



**ENG 100: Introduction to College Reading and Writing
COURSE SYLLABUS: Fall 2012**

Instructor: Stephen Whitley
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PLEASE NOTE: This is a common syllabus used by all graduate students teaching sections of this course.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

1. Ede, Lisa. *The Academic Writer: A Brief Guide* 978-0-312-45192-9
2. A notebook (your choice) that will serve as your Journal
3. Writing paper- we will write in class everyday
4. Pens/pencils/highlighters
5. Access to a printer & paper- you'll print approximately 100 pages for this class throughout the semester.

Course Description:

This course is designed to support you in successfully completing your ENG 1301 class. You'll work with your small groups and ENG 100 instructor to strengthen your drafts for ENG 1301, better understand your writing process, and work individually on the challenges you may face when writing academic texts.

Student Learning Outcomes:

- Students will be able to use rhetorical terminology to describe writing.
- Students will be able to identify instances of plagiarism and explain why it is a serious offense in academic writing.
- Students will be able to interpret texts written for academic audiences.
- Students will be able to use academic writing conventions in their own writing.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Feedback Sessions:

Be prepared to talk about your own writing and the writing of others in the group as we workshop papers. You will share drafts of your writing with other readers, they will respond. We will frequently workshop your papers and you should always be prepared to participate by contributing enthusiastically, knowledgably, and productively to all discussions. The purpose for the workshop sessions is to help you develop habits of reflection and effective ways to “see” others’ work in order to help them revise it, even as you learn to revise your own work with the same strategies. You will respond regularly, respectfully, and diplomatically, to the work of other members of your group through workshopping papers. We will workshop papers in several different ways. For each writing assignment in your 1301 class, you will submit a draft of your paper to me via email. I will then pick two or three papers for us to workshop in class. You will also bring hard copies of papers to class and exchange with each other and workshop in class and at home. I will let you know which way we will be workshopping each paper.

Writing Center Visits:

You are required to make a minimum of 6 Writing Center visits for this class. Each one is equal to 5% of your final grade for a total of 30%.

The WC is a useful and effective tool for you. If you need help generating ideas, assessing concerns, or getting feedback with your writing, revision, formatting, etc., the WC is the place to go for help. The Writing Center will be especially helpful when you write your Self Assessment Paper. Be sure to ask for a “proof sheet” for any Writing Center visits!

Journals/Response Papers:

Bring a notebook every day to record your observations, thoughts, and ideas based on your English 100 lab readings and writings. You will also write responses to class prompts and discussions. The Journal is required for this class and will serve as a space for you to be creative without worrying about grammatical issues. The journal allows you to see your growth as a writer over the semester, and you will need to use the information from your journal to craft your critical reflection paper required for this class (ENG 100) at the end of the semester.

You will also be asked to write short (1 page) response papers throughout the semester. More on this later.

Midterm Conferences:

At midterm you will summarize the key points from your journal and present them to me in an individual conference. **You must attend this meeting.** It is designed to give us a chance to talk about your progress.

Self-Assessment Paper (Final Lab Project):

This reflective essay is your final writing assignment for English 100. This is NOT one of the regular writing assignments for your ENG 1301 class. In this essay, you will be expected to describe your revision processes, tell how those have changed and evolved over the semester, and cite your own writings as examples of that progress. You should be prepared to quote from your readings, your papers, your teacher, your tutor sessions, and your journal. Length requirement on this essay is a minimum of 8 full pages, double spaced, MLA format.

Grade Calculation:

Your lab grade will be calculated using the following criteria:

Participation	15 %
Writing Center Visits	30 %
Journals/Response Papers	25 %
Midterm Conference	10 %
Self Assessment Paper	20 %

Your grade for this class (lab) will count toward 30% of your grade in ENG 1301.

TECHNOLOGY REQUIREMENTS

You will need:

- A valid, working email address that you check often (everyday)

- Regular internet access (additional readings available online)

- Access to a computer with a word processing program and a printer (assignments must be typed and printed, and you will print approximately 100 pages for this class.)

- some instructors of ENG 100L may chose to utilize an eCollege course shell.

ACCESS AND NAVIGATION

Some texts for this course may exist exclusively online, so you must have Internet access to read and/or view these texts.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Please contact your instructor with any questions you may have. Your instructor's communication preference is e-mail, and his/her address is: TBA. Also, each instructor in the department of literature and languages is required to keep at least three office hours per course per week.

Grievance Procedure:

If you have concerns about the class or about me as an instructor, please speak to me about those concerns. If you are not satisfied with the outcome of our conversation, the next person in the chain of command is the Director of the Writing Program, Dr. Tabetha Adkins. Her e-mail address is Tabetha_Adkins@tamu-commerce.edu. Please see this site for more information on the grievance procedures: <http://web.tamu-commerce.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/firstYearWriting/informationForStudents.aspx>

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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Course Specific Procedures:

Attendance Policy

For classes that meet twice/week, students may miss up to four times without penalty.

After the fifth absence, the student's final grade will drop by one letter. After the seventh absence, the student cannot pass the course.

For classes that meet three times/ week, students may miss up to six times without penalty.

After the seventh absence, the student's final grade will drop by one letter. After the ninth absence, the student cannot pass the course.

There is no such thing as "partial attendance"—students are either present for the entire course or they are absent.

Excessive tardiness can be penalized as an absence.

The university has no policy for "excused absences" except for university sanctioned events, so please save your absences for illness, court appearances, child care arrangements, and other situations when you must miss class.

Cell Phones/Laptops

While I understand the need for cell phones in everyday life, and I'm glued to my iPhone most of the time, while we're in class I ask that you silence your phone. I also request that you not have your phone out on your desk during class unless you have some sort of family emergency that requires you to be available on your phone. If you have a special need for

the phone during class, please let me know prior to class. Of course, this means no sending or receiving text messages during class.

Some students like to take notes on their laptops. I don't mind you using your laptop to take notes, but be prepared for me to walk by and check to see you're utilizing your laptop in a class-appropriate manner. If I find you're playing games, surfing Facebook, etc, your laptop privileges will be suspended.

Academic Honesty

The official departmental policy: "Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1,2,3])

If you ever have any questions about a particular use of a source, always ask your instructor. They want you to avoid plagiarism, too, so they will help you do so whenever and wherever they can. Do what you can to take advantage of this support—to look innocent in addition to being innocent when it comes to charges of plagiarism.

Students guilty of academic dishonesty of plagiarism can expect to fail the assignment in question or the entire course depending on the nature of the incident.

On University-Sanctioned Activities

To accommodate students who participate in university-sanctioned activities, the First-Year Composition Program offers sections of this course at various times of the day and week. If you think that this course may conflict with a university-sanctioned activity in which you are involved--athletics, etc.--please see your instructor after class on the first day.

University Specific Procedures:

On Behalf of 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 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

Student Disability Resources & Services

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 *Code of Student Conduct from Student Guide Handbook*).

COURSE OUTLINE / CALENDAR

Weekly Schedule:

The instructor reserves the right to adjust this schedule throughout the semester to accommodate for class needs, unexpected weather, etc.

Week one:

- Intro to *class*/syllabus/expectations
- What do I expect out of this class?
- Read for next meeting: Ede (21-35) – “Understanding the Writing Process”

Week two:

- Quiz over readings
- Journal: Discussion
- Read for next meeting: Ede (44-49; 61 green box) – “Analyzing Rhetorical Situations”
- Writing Center Visit #1 Due by Friday

Week three:

First draft WA 1 due to me

- Quiz over readings
- Journal: Discussion
- Workshop papers
- Read for next meeting: Ede (117-124) - “Making and Supporting Claims”

Week four:

- Quiz over readings
- Journal: Discussion
- Workshop papers
- Read for next meeting: Ede (124-128) – Begin at “Developing a Working Thesis”
- Writing Center Visit #2 Due by Friday

Week five:

Final Draft WA 1 due to me

- Quiz over readings
- Journal: Discussion
- Workshop papers
- Read for next meeting: Ede (235-248) – “Strategies for invention”

Week six:

- Quiz over readings
- Journal: Discussion
- Workshop papers
- Read for next meeting: Ede (250-263) – “Strategies for Planning and Drafting”

Week seven:

- Quiz over readings
- Journal: Discussion
- Workshop papers
- Read for next meeting: Ede (280-290) – “Strategies for Revision”
- Writing Center Visit #3 due by Friday
- First draft of WA2 due to me

Week eight:

Mid Term Conferences--no regular class meetings this week

Week nine:

- Workshop papers
- Final draft of WA2 due to me
- Work on final reflections
- Writing Center Visit #4 Due by Friday

Week ten:

- Workshop papers
- First draft of WA 3 due to me
- Work on final Reflections
- Read for next meeting: Ede (290-304) – Begin at “Case Study: A Student Writer’s Revisions”

Week eleven:

- Workshop papers
- Work on Final Reflections
- Writing Center Visit #5 Due by Friday

Week twelve: First Draft of Critical Reflection Due to me

- Workshop papers
- Work on Final Reflections
- Final draft of WA 3 due to me

Week thirteen:

- First Draft WA 4 due to me
- Workshop papers
- Work on final Reflections

Thanksgiving- University closes at noon on Wednesday

Week fourteen

- Final Draft WA 4 due to me
- Workshop papers
- Writing Center Visit #6 Due by Friday

Week fifteen:

- Turn in Final Reflections