



ENGL 1301.9ME CRN 84791

College Reading and Writing

Course Syllabus: Fall 2026

Instructor Information

Instructor: Mrs. Robyn Fox

Class Meeting Location: Room A317

Office Hours: M-F 1:15-2:55 or (Zoom by request)

ETAMU Email Address: melanie.fox@ETAMU.edu

Communication Response Time: Within 24 hours Monday-Thursday

Class Meeting Days/Time: Monday-Friday

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.](#))

Other Materials Required:

- Pen or pencil (every class period)
- Journal/Composition Book (every class period, no spirals please)
- Scrapbook meeting the requirements

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 1301.9ME CRN 84791 College Reading and Writing Course Syllabus: Fall 2026

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 class meets in-person on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays at the designated class period. There is no option for virtual or asynchronous attendance such as DAEP or any other circumstance.



ENGL 1301.9ME CRN 84791
College Reading and Writing
Course Syllabus: Fall 2026

Assessment & Grading

As your instructor, my approach to classroom assessment is a through in depth written response to assignments. Additionally, I am available to have one-one-one meetings during office hours for further assessment explanation. I will be sure that you have every opportunity to succeed in this course. Midterm and final grades will be based on the grading scale below.

Grading Scale

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

Weighted Grade Distribution

Category	Description	Weight
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.).	15%
Senior Scrapbook-Multimodal Artifact	This is a comprehensive FORMAL assignment. It MUST BE typed and meet all of the assignment guidelines.	10%
Capstone Portfolio	Fully revised versions of all three essays, peer review report, and process reflection.	30%



ENGL 1301.9ME CRN 84791 College Reading and Writing Course Syllabus: Fall 2026

Technology Requirements

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. 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 Policies & Procedures

Student Responsibilities and Tips for Success in the Course

Students can achieve success in this class through the following:



ENGL 1301.9ME CRN 84791
College Reading and Writing
Course Syllabus: Fall 2026

- Attending *every* class,
- Allocating a weekly reading, and writing schedule,
- Asking for help from the Writing Center, or attending office hours

This course is reading and writing intensive and requires diligent, dedicated attention throughout the semester. Students who are most successful are those who set good habits from the first day of class and follow them without exception. As your instructor, I am here to help you, and I will do that anytime; but there is only so much I can do to help. The responsibility for your success lies with you.

Attendance and Participation

Attending class is extremely important. To get the most out of class discussions, class handouts or notes, and important explanations of assignments and quizzes, students must attend every day the class meets. If a student must be absent, he or she is expected to be prepared for class in the same manner as those students who were present at the previous class session. Students should check their D2L course every day for assignments or class notes. If problems arise, please contact me as soon as possible, preferably ahead of class time.

**** Missing over 10% of the class can result in an F for the course and a failure to gain credit for English 4 for the semester.**

Class Participation:

Students are expected to actively participate in each lesson. You are here for a reason, so be a value-add to the class. If the class is discussing readings, you will add to the discussion at hand. If students are drafting essays, you will write your draft. If students are revising pieces with their peers, you will help your peers improve their writing.

Skipping class, using your phone to text or use social networks, work working on assignments for other classes, and tuning-out by putting in headphones are unacceptable behaviors that will result in a loss of participation points

You are responsible for any work you miss and for any material distributed or discussed when you are absent. Additional assignments may be made at any time, and the assignments listed on the syllabus may change, depending on how quickly we are able to progress. You have the assignment calendar, therefore **work is due on the day that it is due—absent or not.** Absences are not a reason for late work.



ENGL 1301.9ME CRN 84791 College Reading and Writing Course Syllabus: Fall 2026

Melissa ISD: Important Disclaimer about Personal Disclosures

Please be aware that if you share personal information—especially related to safety concerns such as abuse, neglect, or harm to yourself or others—while using school technology or platforms (including school email, chats, or assignments), that information may be flagged by the system for review.

In such cases, school staff are required by law to respond appropriately. This could include contacting your parents/guardians or making a report to Child Protective Services (CPS) if necessary.

We want to make sure all students are safe and supported. If you're ever unsure about what to share, or if you need to talk to someone in person, please reach out to a trusted adult at school like a teacher, counselor, or administrator.

New State Law: HB 1481

The Texas Legislature passed a 2025 law prohibiting the use of personal communications devices during the school day by students.

In compliance with this law, beginning August 19, 2025, Melissa ISD students will not be allowed to use personal phones, smartwatches, laptops, tablets, wireless earbuds, portable gaming devices, or any personal communication devices from the beginning of the school day until the end of the school day, including lunch and passing periods. All devices must be turned off and stored in a backpack or purse. **DO NOT USE YOUR PERSONAL DEVICES AT SCHOOL**

Late Work

Late work will be penalized or will earn zero points, at my discretion. Missed assignments will earn zero points unless PRIOR arrangements had been made in writing via ETAMU email. In the case of extenuating circumstances beyond your reasonable control, I will make a decision on a case-by-case basis. It is your responsibility to make sure that assignments are properly submitted, on time, and backed up in multiple locations – technology failures do not excuse late work.

Communication

Communication is a key part of success in this course. I am available via email (melanie.fox@ETAMU.edu) 6:00am-4:00pm to discuss assignments and other course-related



ENGL 1301.9ME CRN 84791 College Reading and Writing Course Syllabus: Fall 2026

concerns. I also have walk-in office hours M-F 1:15p – 2:55p (Zoom by request) in Room A317, or by appointment (email me to set up a time). I will respond within 24 hours on weekdays. Emails received over the weekend will be answered on Monday. Please include a proper opening, clear message and subject line, and closing salutation in emails. Here's an example:

To: Melanie Fox (melanie.fox@ETAMU.edu)
From: Student Name (sname22@leomail.etamu.edu)
Subject: Student Name Questions about my essay

Dear Mrs. Fox,

I would like to meet with you to discuss my thesis statement for the rhetorical analysis essay, however, I cannot make your office hours. May I set up an appointment to meet with you? I am available to meet Monday, Wednesday, or Friday after school at 3:00pm.

Thank you,
Student Name

Community Accountability

I strongly recommend that you get contact information for one or two other classmates. If you are absent, contact one of these classmates to ask about what you might have missed, provide one another support. 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.

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 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").



ENGL 1301.9ME CRN 84791 College Reading and Writing Course Syllabus: Fall 2026

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 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

Your value as a member of this course and university community at large is vital to me, regardless of social identity factors. While at times, the topic of class discussions, readings, and other activities may take you out of your comfort zone or even go against your individual perception of the world, you are expected to keep an open mind and evaluate claims based on facts and knowledge, rather than preconceived notions alone. For questions or concerns, please come talk to me.

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.



ENGL 1301.9ME CRN 84791 College Reading and Writing Course Syllabus: Fall 2026

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

<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

Undergraduate Student Academic Dishonesty Form:

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



ENGL 1301.9ME CRN 84791 College Reading and Writing Course Syllabus: Fall 2026

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:

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/>



ENGL 1301.9ME CRN 84791
College Reading and Writing
Course Syllabus: Fall 2026

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 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



ENGL 1301.9ME CRN 84791 College Reading and Writing Course Syllabus: Fall 2026

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.
- **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 1301.9ME CRN 84791
College Reading and Writing
Course Syllabus: Fall 2026

Course Calendar

Week	Dates	Unit	Topic	Assignment(s)
1	Aug 24-28	Unit 1: Process & Reading	Entering academic writing; reflecting on personal history as a reader and writer	
2	Aug 31-Sept 4	Unit 1: Process & Reading	Reading like a writer; genre conventions in narrative writing (conflict, detail, revelation)	Short Diagnostic Personal Narrative Essay (low stakes)
3	Sept 7-11	Unit 2: Popular Rhetorical Analysis	The rhetorical situation: author, audience, exigence, and constraints	
4	Sept 14-18	Unit 2: Popular Rhetorical Analysis	Classical rhetorical appeals: ethos, pathos, logos, and kairos	
5	Sept 21-25	Unit 2: Popular Rhetorical Analysis	Analyzing a chosen artifact; ethical integration of source evidence	Rhetorical Analysis Essay (400–500 words)
6	Sept 28-Oct 2	Unit 3: Literacy Narrative	Mapping personal literacy history	
7	Oct 5-9	Unit 3: Literacy Narrative	Defining literacy broadly, beyond print	Part 1 Scrapbook
8	Oct 12-16	Unit 3: Literacy Narrative	Narrating lived experience through scene and craft	Literacy Narrative Essay (400–500 words)
9	Oct 19-23	Unit 4: Rhetorical Discourse Analysis	Discourse communities and Swales's criteria; specialized lexis	
10	Oct 26-30	Unit 4: Rhetorical Discourse Analysis	Melzer's heuristic questions and community communication	



ENGL 1301.9ME CRN 84791
College Reading and Writing
Course Syllabus: Fall 2026

Week	Dates	Unit	Topic	Assignment(s)
11	Nov 2-6	Unit 4: Rhetorical Discourse Analysis	Genre conventions within a discourse community	Discourse Analysis Essay (500–600 words)
12	Nov 9-13	Unit 5: Capstone — The Revision Cycle	Distinguishing revision, editing, and proofreading; reverse outlining	Reverse Outline & Revision Memo
13	Nov 16-20	Unit 5: Capstone — The Revision Cycle	Structured peer review of a full draft	Peer Review Report
14	Nov 23-27	Unit 5: Capstone — The Revision Cycle	Incorporating and triaging feedback; revision workdays	
15	Nov 30-Dec 4	Unit 5: Capstone — The Revision Cycle	Editing and proofreading strategies; portfolio assembly	Part 2 Scrapbook
16	Dec 7-11	Unit 5: Capstone — The Revision Cycle	Reflection on growth as a writer; portfolio finalization	Capstone Portfolio