



## ENGLISH 341.01W COURSE SYLLABUS: SPRING 2017

**Instructor:** Dr. Robin Anne Reid  
**Office:** Hall of Languages 125  
**Office Hours:** Online: 10:00 a.m. - 12:00 p.m. Monday-Thursday  
Face/Face: 3:00-4:30 MWF  
Time Zone: Central United States

**Office Phone:** 903-886-5268  
**Email:** Robin.Reid@tamuc.edu (Preferred form of communication)

**Spring Courses:**

English 2326.001	MWF 2:00-2:50	SS 309
English 341.01W	Online	
English 420.01W	Online	

No appointment is necessary during my regularly scheduled face/face office hours. If you are not free at those hours, email me to see if we can set up an appointment when we are both free.

I check my email several times a day weekdays and at least once a day on weekends. I check the Virtual Offices in my course shells daily during my online office hours. Questions posted in the Virtual Office or sent to me via email will be answered within 24 hours.

### COURSE INFORMATION

#### Required Textbooks and Readings

The two required textbooks for our course are both found online, and both are free. I have provided links to the two textbooks and to additional resources that can be used for our course.

1. Technical Writing Textbook  
Title: [Free Online Textbook for Technical Writing](#)  
Author: David McMurrey  
URL: <https://www.prismnet.com/~hcexres/textbook/acctoc.html>

I am not assigning all the content in this textbook: specific chapters and specific subsections of the chapters will be assigned and noted on each Assignment Handout.

2. Career Development Webpage and [\*Make the Connection\*](#), the 2016-2017 edition.

<http://www.tamuc.edu/CampusLife/CampusServices/CareerDevelopment/Students/Career%20Guide.aspx>

The Career Development staff can be an incredible resource for you as you prepare to move from college to your career, so I encourage you to drop by and get to know them if you haven't already done so. Their webpage explains all the resources they have—including resources for students who are not on campus:

Career Development's Home Page:

<http://www.tamuc.edu/CampusLife/CampusServices/careerDevelopment/>

Resources for Online Students:

<http://www.tamuc.edu/CampusLife/CampusServices/CareerDevelopment/Online%20Students/default.aspx>

TAMUC Career Development Office Student Access & Success Center  
903.468.3223 Open: Monday-Friday, 8:00 a.m.-5:00 p.m.

3. Resources on Grammar, Mechanics and Style

The resources below are all created by college and university Writing Centers. The URLs lead you to the index or home page. You may use these sites (as well as the sections in McMurrey) to edit problems I identify in your work relating to grammar, mechanics, or style.

[Aims Community College: Online Writing Lab](#)

<http://www.aims.edu/student/online-writing-lab/grammar/index.php>

[Marquette University: Writing Across the Curriculum](#)

<http://www.marquette.edu/wac/index.shtml>

[Purdue University: The Purdue Online Writing Lab](#)

<https://owl.english.purdue.edu/owl/>

[St. Cloud University: Write Place](#)

<http://leo.stcloudstate.edu/index.html>

[University of Wisconsin: The Writing Center](#)

<http://writing.wisc.edu/Handbook/index.html>

## **Course Description**

**Catalog:** English 341 covers techniques of objective reporting on scientific and technical material; principles of technical exposition; study of language uses; writing samples and principles of various technical reports, including abstracts, proposals, and manuals. Prerequisite: English 102.

**Spring 2017 Focus:** The class focus is professionalization.

"Professionalization" means activities that prepare learners for their future professions while they are students. Most professionalization takes place in major courses, but activities outside your courses can help learners prepare for finding their first job or applying to a required graduate or professional program. The Career Development Office offers many services and benefits in that area. A course, like English 341, that is not in the major program can also help.

English 341 is required by a number of different programs as well as counting for minor or elective requirements. The focus on professionalization allows learners to focus on learning more about how writing can be important in their profession and in preparing applications for their jobs or postgraduate programs. The assignments also offer the opportunity to research online professional organizations and the available resources as well as to practice writing basic business documents such as memo reports.

In order to make the best use of this class, learners must identify a single professional goal in the introductory discussion during Week 1. This goal must be either a job they wish to obtain or the graduate/professional program they hope to enter when they complete their Bachelor's degree. That goal will become one criterion I use when assessing the assigned work.

Students who have several possible professional goals in mind should choose one: they are not obligated to follow that goal after the end of our class!

### **Class Assignments:**

Educating About Plagiarism Assignments (300 points)

Research Log (First draft 100; Final Draft 200 points)

Annotated Bibliography (First Draft 100; Final Draft 500; Optional Third\*)

Professionalization Report (First Draft 100; Final Draft 500; Optional Third\*)

Progress Reports (Four @ 50 points)

\*Learners may choose to revise the final draft one more time after it is graded for up to full credit. If they are satisfied with their final draft grade, they may let it stand.

Because of the complexity of academic standards of honesty when using research in technical writing, a unit on "Educating about Plagiarism" (EAP) is assigned at the start of class that must be completed before the writing assignments are turned in. All the grade points associated with the EAP unit count as extra credit points for the course.

English 341 is a writing-intensive class based on the process method. The process method incorporates rough drafts, feedback, and revision of writing assignments throughout the semester rather than assignments being turned in once for a final grade.

Since the later assignments require the early assignments to be completed satisfactorily, final drafts will not be accepted without successful completion of the earlier assignments in the sequence. The sequence of assignments is:

1. Research Log
2. Annotated Bibliography
3. Professionalization Report

The purpose of the research log is to assemble professional resources to use on the annotated bibliography.

The annotated bibliography is required as an attachment for the professionalization report which is on the topic of a variety of professional resources on the assigned aspects of professionalization for new majors interested in similar professional goals.

### **Learning Outcomes**

Learners will demonstrate they can:

1. Engage in a writing process that incorporates revision based upon instructor feedback.  
Assessed by: rough and final drafts of Annotated Bibliography and Professionalization Report.
2. Conduct online research to identify, evaluate and select appropriate professional organizations and resources to be used in writing assignments.  
Assessed by: final draft Annotated Bibliography.
3. Produce correctly formatted professional documents.  
Assessed by: Progress Reports and final draft Professionalization Report

4. Research, write and revise a research-based professionalization report for new majors in their program on the topic of professionalization activities.

Assessed by: final draft Professionalization Report.

5. Accurately and correctly summarize, paraphrase, quote and attribute professional resources, using the Modern Language Association's (MLA) guidelines and the EAP standards.

Assessed by: "Educating about Plagiarism" Unit and final draft of Annotated Bibliography

## **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 the specific assignments. The due date for *\*all\** assignments each week is Friday at 11:30 p.m. See the Late Work Policy on pages 19-20 for further information about extensions and penalties.

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.

Assignment handouts are found in the course shell. These handouts contain detailed information on due dates, objectives, required content, format, structure, information on resources, and grading rubrics. I expect those handouts to be read carefully whether in an online version or a hard copy printed out. Any questions about the assignments should be posted in the Virtual Office or emailed to the instructor.

## **COURSE ASSESSMENT**

All assignments will be assessed according to the criteria on the assignment handouts. The assignment criteria are the basis of the final draft grade rubrics.

Since the course is based around a writing process, rough drafts are graded primarily on effort. "Effort" is defined following the assignment instructions described on the handout. If a draft is turned in on time as defined by the course "Late Work" Policy, and if it shows some effort to address assignment requirements as described in the rubric, the draft will receive 100% of the assigned points. The primary purpose of the rough drafts is to get feedback to help learners revise their work for the final drafts.

**NOTE: The class policy is that the research logs and rough drafts of the annotated bibliography and professionalization report must be completed and graded before final drafts can be turned in.**

Final drafts are graded solely on how well the draft meets the assignment criteria. The Annotated Bibliography and the Professionalization report have two required drafts assigned (a rough draft and a final draft); there is an optional third draft scheduled if students wish a final chance to revise their work.

Rough drafts will receive specific and detailed feedback on the drafts which are returned to learners. A completed final draft rubric which indicates the amount of revision necessary, but does not determine the rough draft grade, will also be provided.

No comments will be given on final drafts; only the final draft rubrics will be completed and returned.

Time for revision is built into the course, and revision is expected all of the major assignments (Research Log, Annotated Bibliography, and Professionalization Report). If no revision is done, then the final draft grade will be based on the final draft rubric completed for the rough draft.

No revision is expected on the Progress Reports; those reports are graded solely on effort.

The Research Logs, Annotated Bibliography, and Professionalization Report are a sequence of assignments. The research logs must be approved before the Annotated Bibliography can be turned in, and the Annotated Bibliography

must be completed and graded before the rough draft of the Professionalization Report can be turned in.

Any questions about grades should be sent to my university email.

Learners should prioritize work based on the amount of points each assignment is worth and the number of criteria used in evaluation. The higher the points and the greater the number of criteria, the more time needs to be spent on the assignment.

There are late penalties if work is turned in past the No Penalty Zone (NPZ) without an email request for an extension. See the course policies section on page 19-20 for more information about the NPZ, requesting an extension, and the limits on extensions.

### **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**

<b>ASSIGNMENT AND EXTRA CREDIT POINTS</b>	
100	Intro Disc
200	Progress Reports (4 @ 50)
100	Research Log First Draft
200	Research Log Final Draft
100	Annotated Bibliography First Draft
500	Annotated Bibliography Final Draft*
100	Professionalization Report First Draft
500	Professionalization Report Final Draft*
*100	E.C. Error Identification (4 @ 25)
*300	E.C. Educating About Plagiarism
1800	Assignment Points
400	Extra Credit Points
2200	TOTAL
*The schedule allows for an optional third draft of the Annotated Bibliography and Professionalization Report to be turned in at the end of the term. If learners are	

satisfied with the grade on the second draft, they do not need to turn in a third draft.	
<b>Translating Points into Letter Grades</b>	
A	1620-1800
B	1440-1619
C	1260-1439
D	1080-1259
F	0-1079

The gradebook function 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 work, click on the blue hyperlink grade to access the Dropbox where I have uploaded drafts and/or rubrics with comments. These comments are suggestions for revision and editing the drafts. Be sure to review them before turning in a revision.

If at any time learners have a question about the comments or concern about grades, they should contact me (by email) or schedule a visit during my office hours.

If we are unable to resolve the concern, learners may then wish to meet with the program director (see the **Department Grievances Procedure** on pages 18).

Please do not post questions about grades in the Virtual Office.

### **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

<http://www.java.com/en/download/manual.jsp>

- 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://help.ecollege.com/LS\\_Tech\\_Req\\_WebHelp/en-us/#LS\\_Technical\\_Requirements.htm#Browset](http://help.ecollege.com/LS_Tech_Req_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](mailto: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](mailto: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, you are contractually obligated 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 on the university web page:

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

## **UNIVERSITY PROCEDURES**

### **Academic Dishonesty**

The text below is copied from the university procedure: 13.99.99.R0.03

### **Undergraduate 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.R0.03 Undergraduate Academic Dishonesty

The faculty member will submit a copy of the Undergraduate Student Academic Dishonesty Form to the Provost 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 Provost 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 Undergraduate 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 Undergraduate 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 Provost Office 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 9-1

**Drop Policy:** The university drop procedure allows for an online drop 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 when you submit the form through myLeo.

This procedure does not apply to students with advising holds (Athletes, International Students, Honor Students, University College students etc.). If you have an advising hold, you 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 you only are enrolled in one class or need to drop all your classes, you 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 few weeks of the semester (following the final course drop deadline) make it impossible for a student to hand in the last assignments(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 you should be aware of the following university policy: You will be required to complete the course outside of the

Pearson Learning Studio (eCollege) platform. The class platform is available for student access for only two weeks after the close of each semester.

### **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:

Undergraduate ENG, JOUR, RTV and SPC courses:

1. Instructor
2. 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.

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

**Due Dates:** All assignments are due 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 (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 hour 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. Requests for the additional 24 hour extension will be approved (to Sunday, 11:30 p.m.)

However, work that comes in by the NPZ or the additional extension 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 your ability to turn work in for five or more days, 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) used in the Annotated Bibliography and the Professionalization Report. The acknowledgement and documentation must use the MLA Handbook (8<sup>th</sup> edition) guidelines which can be found in the Purdue Online Writing Center resource listed in the assignments.

Summaries written for the Annotated Bibliography must follow EAP criteria which require the source attribution information be provided in the first sentence of summaries rather than reliance on parenthetical attribution. A Works Cited page is required for the Professionalization Report.

Failure to provide attribution in the text of the assignments and in a Works Cited page is plagiarism. 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 learn how to correctly attribute and cite sources for the major assignments while they earn extra credit points for completing the assignments successfully.

*Plagiarism Grade Penalties:*

The first instance of plagiarism on a writing assignment draft will result in a 0 for that assignment. However, the student may make submit a revision for regrading as well as any remaining revisions associated with the assignment by completing a Plagiarism Prevention Exercise (PPE). The PPE must be turned in **before** the revision can be turned in. The revision must be turned in before the next assignment is due.

The second instance of intentional or unintentional plagiarism will result a 0 for the writing assignment that cannot be removed or made up. However, the student may still turn in any remaining revisions associated with the assignment by completing a second Plagiarism Prevention Exercise. The second PPE must be turned in before the next assignment is due.

The Plagiarism Prevention Exercises will require students to revise the instances of plagiarism from the original assignment with the help of and feedback from a tutor on campus. Documentation of the tutoring session (whether face to face or online) must be submitted as well as the exercise and a self-assessment.

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** as 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](mailto: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/default.aspx>). This collection of data 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 Dates                      March 13-17      SPRING BREAK

**DUE DATES:** All work is due Fridays, by 11:30 p.m. See the Extension and Late Work Policy on pages 10-20 for further information.

- WEEK ONE                      January 17-20**  
Post: Discussion: Introduction to Class (100)
- WEEK TWO                      January 23-27 Do the discussion before the Pre-Test**  
Post: Extra Credit EAP Discussion 1 (25)  
Upload: Extra Credit EAP Pre-Test (40)
- WEEK THREE                      January 30-February 3**  
Upload: Research Log First Draft (100)
- WEEK FOUR                      February 6-10**  
Complete: Extra Credit EAP Quizzes (3 @ 40 = 120)
- WEEK FIVE                      February 13-17**  
Upload: Research Log Final Draft (200)  
Upload: Progress Report (50)
- WEEK SIX                      February 20-24 Do the discussion before the Post-test**  
Post: Extra Credit EAP Discussion 2 (25)  
Upload: Extra Credit EAP Post-Test (40)

<b>WEEK SEVEN</b>	<b>February 27-March 3</b> Upload: Annotated Bibliography First Draft (100)
<b>WEEK EIGHT</b>	<b>March 6-10</b> <b>Nothing due</b>
<b>WEEK NINE</b>	<b>March 13-17</b> <b>SPRING BREAK</b>
<b>WEEK TEN</b>	<b>March 20-24</b> Upload: Annotated Bibliography Final Draft (500) Upload: Progress Report (50)
<b>WEEK ELEVEN</b>	<b>March 27-31</b> <b>Nothing due</b>
<b>WEEK TWELVE</b>	<b>April 3-7</b> Post: Extra Credit EAP Discussion 3 (25)
<b>WEEK THIRTEEN</b>	<b>April 10-14</b> Upload: Professionalization Report First Draft (100) Upload: Progress Report (50)
<b>WEEK FOURTEEN</b>	<b>April 17-21</b> <b>Nothing due</b>
<b>WEEK FIFTEEN</b>	<b>April 24-28</b> Upload: Final Draft Professionalization Report (500) Upload: Progress Report (50)
<b>WEEK SIXTEEN</b>	<b>May 1-5</b> Post: Extra Credit EAP Discussion 4 (25)
<b>FINALS WEEK</b>	<b>May 8-12*</b> <b>Optional: Revised Final Draft of Professionalization Report and Annotated Bibliography</b>

\*No extension in addition to NPZ allowed because grades are due Monday.