English 1301. 003 & 1301. 004: College Reading and Writing

COURSE SYLLABUS: Fall 2015

Instructor: Tawnya Smith
Office Location: Hall of Languages Room 115
Office Hours: M 10:00-12:00/TU 9:30-10:30/W 11-12
Office Phone: (903) 886-5263
Office Fax: (903) 886-5980
University Email Address: Tawnya.Smith@tamuc.edu
Class Web Site: http://1301fall2015.wikispaces.com/Course+Home

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required


ENG 1301 Course Pack- available from your instructor and online:
http://1301fall2015.wikispaces.com/English+1301+Coursepack

Course Description

English 1301 - Introduces students to writing as an extended, complex, recursive process and prepares students for English 1302, which more rigorously examines the forms and structures of argument and means to approaching multiple audiences. In 1301, students will write weekly, and will work on essay organization and development. The course will emphasize close reading, summarizing, and analysis of expository texts, including student writing.
Student Learning Outcomes:

- Students will use rhetorical terminology to describe writing.
- Students will identify instances of plagiarism, explain the consequences of academic dishonesty at TAMUC, and practice academic honesty.
- Students will interpret texts written for academic audiences.
- Students will use academic writing conventions in their own writing.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Writing Assignments 30%
You will have multiple writing assignments this semester, referred to as a WA. Each assignment will develop through class readings, discussions, research, peer feedback, and in-class workshops. Details and the specific prompt for each assignment will be given in class and posted on the class Wikipage.

Through these assignments, students will explore the course concepts, read and research for supporting evidence, and use all stages of the writing process to compose their papers.

Papers will be graded based on class-determined rubrics, with feedback from students and instructor.

Digital Photo Essay 10%
Students will compose a digital photo essay that focuses on a rhetorical theme chosen from a list supplied by the instructor. This essay can be composed in a variety of ways (list of options will also be supplied by instructor), but will ultimately include various images that communicate the student’s argument. These images will be paired with text that explains and flows with the images to help further strengthen the essay’s argument. This essay will be turned in digitally.

In addition to submitting this essay to your instructor, you should also send a copy of this assignment to writingprogramTAMUC@gmail.com upon completion.

Literacy Writing Assignment (Final Paper) 10%
This 6-page essay will discuss discourse communities, literacy, literacy events and practices, and social events and/or movements directly connected to the discourse community discussed in the essay. Students will make use of key terms and ideas explained in class and demonstrate a clear understanding of how literacy exists and functions in society. In class Peer Review will make up 10% of this essay’s final grade.
PARTICIPATION JOURNLAS 30%
Students will write daily in a bound journal that is SOLELY for this course. Students who do not have their journals that day will receive a zero. Students who are absent for unexcused reasons that day will receive a zero. Students will not be allowed to leave class to retrieve journal. No notes for any other class will be in this journal or student will receive a zero. Entries will be dated and consist of substantial writing appropriate to the assignment. Loose leaf paper will NEVER be accepted—no exceptions. Papers shoved into a journal will NEVER be accepted—no exceptions. What is written must apply to the assignment prompt for that day. These journals are records of your class participation and learning (i.e., notes, in-class writing, quizzes, peer review, etc.)

PARTICIPATION
This class focuses greatly on participation and students will be required to participate both in and out of class. Students will be graded for their participation during class and will also be required to post and respond to one another on the class Facebook (also referred to as “BurkeanBook”) outside of class per Unit. These posts will be utilized during class discussions.

HOMEWORK ASSIGNMENTS
Various homework assignments will be assigned throughout the semester that students are required to complete and/or participate in.

QUIZZES 10%
There will be quizzes throughout the semester. They will review both in and out of class material. Quizzes cannot be made up.

CONFERENCES 10%
Students are required to attend two conferences throughout the semester— one MidTerm conference and one EndTerm conference. These conferences will be scheduled and held during class time and/or instructor’s office hours and will take place in instructor’s office.

ALL ASSIGNMENTS WILL:
• Be Typed. Handwritten work will ONLY be accepted if it is assigned during class time. ALL OTHER ASSIGNMENTS (including drafts) WILL BE TYPED, PRINTED, AND BROUGHT TO CLASS.

ALL WRITING ASSIGNMENTS WILL:
• Include quotes from class readings (this will be specified on separate prompt handouts)
• Be typed in MLA format
• Include accurate MLA works cited page
• Be submitted to E-college Dropbox

GRADING
Grading
Here’s a breakdown of how your grade will be calculated:

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<th>Percentage</th>
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<td>Quizzes</td>
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<td>Writing Assignments</td>
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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. Smith@tamuc.edu. Each instructor in the Department of Literature and Languages is required to keep at least two office hours per course per week. (See first page of syllabus)

Grievance Procedure:

Students who have concerns about their writing course or instructors should speak first to the instructor about those concerns. If the student is unsatisfied with the outcome of that conversation, the next person in the chain of command is the Director of the First-Year Writing Program, Dr. Tabetha Adkins. Students should contact her via e-mail at Tabetha. Adkins@tamuc.edu

See this website for details about these policies: http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/firstYearWriting/informationForStudents.aspx

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 Internet Explorer 9.0 or 10. 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.

• Depending on your course, you might also need a:
  o webcam
  o microphone

For courses where interactive tools are used, like VoiceThread or ClassLive Pro, headphones are suggested for use with recording and playback. We recommend a webcam with an integrated microphone, such as the Microsoft LifeCam Cinema. All devices should be installed and configured before class begins.

• Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: http://www.java.com/en/download/manual.jsp

• Current anti-virus software must be installed and kept up to date.

• You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
  o Adobe Reader
  o Adobe Flash Player

• 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: https://secure.ecollege.com/tamuc/index_learn?action=technical
For this course, you will need:

- A Dropbox.com account for storing digital versions of the essays and other written material you generate. (always, always keep a backup of everything you turn in! Technology issues WILL NOT excuse late work)

- A valid, working email address that you check often (everyday). I will contact you using your student email address

- 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)

- Ability to print 30-50 pages throughout the semester (funds, ink, paper, etc.)

- Multi-section spiral for in-class work (you must bring this to class daily)

- Access to eCollege course shell and Class Wikispaces Page for supplemental course information

- An Facebook account that student is comfortable interacting in class discussions with (Students are NOT required to use personal accounts- students are welcome to create a separate account just for class use if desired) THIS IS REQUIRED

**ACCESS AND NAVIGATION**

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

**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: 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.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the ‘myCourses’ 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 at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

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.

- **Email:** helpdesk@online.tamuc.org to initiate a support request 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 will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

**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 helpdesk@online.tamuc.org or 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.

**Internet Access**
An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

**myLeo Support**
Your myLeo email address is required to send and receive all student correspondence. Please email 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 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.
Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.

### COURSE AND UNIVERSITY PROCEDURES/POLICIES

**Course Specific Procedures**

**Attendance Policy:**
Excused absences include religious holidays, military service, or University sanctioned activities. If there is an emergency of any other kind in which the student will not be able to attend a class s/he should contact the instructor who, at her discretion, may count the absence as excused. **HOWEVER,** Students **must** contact their instructor at least **24 hours prior** to missing class **FOR ANY REASON** for the possibility of their absence to be excused. Just letting the instructor know 24 hours in advance does NOT guarantee an excused absence. This will be to the instructor’s discretion.

Students who miss up to **20% of the class** (7 absences) will fail the course even if the absences are excused.

For unexcused absences:
- Students with 5 absences will drop one letter grade
- Students with 7 absences will fail the course

Missing a required conference is equivalent to missing two classes and will be counted as two absences. If you are unable to make a conference appointment, contact your instructor as soon as possible to reschedule during the conference week.

Tardies are considered entering class **1-10 minutes** late **AND** leaving class **early** (without being dismissed)
- 3 tardies count as 1 unexcused absence
Students who come into class tardy must come see the instructor at the end of class to make sure they are counted as. This is the student’s responsibility. **If the late student does not check with the instructor at the end of class to make sure they were counted as present/tardy s/he will be counted as absent.**

*Even if the instructor clearly sees you walk in tardy. The student has still been recorded as absent.*

For tardies, excused, or unexcused absences:  
It is 100% the student’s responsibility to ask peers for any material, assignments, lectures, etc. missed and to check the course Wikisite (address on first page of syllabus).

*Note:* Jail time, court appearances, scheduled doctor’s appointments and flat tires are not considered an excused absence. Life has many unexpected events—this is why you receive four ‘free’ absences before your grade is affected. Use them wisely!

**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, music, etc.--please see your instructor after class on the first day.

**Late Work:**  
Late work will *only* be accepted if you have contacted the instructor **at least 24 hours in advance about the issue** and if she *chooses* to grant you an extension. Depending on the situation, the paper will be docked 15 points for lateness. If your reason legitimately falls under her Excused Absences Policy and you contact her 24 hours in advance you may not lose points. Students who do NOT contact the instructor to request an extension will NOT be able to turn their essays in late. They will receive a zero. **NO EXCEPTIONS.**

Having to work late, having trouble coming up with something to write, **computer problems, document loss, internet issues,** other courses’s assignment loads, etc. DO NOT count as legitimate reasons for an extension. Computers crash, life happens, and papers will still need to be turned in when they are due.

*I recommend using dropbox, or other outside methods of saving documents such as emailing them to yourself because computers do crash and flash drives do get eaten by your dog. Which is unfortunate, but still not an excuse.*

**Paper Policy:**  
- E-College Dropbox: Students will turn papers in to the E-College Dropbox  
- IF you have issues with the dropbox, email me BEFORE it is due, with your paper attached, explaining the issue. Papers emailed even one minute AFTER papers are due will NOT be accepted. **NO EXCEPTIONS.**
• Blank emails sent with attachments will be deleted immediately. Even if we discussed an extension previously. ALL emails must clearly explain their purpose.
• Peer Review: Students will bring printed copies of their papers for peer review days. However, their final drafts will only be turned in via dropbox.

**Electronics and Food:**
*These are the instructor’s personal policies with electronics and food. However, students are expected to follow any rules established by the school/institution/building.*

**Electronics**
Students will only be allowed to use laptops, netbooks, iPads, Kindles, etc. during class time; however, if I determine that you are using the electronic for anything unrelated to class I will ask you to put it away once. If it happens a second time, I will ask you to leave, you will receive an absence for that class day, and will not be allowed to use it in class again.

**Cell phones** - put them on vibrate/silent and have it on your desk if you are going to have it on you. If you get a call or text that is an emergency and you need to answer, then step out to take care of it. Otherwise, ignore it. If you are actively using your phone during class for anything that is clearly unrelated to class I will ask you to leave. No questions asked. If it’s an emergency, you will step out, but otherwise I expect no phone usage during class time.

**Food**
Feel free to bring snacks and drinks to class. If you make a mess, you clean it up. Don’t bring a four-course meal or a giant onion. Keep it discreet. It’s easy to forget to drink water and eat snacks and meals throughout the day when you have so much going on- so you are more than welcome to do that during this class if you can do so quietly and discreetly.

____________________________________________________________________________________

**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 **on any assignment** will fail the assignment in question or the entire course depending on the nature of the incident. See [http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/sociologyCriminalJustice/fAQs/academicHonesty.aspx](http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/sociologyCriminalJustice/fAQs/academicHonesty.aspx). Students who plagiarize a second time will automatically fail the course.

**University Specific Procedures**

**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  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

**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 [http://www.tamuc.edu/CampusLife/documents/studentGuidebook.pdf](http://www.tamuc.edu/CampusLife/documents/studentGuidebook.pdf)). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

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.

**COURSE OUTLINE / CALENDAR**

- Reading is to be completed **before class** on the day indicated. Assignments are to be completed before you come to class on the day indicated.
- Occasionally, I send notices to class members by way of myLeo mail, the e-mail account assigned to every student. Students should check their messages regularly.
- If you are absent, it is up to you to contact a classmate for information and class notes. If you do not understand any assignment or anything said in class, please ask for clarification as soon as possible.

**Remember: This calendar is subject to change, and any changes will be announced in class. It is your responsibility to record any changes in your notes.**

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<td>In-Class</td>
<td>Homework</td>
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<td><strong>Week 1</strong></td>
<td><strong>T: Sep 1</strong></td>
<td><strong>R: Sep 3</strong></td>
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<td>- Introduction to ENG 1301</td>
<td>*Purchase Text Book and Supplies</td>
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<td>- Academic Integrity Workshop</td>
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<td>- Book Access</td>
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<td>*Purchase Text Book and Supplies</td>
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<td>*Syllabus Review</td>
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<td><strong>Week 2</strong></td>
<td><strong>T: Sep 8</strong></td>
<td><strong>R: Sep 10</strong></td>
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<td>- Reading Techniques</td>
<td>*Properly email Ms. C Lamott Response and 1 Question from Survey by Thursday class 1/29</td>
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<td>- WA1 Assigned</td>
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<td><strong>Week 3</strong></td>
<td><strong>T: Sep 15</strong></td>
<td><strong>R: Sep 17</strong></td>
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<td><strong>Week 5</strong></td>
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<td><strong>R: Oct 1</strong></td>
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<td><strong>Week 8</strong></td>
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