



**ENG 100: Introduction to College Reading and Writing  
COURSE SYLLABUS: Fall 2014**

**Instructor:** Tawnya Smith  
**Office Location:** Room 115  
**Office Hours:** M 2-4 p.m., W 9-11:00 a.m.  
**Office Phone:** (903) 886-5263  
**Office Fax:** (903) 886.5980  
**University Email Address:** Tawnya.Smith@tamuc.edu

**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. King, Stephen. *On Writing: A Memoir of the Craft* 0-671-02425-6
3. Your ENG 1301 books

**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. You will also work on your reading skills in this class.

**Student Learning Outcomes- From THECB:**

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.

## 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. How workshops are conducted workshops will depend on your needs. Your instructor will discuss different options and announce what method will be used before the scheduled workshop.

#### **Journals:**

Journals for this class will be written online [Learning Studio (formerly eCollege)]. The instructor will explain details for writing online in class. For each class, write a few sentences about what you read and how you might use the information to improve your writing. Journals are due by end of day on the Thursday of each week.

#### **Conferences:**

These conferences are one-on-one conferences scheduled between the instructor and student. ENG 100 instructors are required to hold conferences at least three times during the semester: once early in the semester (by the end of week 3), around midterm, and near the end of the semester.

#### **Writing Memoir:**

In this class, you read Stephen King’s memoir of his writing. For the final project of this class, you will write your own writing memoir. 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. 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. You should use a lot of detail (like King does) and describe your process as thoroughly as possible. Quote the feedback you received for 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. 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 shaped who you are as a writer today. 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.

### **Homework and Quizzes:**

All reading assignments are homework. If writing cannot be completed in class, it should be finished as homework. Your instructor will announce any other homework assignments.

There will be a brief quiz at the beginning of each class. These quizzes are based on our reading assignments and prior class discussions. Be on time for class. Quizzes cannot be made up.

### **Grade Calculation:**

Your lab grade will be calculated using the following criteria:

Journals – 15% of final grade

Participation, quizzes, and non-reading homework – 10% of final grade

Conference Attendance & Participation – 10% of final grade

Memoir Assignment 1 – 5% of final grade

Memoir Assignment 2 – 5% of final grade

Memoir Assignment 3 – 5% of final grade

Memoir Assignment 4 – 5% of final grade

Memoir Assignment 5 – 5% of final grade

Memoir Assignment 6 – 5% of final grade

Memoir Assignment Rough Draft – 5 % of final grade

Memoir Assignment Final Draft – 30% of final grade

### **Grading Scale:**

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

## **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 choose to utilize a Learning Studio (formerly 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 her address is: Tawnya dot Smith at tamuc dot edu. Also, each instructor in the Department of Literature and Languages is required to keep at least two 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. Tabettha Adkins. Her e-mail address is [Tabetha.Adkins@tamuc.edu](mailto:Tabetha.Adkins@tamuc.edu) (Tabetha dot Adkins at tamuc dot edu).

Please see this site for more information on the grievance procedures:  
<http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/firstYearWriting/informationForStudents.aspx>

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures:

#### *Attendance Policy*

You may miss up to four times without penalty. Missing a conference appointment **does** count as an absence. After the fifth absence, your final grade will drop by one letter. After the seventh absence, you cannot pass the course.

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

Habitual tardiness is unacceptable. You are expected to come to class before its scheduled start. Your late arrivals will count as absences starting with the third time you are late.

The university has no policy for “excused absences” except for university-sanctioned events, so please save your absences for illness, court appearances, childcare 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@tamuc.edu](mailto:StudentDisabilityServices@tamuc.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.

Week	Topics	Due
<b>Week 1</b> (26 August)	Introduction to ENG 100 Using a Planner/Calendar Your Texts for the Class Discussion of Memoir Assignment Online Journals Workshop on WA1 Assignment	
(28 August)	Memoir Assignment 1—Past Writing Experiences Workshop WA1 Assignment	◇ Read <i>The Academic Writer</i> pp. 20-29 ◇ Read <i>On Writing</i> all the Forewords and pp. 17-31
<b>Week 2</b> (2 September)	Visit to Writing Center Workshop WA1 Assignment	◇ Read <i>The Academic Writer</i> pp. 273-288 ◇ Read <i>On Writing</i> pp. 31-44
(4 September)	Visit to Writing Center Workshop WA1 Assignment	◇ Memoir Assignment 1—Past Writing Experiences ◇ Read <i>The Academic Writer</i> pp. 289-293 ◇ Read <i>On Writing</i> pp. 44-61
<b>Week 3</b> (9 September)	Workshop WA1 Assignment	◇ Read <i>The Academic Writer</i> pp. 33-37 ◇ Read <i>On Writing</i> pp. 61-77
(11 September)	Memoir Assignment 2—My Writing Process Workshop WA1 Assignment	◇ Read <i>The Academic Writer</i> pp. 29-33 ◇ Read <i>On Writing</i> pp. 77-92
<b>Week 4</b> (16 September)	CONFERENCES	◇ Read <i>The Academic Writer</i> pp. 293-301 ◇ Read <i>On Writing</i> pp. 92-107
(18 September)	CONFERENCES	◇ Memoir Assignment 2—My Writing Process ◇ Read <i>On Writing</i> pp. 111-122
<b>Week 5</b> (23 September)	Workshop WA2 Assignment	◇ Read <i>The Academic Writer</i> pp. 321-334 ◇ Read <i>On Writing</i> pp. 122-137
(25 September)	Workshop WA2 Assignment Memoir Assignment 3—Improvement Strategies	◇ Read <i>The Academic Writer</i> pp. 335-346 ◇ Read <i>On Writing</i> pp. 141-150

<b>Week 6</b> (30 September)	Workshop WA2 Assignment	◇ Read <i>On Writing</i> pp. 151-173
(2 October)	Workshop WA2 Assignment	◇ Memoir Assignment 3— Improvement Strategies ◇ Read <i>On Writing</i> pp. 173-180
<b>Week 7</b> (7 October)	Workshop WA2 Assignment	◇ Read <i>On Writing</i> pp. 180-195
(9 October)	Workshop WA2 Assignment Memoir Assignment 4—Feedback Received	◇ Read <i>On Writing</i> pp. 195-208
<b>Week 8</b> (14 October)	Workshop WA2 Assignment	◇ Memoir Assignment 4—Feedback Received ◇ Read <i>On Writing</i> pp. 208-227
(16 October)	Workshop WA2 Assignment Memoir Assignment 5—How Has My Writing Changed	◇ Read <i>On Writing</i> pp. 227-237
<b>Week 9</b> (21 October)	Workshop Photo Essay Assignment	◇ Memoir Assignment 5—How Has My Writing Changed ◇ Read <i>On Writing</i> pp. 237-249
(23 October)	Workshop Photo Essay Assignment Memoir Assignment 6—Joining the Sections	◇ Read <i>On Writing</i> pp. 253-270
<b>Week 10</b> (28 October)	CONFERENCES	◇ Read <i>On Writing</i> pp. 271-284
(30 October)	CONFERENCES	◇ Read <i>On Writing</i> pp. 284-291
<b>Week 11</b> (4 November)	Workshop WA3 Assignment Workshop Memoir Rough Draft Plans for Holiday Writing	◇
(6 November)	Workshop WA3 Assignment Workshop Memoir Rough Draft Plans for Holiday Writing	◇ Memoir Rough Draft Due
<b>Week 12</b> (11 November)	Workshop Memoir Revisions Workshop WA3 Assignment Plans for Holiday Writing	◇
(13 November)	Workshop Memoir Revisions Workshop WA3 Assignment Plans for Holiday Writing	◇
<b>Week 13</b> (18 November)	CONFERENCES	◇
(20 November)	CONFERENCES	◇
<b>Week 14</b> (25 November)	Workshop Memoir Revisions Workshop WA3 Assignment Plans for Holiday Writing	◇

(27 November)	***No class Thursday*** Thanksgiving. The University closes Wednesday at noon.	
<b>Week 15</b> (2 December)	Workshop Memoir Revisions Celebration of Student Writing – TBD	◇
(4 December)	Workshop Memoir Revisions Celebration of Student Writing - TBD	◇
<b>Week 16</b> (9 December) (11 December)	Finals Week (No formal exam for ENG 100)	◇ Memoir Assignment Due