ENG 100.003: Introduction to College Reading and Writing  
COURSE SYLLABUS: Spring 2013

Instructor: Bill Lancaster  
Office Location: HOL 126  
Office Hours: MWF 12:00-1:00PM, 2:00-3:00 PM, or by appointment  
Office Phone: 903.468.8725  
Office Fax: 903.886.5980  
University Email Address: blancaster2@leomail.tamuc.edu  
Class Time and Location: MWF 1:00-1:50 PM  

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:

4. Your ENG 1301 books
5. Journal (A notebook of some type that will be turned in periodically for grading.)

Course Description:

This course is designed to support you in successfully completing your ENG 1301 class. You will 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. You will also work on your reading skills in this class.

Student Learning Outcomes:
From the Texas Higher Education Coordinating Board:

Students will be able to:

1. Locate explicit textual information, draw complex inferences, and analyze and evaluate the
information within and across multiple texts of varying lengths.

2. Comprehend and use vocabulary effectively in speaking, reading, and writing.

3. Identify and analyze the audience, purpose, and message across a variety of texts.

4. Describe and apply insights gained from reading and writing a variety of texts.

5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer’s purpose.

6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.

7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.

8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.

9. Develop and use effective reading and revision strategies to strengthen the writer’s ability to compose college-level writing assignments.

10. Recognize and apply the conventions of standard English in reading and writing.

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COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Writing Workshop Sessions (15% of grade):

Bring a printed copy of your current 1301 writing assignment to class each day. Be prepared to talk about your writing and the writing of others in the group as we workshop papers. You will share drafts of your writing with other readers, and 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 as you workshop papers.

Writing Journals (20%):

Journals can take any bound form that facilitates writing about writing (leather bound journal, spiral notebook, composition notebook, etc.). Bring your journal to class daily. Your writing journal will be an important resource for your final project, the Writing Memoir. I will look at these periodically throughout the semester.
Participation/Quizzes (10%):

Each day at the beginning of class, we will have a quiz relating to the reading, class discussion, or other related topic. These quizzes will be given at the beginning of each class and used to keep attendance. If missed these quizzes cannot be made up.

Writing Center Visits (10%):

You are required to make a minimum of six (6) Writing Center (WC) visits for this class. Deadlines dates for these WC visits have been incorporated into the Assignment Schedule. You must adhere to this schedule to guarantee that you receive credit for your visits. Be sure to ask for a “proof sheet” for any Writing Center visits.

The WC is located on the first floor of the Hall of Languages and is open during the following hours:
- Monday – Thursday 9:00AM – 4:00PM
- Friday 9:00AM – 1:00PM

Also, the WC offers an Online Writing Lab, which can be accessed by sending an email to: writing.TAMUC@gmail.com.

The WC is a helpful tool for success. For this reason, I encourage you to make use of this valuable resource. If you need help generating ideas, developing a thesis, organizing the content, and clarifying any formatting issues you might have, the WC is the place to be. The tutors in the WC will be especially useful when you write your final Writing Memoir toward the end of the semester. (See “Guidelines for Meeting with a Writing Tutor, Ede, p. 339)

Conferences (15%):

Instructor/student conferences are one-on-one conferences scheduled between the instructor and student. We will conference with one another about your writing at least three times during the semester: once early in the semester, around midterm, and near the end of the semester.

Writing Memoir (25%):

In this class, you read Stephen King’s memoir about his own writing. For the final project of this class, you will write your own writing memoir. This paper challenges you to examine your improvement as a writer this semester, but also to look back at past experiences with writing to see how those experiences shape you as a writer today. Obviously you will be very creative in this document while also utilizing strategies you have learned in this class and ENG 1301, but there are also some required elements of this text:

1. You must include a section that talks about your writing process this semester and what steps you took to improve your papers for ENG 1301.
2. You should use a lot of detail (like King does) and describe your process as thoroughly as possible. The Writing Journal you create for this class will be a good resource for this information.

3. Quote the feedback you received from your ENG 1301 and 100 teachers, feedback from peers, feedback from the Writing Center, and other resources you employed to become a better writer this semester.

4. Be sure to critically examine the way you are describing yourself in this memoir—Bronwyn Williams’ article will help you critically analyze the metaphors you create in this text.

Grade Calculation:

Your lab grade will be calculated using the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Writing Workshop Sessions</td>
<td>15%</td>
</tr>
<tr>
<td>Writing Journals</td>
<td>20%</td>
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<tr>
<td>Participation Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Writing Center Visits</td>
<td>15%</td>
</tr>
<tr>
<td>Conferences</td>
<td>15%</td>
</tr>
<tr>
<td>Writing Memoir</td>
<td>25%</td>
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</tbody>
</table>

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 100 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 address is: blancaster2@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.
**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@tamuc.edu (Tabetha dot Adkins at tamuc dot 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

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**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**Course Specific Procedures:**

*Attendance Policy*

Instead of taking attendance, each day at the beginning of class, we will have a quiz relating to the reading, class discussion, or other related topic. These quizzes will be given at the beginning of each class and used to keep attendance. If missed these quizzes cannot be made up.

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

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.

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
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:  
Jan. 14 – Course Introduction  
Jan. 16 – Quiz, Writing Workshop  
Jan. 18 – Quiz, Writing Workshop

Week two:  
Jan. 21 – MLK Holiday  
Jan. 23 – No class, First Writing Center Visit Due
Jan. 25 – Quiz, Writing Workshop, Journal Check

Week three: Schedule a 30-minute conference with me on Monday, Jan. 28 or Wednesday, Jan. 30 between 9:00 and 12:00 AM. See sign-up on my office door.
   Jan. 28 – Conference
   Jan. 30 - Conference
   Feb. 1 – No class

Week four: Feb. 4 – Quiz, Writing Workshop
   Feb. 6 – Quiz, Writing Workshop
   Feb. 8 – Quiz, Writing Workshop, Journal Check

Week five: Feb. 11 – Quiz, Writing Workshop
   Feb. 13 – Quiz, Writing Workshop, Second Writing Center Visit Due
   Feb. 15 – Quiz, Writing Workshop

Week six: Feb. 18 – Quiz, Writing Workshop
   Feb. 20 – Quiz, Writing Workshop
   Feb. 22 – Quiz, Writing Workshop

Week seven: Feb. 25 – Quiz, Writing Workshop, Third Writing Center Visit Due
   Feb. 27 – Quiz, Writing Workshop
   Mar. 1 – Quiz, Writing Workshop

Week eight: Schedule a 30-minute conference with me on Monday, Jan. 28 or Wednesday, Jan. 30 between 9:00 and 12:00 AM. See sign-up on my office door.
   Mar. 4 – Conference
   Mar. 6 – Conference
   Mar. 8 – Conference

SPRING BREAK – March 9 to March 17

Week nine: Mar. 18 – Quiz, Writing Workshop, Journal Check
   Mar. 20 – Quiz, Writing Workshop
   Mar. 22 – Quiz, Writing Workshop, Fourth Writing Center Visit Due

Week ten: Mar. 25 – Quiz, Writing Workshop
   Mar. 27 – Quiz, Writing Workshop
   Mar. 29 – Quiz, Writing Workshop, Journal Check

Wk eleven: Apr. 1 – Quiz, Writing Workshop
   Apr. 3 – Quiz, Writing Workshop
   Apr. 5 – Quiz, Writing Workshop, Fifth Writing Center Visit Due

Wk twelve: Apr. 8 – Quiz, Writing Workshop, Draft of Writing Memoir Due
   Apr. 10 – Quiz, Writing Workshop
   Apr. 12 – Quiz, Writing Workshop, Journal Check
Wk thirteen: Schedule a 30-minute conference with me on Monday, Apr. 15, Wednesday, Apr. 17, or Friday, Apr. 19 between 9:00 and 12:00 AM. See sign-up on my office door.
    Apr. 15 – Conference on Writing Memoir
    Apr. 17 – Conference on Writing Memoir
    Apr. 19 – Conference on Writing Memoir

Wk fourteen: Apr. 22 – Quiz, Writing Workshop, Journal Check
    Apr. 24 – Quiz, Writing Workshop
    Apr. 26 – Quiz, Writing Workshop, Sixth Writing Center Visit Required

Week fifteen: Apr. 29 – Quiz, Writing Workshop
    May 1 – Final Draft of Writing Memoir Due
    May 3 – Last Class Day. Celebration of Student Writing-Field House, 2PM-4PM