ENG 100: Introduction to College Reading and Writing  
COURSE SYLLABUS: Fall 2015

Instructor: Dr. Frank Alexander
Office Location: HL 215
Office Hours: MWF, 8 - 9 am, and 3:00 - 4:00 pm
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PLEASE NOTE: This is a common syllabus used by all instructors who are teaching sections of this course.

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

3. Your ENG 1301 books
4. Notebook and pens for freewriting, journaling, notes, and class assignments

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. Papers must be printed out and also submitted electronically.

**Journals:**

Students will regularly journal in this class.

**Homework and class assignments:**

Students will have homework and class assignments that will reinforce learning goals.
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.

Your memoir will be written in stages. Students will receive a grade for each stage in its development

Grade Calculation:
Your lab grade will be calculated using the following criteria:

Participation (50%) - includes homework, quizzes, and class assignments

Memoir Stages (30%)

Final Memoir (20%)

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.)
• Must use the eCollege course shell for this class where papers including the memoir will be submitted.
ACCESS AND NAVIGATION

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

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Please contact your instructor with any questions you may have. Your instructor’s communication preference is e-mail, and his address is: Frank.Alexander@tamuc.edu. Also, each instructor in the department of literature and languages is required to keep at least four office hours per week.

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 AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance Policy

The university has no policy for excused absences except for university-sanctioned events, so please save your absences for illness, court appearances, child-care arrangements, and other situations when you must miss class. Email me ahead of time when you know you will not be able to be at class.

Any absence will likely cause a student to miss out on important learning since all of our classes build knowledge toward writing assignments. Since you will receive a daily participation grade, any absence will affect your grade. Additionally, after the fifth absence, the student’s final grade will automatically drop by one letter. After the eighth absence, the student cannot pass the course.
Excessive tardiness will be penalized as an absence. If you come to late 3 times that will count as an absence. “Late” is when I have completed taking roll and class has begun. It is your responsibility to make sure your presence is accounted for accurately; therefore, if you do come in late, then it is your responsibility to make sure I have you marked as late instead of absent.

Any student who is late more than 15 minutes for a class or who leaves more than 15 minutes early will be counted as absent for that class period and subject to the absence rules. This rule applies even if there is "a good reason" for being tardy.

Scheduled conferences with the instructor (for which regular class meetings are cancelled) count as class meetings when counting attendance. (In other words, if you skip your conference with me, it counts as an absence.)

Assignments are due at the designated time whether a student is absent or not.

You are responsible for obtaining the information you missed when you are absent. Refer to the calendar or syllabus or ask a peer from class in order to know what you missed.

If you miss a class for any reason, whether you have a good excuse or not, you will receive a participation grade. If you are absent, this grade will be 0. Quizzes and assignments done at the beginning of class, if missed, cannot be made up. However, your four lowest daily participation grades will be dropped when your course grade is averaged at the end of the semester. In other words, you can receive up to four 0s for absences and have all four of the 0s dropped.

Other course policies:

1. I do not accept late work unless the situation is dire. You must talk to be beforehand to have any chance of receiving credit on late work.
2. I do not accept papers submitted via e-mail unless we previously agreed upon that arrangement.
3. Turn your cell phone ringer off and put it away during class. If you’re experiencing some kind of emergency in your personal life that requires access to a cell phone during class, let me know before class begins.
4. You must turn in all assignments in order to pass the course.
5. Please be courteous to me and to your classmates; come to class on time. See attendance policy for more information.
6. All assignments must be typed in 12pt Times New Roman font and double-spaced.

Academic Honesty

The official departmental policy: “Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonestly. 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.

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)

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, Gee Library, Room 132 (903) 886-5150 or (903) 886-5835 phone (903) 468-8148 fax Email: Rebecca.Tuerk@tamuc.edu 1.11

Nondiscrimination notice: A&M – 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

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

Week one: Work coordinated with 1301 assignments; class expectations; memoir work

Work coordinated with 1301 assignments; memoir work

Week three: Conference; Read selection from Williams, Bronwyn, “Hereos, Rebels, and Victims: Student Identities in Literacy Narratives”

Week four: First stage of memoir due
Work coordinated with 1301 assignments; memoir work
Week five: Assigned reading: King, Stephen. *On Writing: A Memoir of the Craft.* Work coordinated with 1301 assignments; memoir work

Week six: Assigned reading: King, Stephen. *On Writing: A Memoir of the Craft.* Work coordinated with 1301 assignments; memoir work

Week seven: Second stage of memoir due
Assigned reading: King, Stephen. *On Writing: A Memoir of the Craft.* Work coordinated with 1301 assignments; memoir work

Week eight: Conferences

Week nine: Assigned reading: King, Stephen. *On Writing: A Memoir of the Craft.* Work coordinated with 1301 assignments; memoir work

Week ten: Assigned reading: King, Stephen. *On Writing: A Memoir of the Craft.* Work coordinated with 1301 assignments; memoir work

Week eleven: Third stage of memoir due

Week twelve: Conferences

Week thirteen: University closes Wednesday, November 25 at noon for Thanksgiving.

Week fourteen: Assigned reading: King, Stephen. *On Writing: A Memoir of the Craft.* Work coordinated with 1301 assignments; memoir work

Week fifteen: Final memoir draft
Work coordinated with 1301 assignments

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.