
 - Waters Library University Archives: 4th Floor, Room 406A
- East Texas A&M 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 hrealion@etamu.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>



ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026

This syllabus is subject to change

Course Calendar

Week	Unit	Topic	Assignment(s)
1	Unit 1: Process & Reading	Entering academic writing; reflecting on personal history as a reader and writer	
2	Unit 1: Process & Reading	Reading like a writer; genre conventions in narrative writing (conflict, detail, revelation)	Short Diagnostic Personal Narrative Essay (low stakes)
3	Unit 2: Popular Rhetorical Analysis	The rhetorical situation: author, audience, exigence, and constraints	
4	Unit 2: Popular Rhetorical Analysis	Classical rhetorical appeals: ethos, pathos, logos, and kairos	
5	Unit 2: Popular Rhetorical Analysis	Analyzing a chosen artifact; ethical integration of source evidence	Rhetorical Analysis Essay (400–500 words)
6	Unit 3: Literacy Narrative	Mapping personal literacy history	
7	Unit 3: Literacy Narrative	Defining literacy broadly, beyond print	
8	Unit 3: Literacy Narrative	Narrating lived experience through scene and craft	Literacy Narrative Essay (400–500 words)
9	Unit 4: Rhetorical Discourse Analysis	Thanksgiving Break; no new content introduced	
10	Unit 4: Rhetorical Discourse Analysis	Discourse communities and Swales's criteria; specialized lexis	



ENGL 1301-22E [80587]
College Reading and Writing
Course Syllabus: Fall 2026

This syllabus is subject to change

Week	Unit	Topic	Assignment(s)
11	Unit 4: Rhetorical Discourse Analysis	Genre conventions within a discourse community	Discourse Analysis Essay (500–600 words)
12	Unit 5: Capstone — The Revision Cycle	Distinguishing revision, editing, and proofreading; reverse outlining	Reverse Outline & Revision Memo
13	Unit 5: Capstone — The Revision Cycle	Structured peer review of a full draft	Peer Review Report
14	Unit 5: Capstone — The Revision Cycle	Incorporating and triaging feedback; revision workdays	
15	Unit 5: Capstone — The Revision Cycle	Editing and proofreading strategies; portfolio assembly	
16	Unit 5: Capstone — The Revision Cycle	Reflection on growth as a writer; portfolio finalization	Capstone Portfolio