English 100
COURSE SYLLABUS: Fall 2015

Instructor: Heather Fitch, M.A.
Office Location: TBA
Office Hours: Thursday 1:00-4:00 or by appointment
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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required
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
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 work-shopping papers. We will be discussing the method
by which we will share our work as a group during the first week of class.

**Journals**
You will have short essay assignments throughout the course that will be considered journal
assignments. We will also be using journals for activities during class time to record progress.
These will be handed in at least once a week.

**Conferences**
These conferences are one-on-one, scheduled between the instructor and student. There will be 3
conferences throughout the semester – week 3, week 9, and week 14.

**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**
I will assign various homework assignments throughout the semester. These assignments will consist of primarily of creative projects that allow students to explore methods of writing. They will always be due the next class day after they have been assigned.

**Quizzes**
Quizzes will be given throughout the semester over material we are covering either in class or through homework. Quizzes will always take place during the first 15 minutes of class and cannot be made-up or re-taken.

**GRADING**

Journal: 10%
Quizzes: 10%
Homework: 15%
Feedback/Group Work: 25%
Memoir: 40%

**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.)

**AND NAVIGATION**

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

**COMMUNICATION AND SUPPORT**

Interaction with Instructor Statement:

Please contact me with any questions you may have. You can e-mail me at fitchheather@tamuc.edu and I will respond as soon as I can. If you need to see me, please visit me during office hours on Thursday 1:00-4:00 or by appointment in my office (TBA).
COURSE AND UNIVERSITY PROCEDURES/POLICIES

Grievance Procedure
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 Director of First-Year Writing, Dr. Tabetha Adkins, by completing a student grievance form available on the program website: http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/firstYearWriting/informationForStudents.aspx.

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

Departmental Chain of Command for ENG 100/1301/1302 courses: Instructor -> Dr. Tabetha Adkins, Director of First-Year Writing -> Dr. Susan Stewart, Assistant Department Head or Dr. Hunter Hayes, Department Head

Course Specific Procedures

Attendance Procedure
Students may miss up to six classes without penalty. After the seventh absence, a student’s final grade will be dropped by one letter. After the ninth absence, the student cannot pass the course.

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

Excessive tardiness can be penalized as an absence.

The university has no policy for “excused absences” except for university sanctioned events, so please save your absences for illness, court appearances, child care arrangements, and other situations when you 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**

**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

**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). 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

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**

The instructor reserves the right to adjust this schedule throughout the semester to accommodate for class needs, unexpected weather, etc.

**Week one:** Introductions, Journal, Formatting
Week two: Quiz, King 17-27, Homework Assignment

Week three: Quiz, King 27-41, First Paragraph Memoir - Conferences

Week four: Quiz, King 41-54, Journal, Revision First Paragraph

Week five: Quiz, King 55-72, Homework Assignment

Week six: Quiz, King 72-87, Second Paragraph Memoir

Week seven: Quiz, King 87-101, Journal, Revision Second Paragraph

Week eight: Quiz, King 103-128, Journal, Homework Assignment - Conferences

Week nine: Quiz, King 129-154, Third Paragraph Memoir

Week ten: Quiz, King 155-180, Journal, Third Paragraph Revision

Week eleven: Quiz, King 181-200, Fourth Paragraph Memoir

Week twelve: Quiz, King 200-220, Journal, Fourth Paragraph Revision - Conferences

Week thirteen: Quiz, King 220-249, Fifth Paragraph Memoir & First Large Draft

University closes Wednesday, November 25 at noon for Thanksgiving.

Week fourteen: Revision, Reflection, Second Draft, Homework Assignment

Week fifteen: Revision, Reflection, Final Journal and Memoir Due

I highly encourage students to attend the Celebration of Student Writing, 11AM until 1PM, Friday, December 11 in the Student Center Conferences A, B, & C

December 11 is last class day.