



ENGLISH 780.01W COURSE SYLLABUS: FALL 2016

Instructor: Dr. Robin Anne Reid
Office: Hall of Languages 125
Office Hours: Online: 10:00 a.m.- 11:30 p.m. Monday-Thursday
Face/Face: Wednesday 2:30-4:00
Thursday: 2:00-3:30
Time Zone: Central United States

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Email: Robin.Reid@tamuc.edu (Preferred form of communication)

No appointment is necessary for my regularly scheduled face/face office hours. If you are not free at those times, email me to set up another appointment. Tuesday or Friday afternoons between 2:00 and 4:00 are the best times for me, but give me at least 24 hours notice.

I check my email several times a day during the week and at least once a day on weekends.

I check the Virtual Office in my course shells during my online office hours. Questions posted in the Virtual Office will be answered within 24 hours during the week.

Questions sent to me via email will also be answered within 24 hours, but I will post questions/answers that are about assignments in the Virtual Office as well.

COURSE INFORMATION

Required Textbooks and Readings

Note: I have ordered paperback versions (when available) of the required readings. These can be purchased from our campus bookstore which allows students to order online as well as buying the books on campus. Other companies, including amazon.com, have new and used editions on sale, and rental or e-books may be used. If you use e-books, you will not be able to use direct quotes since MLA requires pagination which not all e-books have.

- Sara Ahmed. *Queer Phenomenology*. Duke UP. ISBN-10: 0-8223-3914-5.
ISBN-13: 978-0-8223-3914-4
- Sara Ahmed. *Willful Subjects*. Duke UP. ISBN-10: 0-8223-5783-6. ISBN-13: 978-0-8223-5783-4
- Ann Leckie. *Ancillary Justice*. Little Brown & Co. ISBN-10: 0-316-24662-X.
ISBN-13: 978-0-316-24662-0
- Ann Leckie. *Ancillary Sword*. Little Brown & Co. ISBN-10: 0-316-24665-4.
ISBN-13: 978-0-316-24665-1
- Ann Leckie. *Ancillary Mercy*. Little Brown & Co. ISBN-10: 0-316-24668-9.
ISBN-13: 978-0-316-24668-2

Reading Schedule:

- Weeks 2-3-4: *Queer Phenomenology*
- Weeks 5-6-7: *Ancillary Justice, Ancillary Sword, Ancillary Mercy*
- Weeks 8-9: *Willful Subjects*
- Weeks 10-11-12: *Ancillary Justice, Ancillary Sword, Ancillary Mercy*

Course Description

Graduate Catalog: Three semester hours. A critical examination of how gender differences influence reading and writing strategies of fiction, non-fiction, poetry, and film, including issues of gender and style, gender and usage, and gender stereotyping. This course is recommended for doctoral students planning to teach and/or produce scholarship on the college level.

Fall 2016 Focus: The focus this fall is on an intersectional and interdisciplinary approach to gender theory and how to apply theory to literary works. The class will be a focus on two monographs by Sara Ahmed and a science fiction trilogy by Ann Leckie in order to explore how the theory and narrative of Ahmed's work are in conversation with the narrative and theory of Leckie's work.

Assignments:

- Online Discussions: Six @ 200 points. 1200 points. One introduction and five on Ahmed's books.
- Writing Journal: Seven entries @ 200 points 1400 points. Exploratory entries the ways in which Ahmed's work is in conversation with Leckie's.
- Paper (12-15 pages): A queer and/or willful reading of Leckie's work. Three assignments: Plan (200 pts); First Draft (400 pts); Final Draft (1000 pts). 1600 total.
- Educating About Plagiarism Unit: Extra Credit quizzes and summaries.

Learning Outcomes

Learners will demonstrate that they can:

1. Engage in dialogic discussion with peers concerning:
 - a. The different concepts of Ahmed's theoretical work, and
 - b. Their responses to the concepts.Assessed by: selected discussion posts.
2. Describe the ways in which Ahmed and Leckie's work show the intersections of gender, race, and ethnicity.
Assessed by: selected discussions, journals, and paper.
3. Use Ahmed's work to develop an original analysis of Leckie's trilogy that draws on the concepts of queer phenomenology and willfulness.
Assessed by selected journals and final draft of paper.
4. Write multiple drafts marked by increasing clarity and understanding showing their ability to use writing as a tool of discovery, learning, critical, analytical, and creative thinking.
Assessed by: selected journals, plan, first draft, and final draft of paper.
5. Communicate complex and/or ambiguous ideas from primary and secondary sources clearly and effectively in written work through summaries and paraphrases without relying on multiple direct quotes.
Assessed by the final paper draft.
6. Integrate material from primary and secondary sources according to appropriate documentation conventions, using source material honestly and appropriately, by writing summaries and paraphrases that follow guidelines from the Modern Language Association's (MLA) guidelines (Handbook, 7th or 8th edition).
Assessed by: Educating About Plagiarism Unit and final paper draft.

Course Requirements

Learners will:

- ✓ Access and follow all course instructions found in the content area (navigation bar) of the online course platform.
- ✓ Read all online materials (assignments, handouts, and instructor feedback and rubrics in the gradebook).

- ✓ Complete and submit assignments electronically using the online course platform's tools/tabs for the Dropbox.
- ✓ Access their grades in the Pearson LearningStudio (eCollege) gradebook, including the rubrics in the gradebook and comments on drafts uploaded to the assignment Dropboxes.
- ✓ Use the Virtual Office to post questions about class assignments.

COURSE STRUCTURE

This is a fully online course led by the instructor. The class schedule in this syllabus identifies due dates for assignments.

The course is composed of weekly learning units that contain a series of assignments and assessments to assist learners in achieving the course learning objectives.

The assignment handouts found in the course shell on the Home Page and in the Weekly Units contain detailed information on due dates, objectives, required content, format, structure, along with information on resources, and grading rubrics. I expect those handouts to be studied, whether online or via a hard copy that is printed out, read, and annotated, if necessary.

Any questions about the assignments should be posted in the Virtual Office.

COURSE ASSESSMENT

All assignments will be assessed according to the criteria on assignment handouts. Assignment criteria are explained on handouts and itemized on the rubrics used in grading.

Discussions journals are graded primarily on effort which is defined as answering all the questions and providing specific details or information as requested by the prompts. Think of them as focused freewrites with the focus conveyed by the prompt questions. Discussions will receive holistic comments and completed grade rubrics.

Writing journal entries are graded on effort and on analysis. Effort is defined as answering all the questions and providing specific details from the assigned readings. Analysis is defined movements toward discovery of

meanings. Entries will receive feedback in mark-up comments on the entries and completed grade rubrics.

The first draft of the paper is graded based half on effort and half on the quality of the draft.

The first draft of the paper will receive detailed feedback in mark-up comments which will be returned with a first draft rubric as well as a completed final draft rubric to assess quality and indicate necessary areas for revision.

The final draft of the paper is graded based primarily on how well the final draft meets the assignment criteria (75%) and on the extent and quality of the revision (25%).

Learners should send any questions about grades from their university email account to my university email.

There are late penalties if work is turned in past the No Penalty Zone (NPZ). Additional short extensions are possible upon request. See the course [policies page XX for](#) more information about the NPZ.

GRADING

The final class grade is based on the number of points earned. Learners can access their grades, see the points earned, and read feedback on the assignments turned in as soon as I grade the work and enter the points. I email the class and post an announcement when I have graded a group of assignments.

Assignment and Extra Credit Points

ASSIGNMENT AND EXTRA CREDIT POINTS	
1200	Online Discussions (6 @ 200)
1400	Journal (7 entries @ 200)
200	Paper Plan
400	First Draft Paper 10 pages
1000	Final Draft Paper 12-15 pages
*100	E.C. Error Identification (4 @ 25)
*200	E.C. Educating About Plagiarism
4200	TOTAL Assignment Points

300	TOTAL Extra Credit Points
Translating Points into Letter Grades	
A	3780-4200
B	3360-3779
C	2940-3359
D	2520-2939
F	0-2519

The gradebook in our course shell will show you the percentage of points you have earned for each assignment and for each week/unit. The points will be translated to a final letter grade using the following equivalencies:

90-100%=A 80-89%=B 70-79%=C 60-69%=D 0-59%=F

NOTE: To access the rubric and feedback for graded work, click on the blue hyperlink grade to access the Dropbox where drafts and rubrics are uploaded. Drafts will contain feedback for revising and editing the work.

Any question or concern about the comments or grade can be emailed to me or discussed during office hours. If the concern cannot be resolved, learners may wish to meet with a program director (see the **Department Grievances Procedure** on p. 17).

Please do not post about grades in the Virtual Office which is a public space.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - o 512 MB of RAM, 1 GB or more preferred
 - o Broadband connection required courses are heavily video intensive
 - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
 - o Sound card, which is usually integrated into your desktop or laptop computer
 - o Speakers or headphones.
 - o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check

<http://www.java.com/en/download/manual.jsp>
http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - o Adobe Reader <https://get.adobe.com/reader/>
 - o Adobe Flash Player (*version 17 or later*)
<https://get.adobe.com/flashplayer/>
 - o Adobe Shockwave Player <https://get.adobe.com/shockwave/>
 - o Apple Quick Time <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing

software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio

<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo. <http://www.tamuc.edu/myleo.aspx>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site <http://247support.custhelp.com/>

The student help desk may be reached by the following means 24 hours a day, seven days a week.

Chat Support: Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.

☐ **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

Note: Personal computer 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, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. <https://leo.tamuc.edu>

Learner Support

Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location.

<http://www.tamuc.edu/admissions/onestopshop/>

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices. **App Title:**

Operating System:

iPhone App URL:

Android App URL:

iPhone – Pearson LearningStudio Courses for iPhone

Android – LearningStudio Courses - Phone

iPhone - OS 6 and above

Android – Jelly Bean, Kitkat, and Lollipop OS

[https://itunes.apple.com/us/app/pearson-learningstudio-](https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8)

[courses/id977280011?mt=8](https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8)

<https://play.google.com/store/apps/details?id=com.pearson.lspHONE>

LEARNINGSTUDIO NOTIFICATIONS

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course.

Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon. By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

UNIVERSITY, DLL, & COURSE PROCEDURES

This section contains information on Texas A&M-University procedures, Department of Literature and Languages procedures, and Dr. Reid's course procedures.

By staying in the class after reading this syllabus, learners are obligated contractually to meet class requirements and follow *all* course, department, and university policies.

Please note that the Department of Literature and Languages and Texas A&M University-Commerce have implemented new procedures relating to student grievances and academic dishonesty.

The brief summaries provided in this syllabus are provided for basic information and do not replace the full university documents which are posted on the university web page.

UNIVERSITY PROCEDURES

Academic Dishonesty

The text below is copied from the university procedure: 13.99.99.R0.10

Graduate Academic Dishonesty Definitions

Academic dishonesty includes the commission of any of the following acts.

This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty.

Clarification is provided for each definition by listing some prohibited behaviors

ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise.

CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives student assistance, and has not been specifically approved in advance by the instructor.

COMPLICITY: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

FABRICATION: Making up data or results, and recording or reporting them; submitting fabricated documents.

FALSIFICATION: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

FORGERY: Making a fictitious document, or altering an existing document, with the intent to deceive or gain advantage.

MULTIPLE SUBMISSIONS: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit. [See the Department of Literature and Languages Plagiarism Statement for further details and information on the requirements for MLA attribution which apply in this course and the Course Policy on Plagiarism.]

SPECIAL NOTE REGARDING GROUP PROJECTS: If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to document clearly who contributes what parts to the joint project, to know what group members are doing, and how they are acquiring the material they provide.

UNIVERSITY RULES ON RESEARCH: Students involved in conducting research and/or scholarly activities at Texas A&M University-Commerce must also adhere to standards set forth in 15.99.03.R1 Ethics in Research and Scholarship.

VIOLATION OF DEPARTMENTAL OR COLLEGE RULES: Students may not violate any departmental or college rule relating to academic matters.

Academic Dishonesty Reporting Procedure

Procedure 13.99.99.R0.10 Graduate Student Academic

The faculty member will submit a copy of the Graduate Student Academic Dishonesty Form to the Office of Graduate Studies with copies sent to the student, student's major Department Head/Director, the Academic Dean/Director of School, and the Provost's office as soon as is practicable, preferably within ten (10) university business days of discovery of the alleged incident.

If the Office of Graduate Studies determines this alleged incident is a first offense, the faculty member will be notified. If student accepts responsibility for charge, and accepts/agrees with penalty (as determined by faculty member which may be a grade reduction for course, a zero for the assignment, requirement for extra requirements or training, or a combination of the above), then that concludes the disciplinary action.

The faculty member must send the records of the penalty by submitting the Faculty/Staff Adjudication of First Offense of Graduate Student Academic Dishonesty Form to the Provost Office, Academic Dean/Director of School, and Department Head/Director as soon as practicable, preferably within five (5 days) of the agreement.

A student may appeal the charge or the penalty by writing to the Department Head/Director, and then to the Academic Dean/Director of School. The decision of the Academic Dean/Director of School regarding the student's appeal of a first offense is final. The Academic Dean/Director of School must include the decision on the Student's Appeal of First Offense of Graduate Academic Dishonesty Form, submit the form and a copy of the records of the appeal for the first offense to the Provost Office as soon as practicable, preferably within five (5) university business days of the appeal decision.

If the Office of Graduate Studies determines that the student has a previous finding of academic dishonesty on file, the disciplinary process will immediately be transferred to the jurisdiction of the Academic Dean/Director of School. (See section 2.8). A second offense may result in separation (suspension or expulsion) from the University. The Academic Dean/Director of School adjudicates all such cases via the hearing process in section 3 and may impose less severe sanctions if the circumstances warrant.

Campus Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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 (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). 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 911.

Drop Policy: The university drop procedure allows for an online process. Students who are eligible may drop their classes through myLeo with a "Q" drop grade without Instructor approval.

The online drop process steps are:

- Go to myLeo
- Go to Registration, Records & Grades
- Registration
- Register/Add or Drop Classes
- Select a Term

- Under "Action", click on Course Drop
- Click on "Submit Changes" at bottom form

NOTE: The process of dropping is manually done at the Registrar's office and is not automatically posted even when the form is sent through myLeo.

This procedure does not apply to students with advising holds (Athletes, International Students, Honor Students, University College students etc.). If there are advising holds, students will have to complete a Drop/Add form and get approvals manually in order to turn the form in to the Registrar's Office for processing.

The Manual Drop/Add Form can be found online at: [TAMUC Drop Form](#)

The deadline to drop with a "Q" drop grade can be found on the [Academic Calendar](#).

If learners are enrolled in one class or need to drop all their classes, they will not be able to drop through the online procedure and must use the [Withdrawal Form](#).

These forms must be turned in to the Registrar's Office for processing.

Incomplete Grades: The Incomplete grade is reserved for those students who have been active in class and have maintained a passing grade until nearly the end of the course. If circumstances in the last two weeks of the semester (following the final course drop deadline) make it impossible for a student to hand in the last assignment(s), then the Incomplete can be granted. The student must request the incomplete grade and supply documentation concerning the circumstances that have made it impossible for course work to be completed. The instructor will complete the form and submit for required signatures (department head and Dean of CHSSA).

Students who have failed to turn in assignments in earlier weeks are *not* eligible for an Incomplete and will not be granted one. Anyone who is unable to complete the work in the semester they are enrolled will not be able to do it alone in the following term.

If the missing work is not handed in by the end of the following year, the grade automatically goes to an F in accordance with university policy. There is no appeal for that grade change.

As this class is an online class, learners will only be able to access the Pearson Learning Studio (eCollege) platform for two weeks after the close of

each semester. The work required for the Incomplete must be done outside the course shell.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

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.

Department of Literature and Languages Procedures

Student 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 the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141).

In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

Departmental Chain of Command:

Graduate ENG courses:

1. Professor
2. Director of Graduate Program:
 - a. MA/MS-English: Dr. Hunter Hayes

- b. MA/MS-Applied Linguistics with TESOL emphasis: Dr. Lucy Pickering
 - c. PhD-English: Dr. Karen Roggenkamp
3. Dr. Hunter Hayes, Department Head

DLL Plagiarism Procedure: Instructors in the Department of Literature and Languages do not tolerate plagiarism. Instructors uphold and support the highest academic standards, and learners are expected to do likewise. Penalties for learners guilty of plagiarism can include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1, 2, 3])

The Department of Literature and Languages defines plagiarism as occurring when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source both in the text of the essay or paper and in a Works Cited page.

Dr. Reid's Class Procedures

Late Work: Late work is penalized 25% of the total points the assignment is worth.

In this class, "late" means work turned in any time after the No Penalty Zone (NPZ) *unless* a request is emailed for an additional extension. The standard extension is 24 hours past the NPZ. If additional time is needed, documentation concerning the reason must be provided with the email request.

Because the writing assignments are weighted toward rewarding effort and the course schedule allows for revision, the best strategy for success in the class is to turn all work in on time. Rough drafts are graded on effort not quality, and quality comes from a process of revision after receiving feedback.

Due Dates: Work assigned in the weekly units is due on Wednesday or Friday evenings, 11:30 p.m. U. S. Central Time.

No Penalty Zone (NPZ): The NPZ is an automatic extension of 24 hours which applies to all assignments (Thursday and Saturday, 11:30 p.m.)

"Automatic extension" means learners do not have to notify me or ask for the extension. As long as the work is turned in within that 24 hours period, it is "on time" in terms of grade criteria.

If it is impossible to turn work in by the NPZ, an additional 24 hours extension may be requested by email. Please put "Extension Request" and the Assignment name in the subject line of your email.

Work that comes in under an extension or late work may not be graded as quickly because I grade work that has come in on time first.

NOTE: If a medical condition, emergency or some other situation (professional or personal) which affects a learner's ability to do the work for this class beyond the short term extensions built into the course, please email me as soon as possible. If it will interfere with the ability to turn work in for seven days or more, then please submit external documentation.

WARNING: Always aim to complete the work by the official deadline. Then, if life intervenes, the NPZ and the requested additional extensions are a safety net.

Plagiarism Definition and Course Procedure: Students must acknowledge and document all sources (summarized, paraphrased, or quoted) using the MLA Handbook (7th or 8th edition) guidelines in all assignments: **discussions, journals, first drafts, and final drafts.**

These rules require attribution information in the text of sentences for summaries and paraphrases and parenthetical attribution for direct quotes in the papers as well as a Works Cited page.

Plagiarism is not excused by saying "I did not mean to do it!" Unintentional plagiarism is still plagiarism. If information is summarized from a source without textual attribution, it still can be a case of plagiarism even if a Works Cited page is provided.

Having no Works Cited page at all is also a type of plagiarism since full information about sources is not provided.

An "Educating About Plagiarism" unit is part of the class. Learners will earn extra credit for completing the unit assignments successfully.

Plagiarism Grade Penalties:

The first instance of intentional or unintentional plagiarism on an assignment will result in a 0 for that assignment. Full credit may still be earned for the assignment if the learner completed a customized Plagiarism Prevention Exercise (PPE). After the PPE is approved, a revision of the original

assignment may be turned in for grading. If there are other revisions assigned, they may be turned in as well.

The second instance of plagiarism will result a 0 for the assignment that cannot be removed. However, learners may still turn in any assigned revisions by completing a second Plagiarism Prevention Exercise which will include a mandatory meeting (online or face to face) with a tutor in the Writing Center in the Hall of Languages. The exercise must be turned in and approved before revisions are submitted

The third instance of intentional or unintentional plagiarism will result in an F for the class and in Dr. Reid filing the form required by the university's Academic **Dishonesty Reporting Procedure** is described above.

ADA Statement

Students with Disabilities

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

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

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

Collection of Data for Measuring Institutional Effectiveness

In order 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/defa>

[ult.aspx](#)). This is solely an assessment of program effectiveness and in no way affects students' course grades or GPAs.

CLASS CALENDAR

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 on the course website in advance of the week in which the change will occur and will be sent out by the class email.

Important Fall Dates

November 24 Thanksgiving

Due Dates: Work is due twice a week some weeks, once a week others.

The two due dates are Wednesdays and Fridays. The deadline for turning work in on each due date is 11:30 p.m.

The No Penalty Zone (NPZ), an automatic extension, is 24 hours after each due date: to the following night, Thursday and Saturday, also by 11:30 p.m.

If you need additional time, please email me: the standard extension is another 24 hours unless your situation requires additional time in which case documentation supporting your request is required for the extension to be approved.

Week One August 29-September 2

Nothing due Wednesday because of first week of classes rush!

9-3 Disc 1 Intro: Post an introduction in response to my prompt.

Educating About Plagiarism Pre-Test

Week Two September 5-9

Read: *Queer Phenomenology* "Introduction: Find Your Way"

9-7 Disc 1 Intro: Post replies to two classmates

9-10 Disc 2 Queer Phen Intro: Post in response to my prompt
Educating About Plagiarism Quizzes

Week Three September 12-16

Read: *Queer Phenomenology* Chapters 1 and 2

9-14 Disc 2 Queer Phen Intro: Post replies to two classmates

9-17 Disc 3 Queer Phen Chap 1, 2: Post in response to my prompt

Week Four September 19-23

Read: *Queer Phenomenology* Chapter 3 and Conc

9-21 Disc 3 Queer Phen Chap 1, 2: Post replies to two classmates

9-24 Disc 4 Queer Phen Chap 3, Conc: Post in response to my prompt
Educating About Plagiarism: Post-Test

Week Five September 26-October 1

Read: *Ancillary Justice* (complete novel)

9-28 Disc 3 Queer Phen Chap 3, Conc: Post replies to two classmates

10-2 Journal 1: Applying Queer Phen to *Ancillary Justice*

Week Six October 3-7

Read: *Ancillary Sword* (complete novel)

10-5 Nothing due

10-8 Journal 2: Applying Queer Phen to *Ancillary Sword*

Week Seven October 10-14

Read: *Ancillary Mercy* (complete novel)

10-12 Nothing due

10-15 Journal 3: Applying Queer Phen to *Ancillary Mercy*

Week Eight October 17-21

Read: *Willful Subjects* Introduction, Chapters 1 and 2

10-19 Nothing due

10-21 Disc 5 Willful Subj Intro, Chap 1, 2: Post a response to my prompt

Week Nine October 24-28

Read: *Willful Subjects* Chapters 3 and 4, Conclusion

10-26 Disc 5 Willful Subj Intro, Chap 1, 2: Post replies to two classmates

10-29 Disc 6 Willful Subj Chap 3, 4, Conc: Post in response to my prompt

Week Ten October 31 – November 4

Read: *Ancillary Justice*

11-2 Disc 6 Willful Subj Chap 3, 4, Conc: Post replies to two classmates

11-4 Journal 4: Applying Willfulness to Ancillary Justice

Week Eleven November 7-11

Read: *Ancillary Sword*

11-9 Paper Plan Due

11-11 Journal 5: Applying Willfulness to Ancillary Sword

Week Twelve November 14-18

Read: *Ancillary Mercy*

11-16 Nothing due

11-19 Journal 6: Applying Willfulness to Ancillary Mercy

Week Thirteen November 21-25 November 24 Thanksgiving

Nothing Due: have a good Thanksgiving break!

Week Fourteen November 28-December 2

12-2 First Draft: Paper

Week Fifteen December 5-9

Nothing due

Finals Week December 12-16

12-16 Final Draft Paper
 Journal 7: Self-Assessment