



ENGLISH 341.01W COURSE SYLLABUS: FALL 2015

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Office Hours: Online: 10:00 a.m.-11:30 a.m.
Face to Face: Wednesdays 2:00 p.m.-3:30 p.m.;
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I check my email several times a day during the week and at least once a day on weekends.

I have online office hours for checking the Virtual Office in my classes and/or communicating with learners via email. Questions posted in the Virtual Office will be answered within 24 hours during the week.

I have face/face office hours two days a week for students who wish to meet with me.

If students are not free during that time, they may email to make an appointment for another time when we are both free.

COURSE INFORMATION

Required Textbooks and Readings

There are no textbooks listed via the bookstore link because I do not assign a commercial product for this class. However, I do have required reading, specifically a handbook, *Make the Connection*, published by the Career Development Office and online resources I have included on assignment

handouts and resource lists. These free materials are the required textbook and readings.

1. *Make the Connection*, the 2015 edition.

You may download *Connection* electronically from Document Sharing in our course shell, from the university web page, or get a hard copy at the Career Development Office. The Career Development Staff can be an incredible resource for you, so I encourage you to drop by and get to know them!

TAMUC Career Development Office Location: Student Access & Success Center 903.468.3223 Open: Monday-Friday, 8:00 a.m.-5:00 p.m.

[TAMUC Career Development](#)

[Make the Connection](#)

2. *Handouts*: Besides the textbook, I have prepared a number of handouts with links to the online required resources and assignment handouts including links with guidelines and models on how to do assignments.

The Resource Lists are found in the Course Home Unit, and the assignments are attached to the course Dropboxes in the appropriate Weekly Units in the Navigation Tree. All materials are uploaded to Document Sharing as well.

The grading criteria for writing assignments are based on the information and models in those resources.

Course Description

Catalog: English 341 covers techniques of objective reporting on scientific and technical material; principles of technical exposition; study of language uses; writing samples and principles of various technical reports, including abstracts, proposals, and manuals. Prerequisite: English 102.

Fall 2015 Focus: The class theme this term professionalization.

"Professionalization" means preparing yourself for your future profession. Since this class is required for a number of majors in different programs, students focus on their own professional track rather than a "generic" model of technical writing. The assignments include preparing for job or graduate school application (by writing a letter of introduction, preparing a resume or CV, and planning what examples of your work from your courses or volunteer/intern positions can be used in a professional portfolio) and

researching professional organizations and resources that will be of use to you as a student member and in your future profession. The goal is to learn more about your future profession so you are able to become better educated while you are a student.

The results of your research will be reported in two memo reports and used in a presentation. Peer response assignments will teach you how to give and receive feedback on your work.

Learning Outcomes

Learners will demonstrate they can:

1. Engage in a writing process that incorporates revision based upon instructor and peer feedback.
Assessed by: Changes in selected writing assignments from first to final draft.
2. Conduct online research to identify, evaluate and select appropriate professional organizations and resources to be used in memo reports and a presentation.
Assessed by: Research Log Entries
3. Identify, evaluate, and report on professional organizations offering resources on relevant professional standards, professional development, and ethics.
Assessed by: The final draft of the Memo Reports.
4. Apply writing principles from the class textbook and relevant online sites in order to evaluate classmates' drafts.
Assessed by: Selected peer responses.
5. Produce correctly formatted professional documents such as business letters, résumés or CVs, and memo reports.
Assessed by: Selected final drafts of the writing assignments.
6. Research, script, and create a PowerPoint presentation, including tips for success and how to prepare for employment or graduate school acceptance, for beginning learners in the learner's academic major/program.
Assessed by: Final draft of PowerPoint Slides and Script.

Course Requirements

Learners will:

- ✓ Access and follow all course instructions found in the content area (navigation bar) of the online course platform.
- ✓ Read all online materials (assignments, handouts, and instructor feedback and rubrics in the gradebook).
- ✓ Complete and submit assignments electronically using the online course platform's tools/tabs for the Dropbox.
- ✓ Use the Writing Workshops in the external program, Dropbox.com, to give feedback to classmates on revisions of writing assignments.
- ✓ Access their grades in the Pearson LearningStudio (eCollege) gradebook, including the rubrics in the gradebook and comments on drafts uploaded to the assignment Dropboxes.
- ✓ Use the Virtual Office to post questions about class assignments.

COURSE STRUCTURE

This is a fully online course led by the instructor. The class schedule in this syllabus identifies due dates for assignments.

The course is composed of weekly learning units and a series of assignments and assessments to assist learners in achieving the course learning objectives.

The assignment handouts found in the course shell on the Home Page and in the Weekly Units contain detailed information on due dates, objectives, required content, format, structure, along with information on resources, and grading rubrics. I expect those handouts to be studied, whether online or via a hard copy that is printed out, read, and annotated, if necessary.

Any questions about the assignments should be posted in the Virtual Office.

COURSE ASSESSMENT

Each assignment will be assessed according to the criteria on assignment handouts. I will complete the rubrics, enter the grades, and include feedback on drafts on how to revise.

Any questions about grades should be sent to me at my university email.

First, or rough, drafts are graded primarily on effort: turn a draft in and receive full credit as long as the draft shows some effort has been made to address the assignment requirements.

Second drafts, or revisions, are graded partly on effort (the amount of revision done) and partly on the quality of the work produced.

At each stage of the first two drafts, learners will be provided with an assessment (not resulting in a grade) based on the final draft criteria so they understand how much work needs to be done.

If no revision is done between first and second draft, or between second draft and final draft, then the grade will be based on the previously completed rubric.

Final drafts are graded solely on the extent to which the final draft meets the assignment criteria as identified on the rubric.

Learners should prioritize work based on the amount of points each assignment is worth and the number of criteria used in evaluation. The higher the percentage and greater the number of criteria, the more time needs to be spent on the assignment. Remember time for revision is built into the course.

There are late penalties if work is turned in past the No Penalty Zone (NPZ) without a documented excuse. See the course policies section for more information about the NPZ.

GRADING

The final class grade is based on the number of points earned. You will be able to access your grade, see the points earned, and read feedback on the assignments you've turned in as soon as I grade the work and enter the points. I email the class and post an announcement when I have graded a group of assignments.

The gradebook function in our course shell also will give you the percentage of points you have earned. The points will be translated to a final letter grade using the following equivalencies:

90-100%=A 80-89%=B 70-79%=C 60-69%=D 0-59%=F

NOTE: To access the rubric and feedback for your work, click on the blue hyperlink grade to access the Dropbox where I've uploaded drafts with comments. These comments give you suggestions for revision and editing the drafts. Be sure to review them before turning in a revision.

If at any time you have a question about the comments or concern about your grade (which only you and I can access), please contact me (by email) or come to visit me during my office hours. If we are unable to resolve your concern, you may then wish to meet with your program director (see the **Department Grievances Procedure** on p. 21-22).

Please do not post about grades in the Virtual Office which is a public space.

Methods of Evaluation

Review the individual Assignment handouts for full information about the audience, requirements, length, required citations, format, style, and audience.

SYLLABUS QUIZ			
Syllabus Discussion	Extra Credit 100 points	During the first week, you'll be making two posts in the Syllabus Discussion. Each post is worth 25 points. During the second week, you'll be responding to five classmates. Each response is worth 10 points.	
WRITING ASSIGNMENTS			
Letter	rough	5 points	Scenario: You are applying for a job or a graduate program. Write a letter of introduction to send with your resume or CV.
	revision	10 points	
	final	30 points	

Res/CV	rough	5 points	Scenario: You are applying for a job or a graduate program. Write a resume (job) or CV (graduate application) to send with your letter of introduction.
	revision	10 points	
	final	30 points	
Memo Report 1: Professional Organizations	rough	30 points	Scenario: Your department head has asked you to recommend the best two professional organizations in your field in a memo report written in formal style to share with incoming majors. This assignment will require the use of approved sources from the research log.
	revision	75 points	
	final	200 points	
Memo Report 2: Examples of Work	rough	30	Scenario: You are writing a memo report to your instructor and classmates in this class about your planning process for a future professional portfolio. You will find and use two resources prepared by either professional organizations or programs at other universities that provide information on preparing professional portfolios in your field, summarize, with attribution, the advice they give, and then discuss three examples of your work and one potential reference you could include in the portfolio. This assignment will require the use of approved sources from the research log.
	revision	75	
	final	200	
Research Log 5 entries (5 sources in each entry)	rough	50	You will be researching professional organizations and resources on how to succeed in your future profession and best prepare for that future during your time at the university
	final	100	

			throughout the early part of the semester. All sources must be approved at the research log level in order to be used in Memo Reports and the final Presentation.
PowerPoint Presentation	rough	100	Scenario: The head of your department is planning a "welcome to our department" program for early in the Fall semester and will be inviting all the new majors to attend. The department has decided to ask current majors to put together short presentations on their specific program and future professional area. Many departments have multiple program tracks for students, so you will be one of a group of majors who will be researching university and professional resources, writing a presentation script, and preparing a 15 slide PowerPoint (not including Works Cited slides in MLA format) and a written script for the department presenters to use during the presentation. This assignment will require the use of approved sources from the research log.
	revision	200	
	final	500	
Script	rough	100	
	revision	200	
	final	500	
PEER RESPONSES DONE ONLY ON REVISIONS			
Letter Revision Peer Response	20 points		You will be uploading your revisions to two places . One place is the assignment Dropbox in our course shell. That is the copy I will read and grade. The other is to the Writing Workshops in the class Dropbox.com for peer response. Despite the similarity in name,
Resume or CV Revision Peer Response	20 points		
Memo Report 1 Revision Peer Response	100 points		
Memo Report 2 Peer Response	100 points		
PowerPoint	200 points		

Slides Revision Peer Response		Dropbox.com is not the same thing as the LearningStudio assignment Dropboxes.
Script Revision Peer Response	200 points	
		<p>NOTE: I will be giving feedback on rough drafts, but the peer responses will be done only once, on the revisions.</p> <p>The due date for peer responses allows for the No Penalty Zone (NPZ, explained in the course policies below), and the NPZ applies to the peer responses.</p> <p>I am giving you the opportunity to choose any one of the drafts that have been uploaded by your classmates rather than assigning groups.</p> <p>If you do not turn in a draft, you may not do a peer response as "receive one/give one" requires everyone getting a peer response also gives a peer response.</p> <p>There is a good deal of flexibility in a weekly schedule, and every student must get one peer response. Once a student posts a comment on the draft to "reserve" it (which can be done earlier in the week) no one else can claim that draft for peer response.</p>
WEEKLY LOGS		
15 logs @ 10 points each	150 points	Post a list of what you complete for class during the past week and what you plan to do the following week.
Extra Credit Points	200 points	Identify an error (grammatical or

		<p>mechanical or stylistic) in a class handout, or a dead link on a handout, for 50 points.</p> <p>To earn the extra credit points, copy and paste the text including the error and explain it briefly in a word document you upload to the Extra Credit Folder.</p>
<p>TOTAL POINTS: 3530</p>		

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 Google Chrome or Mozilla Firefox. 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:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset)
http://help.ecollege.com/LS_Tech_Reg_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (*version 17 or later*)
<https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- 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: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical)
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

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 [myLeo](http://www.tamuc.edu/myleo.aspx). <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 "My Courses" 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 you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

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 Learning Studio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson Learning Studio 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 then will be able to get assistance via online chat or phone.

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.
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 the [campus helpdesk](#) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](#).

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.

Free Mobile Apps

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

COURSE, DEPARTMENT & UNIVERSITY POLICIES

NOTE: Unless marked as [Department of Literature and Languages] or [Course], the policies below are Texas A&M University-Commerce Policies.

By staying in the class after reading this syllabus, you are obligated contractually to meet class requirements and follow **all** course, department, and university policies.

Please note that the Department of Literature and Languages and Texas A&M-University-Commerce have implemented new procedures relating to student grievances and academic dishonesty.

The full text of the relevant materials has been uploaded to Document Sharing (in the Policies and Procedures Folder). The brief summaries provided in this syllabus are provided for basic information and do not replace the full university documents.

UNIVERSITY SPECIFIC PROCEDURES

Academic Dishonesty

The text below is copied from the university procedure: 13.99.99.R0.03

Undergraduate Academic Dishonesty Definitions

Academic dishonesty includes the commission of any of the following acts.

This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty.

Clarification is provided for each definition by listing some prohibited behaviors

ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise.

CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance, and has not been specifically approved in advance by the instructor.

COMPLICITY: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

FABRICATION: Making up data or results, and recording or reporting them; submitting fabricated documents.

FALSIFICATION: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

FORGERY: Making a fictitious document, or altering an existing document, with the intent to deceive or gain advantage.

MULTIPLE SUBMISSIONS: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit. [See the Department of Literature and Languages Plagiarism Statement for further details and information on the requirements for MLA attribution which apply in this course and the Course Policy on Plagiarism.]

SPECIAL NOTE REGARDING GROUP PROJECTS: If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to document clearly who contributes what parts to the joint project, to know what group members are doing, and how they are acquiring the material they provide.

UNIVERSITY RULES ON RESEARCH: Students involved in conducting research and/or scholarly activities at Texas A&M University-Commerce must also adhere to standards set forth in 15.99.03.R1 Ethics in Research and Scholarship.

VIOLATION OF DEPARTMENTAL OR COLLEGE RULES: Students may not violate any departmental or college rule relating to academic matters.

Academic Dishonesty Reporting Procedure

Procedure 13.99.99.R0.03 Undergraduate Academic Dishonesty

The faculty member will submit a copy of the Undergraduate Student Academic Dishonesty Form to the Provost with copies sent to the student,

student's major Department Head/Director, the Academic Dean/Director of School, and the Provost's office as soon as is practicable, preferably within ten (10) university business days of discovery of the alleged incident.

If the Provost determines this alleged incident is a first offense, the faculty member will be notified. If student accepts responsibility for charge, and accepts/agrees with penalty (as determined by faculty member which may be a grade reduction for course, a zero for the assignment, requirement for extra requirements or training, or a combination of the above), then that concludes the disciplinary action.

The faculty member must send the records of the penalty by submitting the Faculty/Staff Adjudication of First Offense of Undergraduate Student Academic Dishonesty Form to the Provost Office, Academic Dean/Director of School, and Department Head/Director as soon as practicable, preferably within five (5) days of the agreement.

A student may appeal the charge or the penalty by writing to the Department Head/Director, and then to the Academic Dean/Director of School. The decision of the Academic Dean/Director of School regarding the student's appeal of a first offense is final. The Academic Dean/Director of School must include the decision on the Student's Appeal of First Offense of Undergraduate Academic Dishonesty Form, submit the form and a copy of the records of the appeal for the first offense to the Provost Office as soon as practicable, preferably within five (5) university business days of the appeal decision.

If the Provost Office determines that the student has a previous finding of academic dishonesty on file, the disciplinary process will immediately be transferred to the jurisdiction of the Academic Dean/Director of School. (See section 2.8). A second offense may result in separation (suspension or expulsion) from the University. The Academic Dean/Director of School adjudicates all such cases via the hearing process in section 3 and may impose less severe sanctions if the circumstances warrant.

Drop Policy: The university drop procedure allows for an online process.

Students who are eligible may drop their classes through their myLeo with a "Q" drop grade without Instructor approval.

This procedure does not apply to students with advising holds (Athletes, International Students, Honor Students, University College students etc.). If you have an advising hold, you will have to complete a Drop/Add form and

get approvals manually and turn the form in to the Registrar's Office for processing.

NOTE: The process of dropping is manually done at the Registrar's office and is not automatically posted when you submit the form through myLeo.

The Drop/Add form is located online at: [TAMUC Drop Form](#)

The deadline to drop with a "Q" drop grade can be found on the Academic Calendar at: [TAMUC Academic Calendar](#)

The drop process steps are:

- Go to myLeo
- Go to Registration, Records & Grades
- Registration
- Register/Add or Drop Classes
- Select a Term
- Under "Action", click on Course Drop
- Click on "Submit Changes" at bottom form

If you only are enrolled in one class or need to drop all your classes, you will not be able to drop through the online procedure. The Withdrawal Form is available at: [TAMUC Withdrawal Form](#)

These forms must be turned in to the Registrar's Office for processing.

Incomplete Grades: The Incomplete grade is reserved for those students who have been active in class and have maintained a passing grade until nearly the end of the course. If circumstances in the last two weeks of the semester (following the final course drop deadline) make it impossible for a student to hand in the last assignment(s), then the Incomplete can be granted. The student must request the incomplete grade and supply documentation concerning the circumstances that have made it impossible for course work to be completed.

Students who have failed to turn in assignments in earlier weeks are *not* eligible for an Incomplete and will not be granted one. Anyone who is unable to complete the work in the semester they are enrolled will not be able to do it alone in the following term.

If the missing work is not handed in by the end of the following year, the grade automatically goes to an F in accordance with university policy. There is no appeal for that grade change.

As this class is an online class you should be aware of the following university policy: You will be required to complete the course outside of the Pearson Learning Studio (eCollege) platform. The class platform is available for student access for only two weeks after the close of each semester.

Late Work: Late work is penalized 25% of the total points the assignment is worth.

In this class, "late" means any time after the No Penalty Zone (NPZ) **without a documented medical or technological excuse.**

As all the writing assignments are weighted toward rewarding effort and the course deadlines allow for revision, your best strategy for success in the class is to turn all your work in on time. Remember that rough drafts are graded on effort not quality, and quality comes from a process of revision after receiving feedback.

No Penalty Zone (NPZ): The No Penalty Zone is a concept I created for my online courses. The NPZ is an automatic extension of the writing assignment and presentation deadlines.

The deadline for turning work in is 11:30 p.m. U. S. Central Time on the assignment date. The NPZ is an automatic extension (you do not need to ask) of 24 hours for an "on time due date" of 11:30 p.m. the next day.

As long as the work is turned in within that 24 hours period, it is "on time" in terms of grade criteria (and qualifying for a peer response).

However, if problems keep you from completing work by the NPZ, email me with the explanation by the NPZ and tell me when (within three days) the assignment will be submitted.

Late work may not be graded as quickly because I prioritize work that has come in on time over late work, but there will not be a late penalty as long as you have communicated with me.

The only way to fail in this class is to fail to turn in work or to fail to do any revision.

NOTE: If you have a medical condition, emergency or some other situation (professional or personal) which affects your ability to do the work for this class, please email me as soon as possible, and I will allow further short extensions.

If this situation is short-term (3-4 days), no external documentation is needed. If it will affect your work for seven days or more, then please submit documentation.

WARNING: Always aim to complete your work by the official deadline. Then, if life intervenes, you have a safety net.

Plagiarism

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

The Department of Literature and Languages defines plagiarism as occurring when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source both in the text of the essay or paper and in a Works Cited page.

Course Policy: Students must acknowledge and document all sources (summarized, paraphrased, or quoted) using the MLA Handbook (7th edition) rules. Students do not have to buy the *MLA Handbook*: there are copies in the library and in the Hall of Languages Writing Center as well as multiple online sites that give information on MLA guidelines.

Purdue OWL MLA resource: [Purdue OWL
https://owl.english.purdue.edu/owl/resource/747/01/](https://owl.english.purdue.edu/owl/resource/747/01/)

This acknowledgement must be in textual attribution, that is, in the text of the sentences and not just in parentheses at the end of paragraphs and in Works Cited pages. Textual documentation requires clear identification of the source (including author's name and title) within your text, as part of the beginning sentences for summaries and paraphrases. In addition, page or paragraph numbers (for online sources) must be given for direct quotes.

Plagiarism is not excused by saying "I did not mean to do it!" Unintentional plagiarism is still plagiarism. If you are summarizing/paraphrasing information from the source and fail to incorporate textual attribution, it still can be a case of plagiarism.

Using quoted material without parenthetical attribution and correct Works Cited entries is academic dishonesty verging on plagiarism.

The first instance of plagiarism on a draft will result in a 0 for that assignment. However, the student may turn in any revision associated with the assignment as long as they complete the Plagiarism Prevention Exercise supplied by the faculty member along with the revision.

The second instance of intentional or unintentional plagiarism will result in the faculty member filing the form required by the **Academic Dishonesty Reporting Procedure** which is described above.

Online resources on plagiarism:

[UNC Writing Center](#)

[Plagiarism: What it is and How to Recognize and Avoid it](#)

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 current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

Student Grievances [Department of Literature and Languages]

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution.

Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141).

In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the

Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

Departmental Chain of Command:

Undergraduate ENG, JOUR, RTV and SPC courses:

1. Instructor
2. Dr. Susan Stewart, Assistant Department Head or Dr. Hunter Hayes, Department Head

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

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

Nondiscrimination Notice

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.

CLASS CALENDAR

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Any changes to the class calendar will be announced on the course website in advance of the week in which the change will occur and will be sent out by the class email.

Fall 2015 University Holidays

Labor Day	1	Sept. 7, 2015
Thanksgiving	2	Nov. 26-27, 2015
Christmas-New Year	7	Dec. 24, 2015-Jan. 1, 2016

The due date for all work during a week is Friday, 11:30 p.m. The No Penalty Zone is Saturday, 11:30 p.m.

Drafts are considered "on time" and eligible for peer response as long as they are uploaded to the Writing Workshop in Dropbox.com for peer response *and* to the individual Dropbox folders in LearningStudio for instructor feedback.

Week One Aug. 31-Sept 4 Due Date: Friday, 11:30 p.m.

Post twice in the extra credit Syllabus Discussion
Upload Weekly Log

Week Two Sept. 7-11 Due Date: Friday, 11:30 p.m.

Sept. 7 Labor Day Holiday
Respond to five classmates in the extra credit Syllabus Discussion
Upload Weekly Log

Week Three Sept. 14-18 Due Date: Friday, 11:30 p.m.

Upload rough draft of Letter of Introduction (LearningStudio Dropbox only)
Upload rough draft of Resume or CV (LearningStudio Dropbox only)
Upload Weekly Log

Week Four **Sept. 21-25** **Due Date: Friday, 11:30 p.m.**

Upload Research Log #1
Upload Weekly Log

Week Five **Sept. 28-Oct. 2** **Due Date: Friday, 11:30 p.m.**

Upload revision of Letter of Introduction
Upload revision of Resume or CV
REMEMBER: upload to LearningStudio Dropbox and the Assignment
Writing Workshop in Dropbox.com
Upload Weekly Log

Week Six **Oct. 5-9** **Due Date: Friday, 11:30 p.m.**

Peer response on one classmate's Letter of Introduction
Peer response in one classmate's Resume or CV
Upload Research Log #2
Upload Weekly Log

Week Seven **Oct. 12-16** **Due Date: Friday, 11:30 p.m.**

Upload Research Log #3
Upload rough draft of Memo Report #1 Professional Organizations
Upload Weekly Log

Week Eight **Oct. 19-23** **Due Date: Friday, 11:30 p.m.**

Upload Research Log #4
Upload rough draft of Memo Report #3 Planning for Portfolio
Upload Weekly Log

Week Nine **Oct. 26-30** **Due Date: Friday, 11:30 p.m.**

Upload Research Log #5
Upload Weekly Log

Week Ten **Nov. 2-6** **Due Date: Friday, 11:30 p.m.**

Upload rough draft of Script
Upload rough draft of PowerPoint Slides
Upload Weekly Log

Week Eleven Nov. 9-13 Due Date: Friday, 11:30 p.m.

Upload revision of Memo Report #1 Professional Organizations
Upload revision of Memo Report #2 Planning for Portfolio
REMEMBER: upload to LearningStudio Dropbox and the Assignment
Writing Workshop in Dropbox.com
Upload Weekly Log

Week Twelve Nov. 16-20 Due Date: Friday, 11:30 p.m.

Peer Response to one classmate's Memo Report #1
Peer Response to one classmate's Memo Report #2
Upload Final Draft Research Log
Upload Weekly Log

Week Thirteen Nov. 23-27 Due Date: Friday, 11:30 p.m.

Nov. 26-27 Thanksgiving Holiday

Post revision of Script
Post revision of PowerPoint Slides
Upload Weekly Log

Week Fourteen Nov. 30-Dec. 4 Due Date: Friday, 11:30 p.m.

Peer Response to one classmate's Script
Peer Response to one classmate's PowerPoint Slides
Upload final draft of Letter of Introduction
Upload final draft of Resume or CV
Upload Weekly Log

Week Fifteen Dec. 7-11 Due Date: Friday, 11:30 p.m.

Last week of classes

Upload Final Draft of Memo Report #1
Upload Final Draft of Memo Report #2
Upload Weekly Log

Week Sixteen Dec. 14-18 Due Date: Friday, 11:30 p.m.

Finals week

Upload Final Draft of PowerPoint Slides
Upload Final Draft of Script
Upload Weekly Log