



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

**Instructor:** Alyse Sheridan

**Office Location:** Writing Center, Hall of Languages 103

**Office Hours:**

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

<b>COURSE INFORMATION</b>
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**Materials – Textbooks, Readings, Supplementary Readings:**

*Textbook(s) Required:*

1. Ede, Lisa. *The Academic Writer: A Brief Guide* 978-0-312-45192-9
2. Adkins, Tabettha. *Writing at Texas A&M University-Commerce*. 978-59871-474-6 (This is your 1301 text but we will refer to it occasionally.)
3. A notebook that will serve as your journal
4. Writing paper
5. Pens/pencils/highlighters
6. 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. This course is the best time to work on the things you *need*—so ask lots of questions and keep me informed (in person and in your journals) about anything you think would make this class better for you. Feedback is important—you're going to be giving a lot of it to each other and, hopefully, to me.

**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.

<b>COURSE REQUIREMENTS</b>
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**Instructional/ Methods/ Activities/ Assessments**

**Grade Calculation:**

Your lab grade will be calculated using the following criteria:

Participation	20 %
Writing Center Visits	20 %
Journals	20 %
Midterm Conference	10 %
Self Assessment Paper	30 %

Your grade for this class (lab) will count toward 30% of your grade in ENG 1301. As you can see, there are several different things that factor into your grade.

**Participation- 20%**

The first is, perhaps, the most obvious. You must complete writing assignments and submit them on time. Do a good job with these, make good use of the feedback provided (by your instructor, by your classmates during peer review, by tutors in the writing center) and revise effectively. We will frequently be workshopping each other's papers and you will be expected to attend on these days with a printed copy of your paper. You should always be prepared to participate by contributing enthusiastically, knowledgably, and productively to all discussions. Come to class, pay attention, keep up with the readings, involve yourself in the lectures and discussions, and you will do well in this class.

**Writing Center Visits- 20%**

You are required to make a minimum of 4 Writing Center visits for this class. Each one is equal to 5% of your final grade for a total of 20%. Your visits will be due by certain dates; these are listed further down. Though you are only required to make 4 visits, I encourage you to go more often—there is always help available and they really can improve the grades on your papers! 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 tutors in the Writing Center can help with writing in any course, not just English classes. 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! This proof sheet will be what you turn in to me.

### **Journals** -20%

Bring a notebook (any kind) to class every day to keep a journal. You will be expected to make at least 2 entries per week. In it, you will be recording your observations, questions, thoughts, and ideas based on things you have learned or discussed in class. The journal is handwritten and unstructured; you can feel free to write however you want without worrying about grammar or style. Keep in mind, though: your writing in here must still be clear, concise, and thoughtful. The journal allows you to see your growth as a writer over the semester, and you will use the information from your journal to craft your critical reflection paper required for this class (ENG 100) at the end of the semester. Any other writing assignments (both in-class and outside) will go in as part of your journal, so you will be responsible for keeping them together.

### **Midterm Conferences:** -10%

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):** -30%

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.

## **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 me with any questions you may have. My communication preference is e-mail, and my address is: **aloving@leomail.tamuc.edu**. Also, each instructor in the department of literature and languages is required to keep at least three office hours per course per week, so anytime you need to talk to me outside of class you can use these.

### **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. Tabettha Adkins. Her e-mail address is Tabettha\_Adkins@tamuc.edu. Please see this site for more information on the grievance procedures: <http://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/firstYearWriting/informationForStudents.aspx>

<b>COURSE AND UNIVERSITY PROCEDURES/POLICIES</b>
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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.

#### *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](mailto: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*).

<b>COURSE OUTLINE / CALENDAR</b>
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#### **Weekly Schedule:**

The instructor reserves the right to adjust this schedule throughout the semester to

accommodate for class needs, unexpected weather, etc.

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**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:**

- 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:**

- 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

**Week eight:**

**Mid Term Conferences--no regular class meetings this week**

**Week nine:**

- Workshop papers
- Work on final reflections

**Week ten:**

- Workshop papers
- 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 #4 Due by Friday

**Week twelve: First Draft of Critical Reflection Due to me**

- Workshop papers
- Work on Final Reflections

**Week thirteen:**

- Workshop papers
- Work on final Reflections

Thanksgiving- University closes at noon on Wednesday

**Week fourteen**

- Final Draft WA 4 due to me
- Workshop papers

**Week fifteen:**

- Turn in Final Reflections