ENGLISH 697.01W COURSE SYLLABUS:
AUGUST MINI-MESTER 2016
8/12/2016 through 8/26/2016

Instructor: Dr. Robin Anne Reid
Office: Hall of Languages 125
Office Hours: Online: 10:00 a.m.-12:00 p.m. Monday-Friday
Face/Face: By appointment Tuesday or Wednesday
afternoons 2:00-4:00 p.m.
Time Zone: Central United States

Office Phone: 903-886-5268
Dept. Fax: 903-886-5980
Email: Robin.Reid@tamuc.edu (Preferred form of communication)

I check my email several times a day during the week and at least once a
day on weekends.

I check the Virtual Office in my course shells during my online office hours.
Questions posted in the Virtual Office will be answered within 24 hours
during the week.

Questions sent to me via email will also be answered within 24 hours, but I
will post questions/answers that are about assignments in the Virtual Office
as well as answering individually.

During the summer, I do not schedule regular face/face office hours but will
be glad to meet with students by appointment on Tuesday or Wednesday
afternoons. Email with preferred time between 2:00-4:00 p.m. at least 48
hours in advance.

COURSE INFORMATION

Catalog Description: ENG 697 – Special Topic

Special Topics. Three semester hours. Organized class. May be repeated
when topics vary.
August Mini-Mester 2016 Description

This course topic focuses on professionalization and social media. The class reading and assignments are on the topic of how academics (especially graduate students, adjuncts, and junior tenure-track faculty) can best use social media for professional goals relating to scholarship and teaching.

Required Readings

English 697 is part of the College of Humanities, Social Sciences, and Arts' Low-Cost Textbook initiative. No commercial textbook has been ordered; instead, our reading will consist of online content that includes academic articles as well as informal advisory pieces by academics published in venues from *The Chronicle of Higher Education* to individual blogs. The topics focus on the opportunities, challenges, and risks being active online entails for academics, especially those who are not yet hired or not yet tenured.


[http://www.pewinternet.org/2014/10/22/online-harassment/](http://www.pewinternet.org/2014/10/22/online-harassment/)


Matthew, Patricia. "@triciamatthew 4 associate professor." Written/UnWritten: Diversity and the Hidden Truths of Tenure. 6 July 2014. Web. 09 May 2016. [https://writtenunwritten.wordpress.com/2014/07/06/triciamatthew-4-associate-professor/](https://writtenunwritten.wordpress.com/2014/07/06/triciamatthew-4-associate-professor/)


Learning Outcomes

Learners will demonstrate that they can:

1. Evaluate different assumptions and approaches of arguments and counterarguments in texts.
   Assessed by: selected discussion posts and reading journal entries.
2. Articulate their own responses and engage in a dialogue with peers about the assigned readings and their positions on the discussion topics.
   Assessed by: selected discussion posts.

3. Write multiple drafts marked by increasing clarity and understanding that show the ability to use writing as a tool of discovery, learning, critical, analytical, and creative thinking.
   Assessed by: annotated bibliography, social media plan.

4. Communicate complex and/or ambiguous ideas from secondary sources clearly and effectively in written work through summaries and paraphrases instead of reliance on direct quotes.
   Assessed by: annotated bibliography.

5. Summarize and integrate material from primary and secondary sources according to appropriate documentation conventions, using source material honestly and appropriately, by writing summaries and paraphrases that follow guidelines from the Modern Language Association's (MLA) guidelines (Handbook, 7th edition).
   Assessed by: EAP pre-test and post-test, and annotated bibliography

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.

✓ 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 class is taught fully online by the instructor. The class schedule in this syllabus identifies due dates for assignments. Since this class is scheduled in our university's most intensive term, a two-week mini-mester, there will be assigned reading and writing due just about every weekday. Assignments are due no later than 11:30 p.m. on the assigned due dates. See the Late Work Policy on pages 20-21 for information about how to use extensions to avoid late penalties.

COURSE ASSIGNMENTS AND ASSESSMENT

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

The major assignments for class are online discussions (30%); a personal reading journal (10%); an annotated bibliography of sources on academics and social media for future use in scholarship or teaching (30%); and a social media plan (30%). A set of short assignments focusing on "Educating About Plagiarism" allows students to earn extra credit points.

Assignment handouts are found in the course shell on the Home Page and in the Weekly Units in PDF; Word document copies are uploaded in Doc.Sharing. These handouts detailed information on due dates, objectives, required content, format, structure, information on resources, and grading rubrics. Any questions about the assignments should be posted in the Virtual Office.

Online Discussions: 800 pts.

There will be an introductory discussion and seven Social Media Discussions.

The online discussions are an important part of this class: they function as early drafts that can be revised for the longer assignments. A single response to the class posts will be assigned rather than responses to individual classmates given the short time in a mini-mester and the size of the class.

Discussions are graded primarily on effort (defined as answering all the questions and providing specific details or information as requested in the questions). Think of them as focused freewrites with the focus conveyed by the prompt questions.
Personal Reading Journal 250 pts.

There will be two reading journal assignments, each worth 125 points.

The reading journal is an informal report on your process of reading, summarizing, and thinking critically about the assigned readings, skills required in preparing to use sources in academic scholarship.

Your journal entries will cover your process of reading, note-taking, what you are learning, the process you use in creating summaries for your annotated bibliography, and questions you have as you work through the process to create your social media plan.

The journal entries are defined as informal narratives that reflect upon your learning processes. The entries are graded primarily on effort (defined as answering all the questions and providing specific details as requested in the questions). They are your story of this aspect of the class. They are designed to require more development and revision than a focused freewrite, but still are considered "informal" as compared to formal academic discourse especially since they should be written in first person.

Annotated Bibliography 800 pts.

This assignment has two drafts: the First Draft (300 points) and the Final Draft (500 points).

The annotated bibliography is the most traditionally academic of the assignments for class. The bibliography will cover a selection of the required readings from class. No independent research is expected given the short amount of time we have available.

The first draft is graded half on effort (defined as following assignment instructions and having the assigned number of sources) and half on the quality of the work (how well sources and summaries fit assignment criteria relating to writing, attribution and citations).

The final draft is graded primarily on the quality of the work (75%) with some credit given for the effort put into the revision (25%).

The Annotated Bibliography can serve as the citation page for your social media plan.
Social Media Plan 800 pts.

This assignment has two drafts: the First Draft (300 points) and the Final Draft (500 points).

The Social Media Plan will be an essay that draws on your reading for the class. While the assignment requires academic standards regarding summaries and the use of sources, the essay itself is not a formal academic essay. It will be written in first person and incorporate relevant information from the sources chosen for the annotated bibliography to support a three-five year plan for your use of social media for professional (teaching and scholarship) goals.

Extra Credit Points

Educating about Plagiarism Unit (EAP) 200 pts.

Because of the complex learning process involved in working with sources and academic standards of honesty, a unit on "Educating about Plagiarism" (EAP) is assigned at the start of class. All the grade points associated with the EAP unit count as extra credit points for the course. The assignments are three short multiple-choice quizzes and a pre- and post-test which consist of reading a short article and writing a paragraph-long summary of the main points.

Error Reports 100 pts.

Finding errors in the class handouts can earn you 25 points per error report up to the 100 point limit!

GRADING

The final class grade is based on the number of points earned. Learners can access their grades, see the points earned, and read feedback on the assignments 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 in our course shell will show you the percentage of points you have earned for each assignment and for each week/unit. 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
Assignment and Extra Credit Points

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<tr>
<th>ASSIGNMENT AND EXTRA CREDIT POINTS</th>
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<td><strong>100</strong> Intro Discussion</td>
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<td><strong>700</strong> Social Media Discussions (7 @ 100)</td>
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<td><strong>250</strong> Reading Journals (2 @ 125)</td>
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<td><strong>300</strong> First Draft Annotated Bib</td>
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<td><strong>500</strong> Final Draft Annotated Bib</td>
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<td><strong>300</strong> First Draft Social Media Plan (Disc 7)</td>
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<td><strong>500</strong> Final Draft Social Media Plan</td>
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<td><strong>100</strong> E.C. Error Identification (4 @ 25)</td>
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<td><strong>200</strong> E.C. Educating About Plagiarism</td>
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<td><strong>2650</strong> TOTAL Assignment Points</td>
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<td><strong>300</strong> TOTAL Extra Credit Points</td>
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Translating Points into Letter Grades

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<th>Grade</th>
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<tr>
<td>A</td>
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<td>B</td>
<td>2120-2384</td>
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<td>C</td>
<td>1855-2119</td>
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<td>D</td>
<td>1590-1854</td>
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**NOTE:** To access the rubric and feedback for work, click on the blue hyperlink grade to access the Dropbox where I have uploaded drafts and/or rubrics with comments. These comments are suggestions for revision and editing the drafts. Be sure to review them before turning in a revision.

The gradebook will show learners what grade they have earned at any point (based on the percentage of points earned from the completed work). If at any time learners have a question about the comments or concern about grades, they should contact me (by their university email) or schedule a visit during my office hours.

If we are unable to resolve the concern, learners may then wish to meet with the program director (see the Department Grievances Procedure on pages 19-20.

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

  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.
  o *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


• 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


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/]
- Adobe Flash Player *(version 17 or later)* [https://get.adobe.com/flashplayer/]
- Adobe Shockwave Player [https://get.adobe.com/shockwave/]

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]

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]

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 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/

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.

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, email or by 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. You may reach the helpdesk at 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.

**myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call them at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. 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.

http://www.tamuc.edu/admissions/onestopshop/

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.

http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter

**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 iPhone – Pearson LearningStudio Courses for
Apps are designed and adapted for different devices. **App Title:**

- **iPhone** – LearningStudio Courses - Phone
- **Android** – LearningStudio

**Operating System:**

- **iPhone** - OS 6 and above
- **Android** – Jelly Bean, Kitkat, and Lollipop OS

**iPhone App URL:**


**Android App URL:**


**LEARNINGSTUDIO NOTIFICATIONS**

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course.

Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student’s university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

**UNIVERSITY, DLL, & COURSE PROCEDURES**

This section contains information on Texas A&M-University procedures, Department of Literature and Languages procedures, and Dr. Reid's course procedures.

By staying in the class after reading this syllabus, you are contractually obligated 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 PROCEDURES**

**Academic Dishonesty**
The text below is copied from the university procedure: 13.99.99.R0.10

**Graduate 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 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.R0.10 Graduate Student Academic

The faculty member will submit a copy of the Graduate Student Academic Dishonesty Form to the Office of Graduate Studies 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 Office of Graduate Studies 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 Graduate 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 Graduate 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 Office of Graduate Studies 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.

**Campus Carry:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) and/or consult your event organizer. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 911.
Drop Policy: The university drop procedure allows for an online drop process.

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

The online 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

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.

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 in order to turn the form in to the Registrar’s Office for processing.

The Manual Drop/Add Form can be found online at: TAMUC Drop Form

The deadline to drop with a “Q” drop grade can be found on the Academic Calendar.

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 and must use the 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 week of the summer semester (following the final course drop deadline) make it impossible for a student to hand in the last assignments(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. The instructor will complete the
form and submit for required signatures (department head and Dean of CHSSA).

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.

**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.

**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).

**Department of Literature and Languages Procedures**

**Student 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 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:
Graduate ENG courses:
1. Professor
2. Director of Graduate Program:
   a. MA/MS-English: Dr. Susan Stewart
   b. MA/MS-Applied Linguistics with TESOL emphasis: Dr. Lucy Pickering
   c. PhD-English: Dr. Karen Roggenkamp
3. Dr. Hunter Hayes, Department Head

DLL Plagiarism Procedure: 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.

Dr. Reid’s Class Procedures

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

In this class, "late" means work turned in any time after the No Penalty Zone (NPZ) without requesting a further extension by email. During a mini-mester, the amount of time that can be given for further extensions is limited to an additional 24 hours past the NPZ.

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 as well as quality, and quality comes from a process of revision after receiving feedback.

**Due Dates:** The two-week summer term is an intense schedule: face to face classes meet four hours a day on the class days. In this online class, there will be assignments due just about every week day (until the end when two days are set aside for working on the final drafts). The deadline for turning in the assignments is 11:30 p.m. on the day they are listed.

**No Penalty Zone (NPZ):** The NPZ is an automatic 24 hour extension. It applies to all assignments in the class.

"Automatic extension" means you do not have to notify me or ask for the extension. As long as the work is turned in within that 24 hour period, it is "on time" in terms of grade criteria.

If you *cannot* turn your work in by the NPZ, you may request an additional extension of no more than an additional 24 hours by emailing me to explain the personal, medical or technological excuse. Please put "Extension Request" and the Assignment name in the subject line of your email.

Keep in mind that it is very easy to fall behind on this schedule, and the class policy requires that earlier assignments be turned in and graded before later work can be turned in.

Additionally, late work, whether having an extension or not, may not be graded as quickly because I prioritize work that has come in on time over late work.

**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 beyond the short term extensions built into the course, please email me as soon as possible. If it will affect your ability to turn in work for three days or more, then please submit external documentation.

**WARNING:** Always aim to complete your work by the deadline. Then, if life intervenes, you have the NPZ as a safety net.
**Plagiarism Course Procedure:** Students must acknowledge and document all sources (summarized, paraphrased, or quoted) using the MLA Handbook (7th edition) rules.

This procedure applies to rough drafts as well as final drafts.

These rules require correct in-text citation and parenthetical attribution as well as a Works Cited page. Your Annotated Bibliography will serve as the citation page for your Remix Project.

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/)

There are two types of in-text citation (also called textual attribution) in MLA. The first is placing relevant information concerning the source (author, if any, and title) is placed at the start of the first sentence of the summary rather than at the end in parentheses.

The second is parenthetical attribution which is primarily used for direct quotes (often accompanying citation in the text of the summary). Learners are encouraged to not rely on direct quotes in their summaries.

Complete and correct attribution is required, not optional, for all sources used whether print, electronic, or web.

These attribution requirements apply to *rough drafts* as well as *final drafts*. Failure to attribute sources on a graded rough draft is as much plagiarism, even if inadvertent, as failing to do so on a final draft in this class since the work is being graded.

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 in-text citation, it still can be a case of plagiarism even if a Works Cited page is provided.

Having no Works Cited page at all is also a type of plagiarism since full information about your sources is not provided.
An "Educating About Plagiarism" unit is part of the class. Learners will earn extra credit for completing the unit assignments successfully. The unit consists of three short quizzes and writing two summaries.

**Plagiarism Grade Penalties**

The first instance of plagiarism on a draft will result in a 0 for that assignment. However, the student may make up the grade up to full credit as well as turn in the remaining revisions associated with the assignment by completing a Plagiarism Prevention Exercise (PPE) given by the instructor. The PPE must be completed and evaluated before next draft due for that assignment can be submitted.

The second instance of intentional or unintentional plagiarism will result a 0 for the writing assignment that cannot be removed or made up. However, the student may still turn in any remaining revisions associated with the assignment by completing a second Plagiarism Prevention Exercise given by the instructor. The PPE must be completed and evaluated before the next draft due for that assignment.

The third instance of intentional or unintentional plagiarism will result in an F for the class and in Dr. Reid filing the form required by the university's Academic Dishonesty Reporting Procedure is described above.

**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
Collection of Data for Measuring Institutional Effectiveness

In order to measure the level of compliance with the university’s Institutional Effectiveness guidelines, throughout the semester, I will collect some of the ungraded texts you produce. The texts will be part of a portfolio created on your behalf and will be measured to ensure that our program “promotes practices that result in higher student academic achievement; an enhanced student experience; aligned and transparent decisions; and readily available information for improvement, accountability, and accreditation” (see “Department of Institutional Effectiveness, “http://www.tamuc.edu/aboutus/institutionalEffectiveness/default.aspx”). This collection of data is solely an assessment of program effectiveness and in no way affects students’ course grades or GPAs.

ENGLISH 697 CLASS CALENDAR
8/12/2016 through 8/26/2016

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

Due Dates

The due date for all the assigned work during is 11:30 p.m. the day the assignment is due.

The No Penalty Zone is the next night, 11:30 p.m. If you need additional time, you must email me. Because of the shortness of the mini-mester, an additional extension can be no more than 24 hours past the NPZ unless there are major and documented personal circumstances.

Work turned in past the NPZ without the requested extension will receive a 25% grade penalty. Work turned in after the 24 hours of the requested extension will also receive a 25% grade penalty.

The points each assignment is worth are given in parenthesis after the assignment.

All assignments are open so you may work ahead on the weekends if you wish to do so.
Fri. August 12

Introduction Discussion

Read:
Bali, Maha. "Knowing the Difference Between Digital Skills and Digital Literacies, and Teaching Both."

Mon. August 15

Social Media Discussion 1

Read:
AAUP "Academic Freedom and Electronic Communications:" Two Excerpts from Document:
Executive Summary
C. "Scholarly Communication and Electronic Media"

Grollman, Eric Anthony. "Academic Freedom Won't Protect Us."

EAP:
Dropbox: E.C. EAP Pre-Test (40)
Quizzes: E.C. EAP Three quizzes @ 40 points (120)

Tues. August 16

Social Media Discussion 2

Read:
Englehardt, Kirk. "Science and Social Media: Some Academics Still Don't 'Get It.'"

Walta, Jason. "The Puzzle of Academic Freedom in the Age of Social Media." National Education Association."
**Wed. August 17**  
Social Media Discussion 3

**Read:**

Reisz, Matthew. "Tips for Academics on Blogging and Social Media."

Gaertner, David. "To Blog or Not to Blog: Social Media as Academic Practice."

Rockquemore, Kerry Ann. "Let's Talk About Twitter."

**Upload:**

Reading Journal 1

**Thurs. August 18**  
Social Media Discussion 4

**Read:**

Murphy, Maria Helen. "The Views Expressed Represent Mine Alone: Academic Freedom and Social Media."

Matthew, Patricia. "@triciamatthew 4 associate professor."

Flaherty, Colleen. "Professor Meets World."

**EAP:**

Dropbox: E.C. EAP Post-Test (40)

**Fri. August 19**  
Social Media Discussion 5

**Read:**

Stripling, Jack. "Not So Private Professors."

Szkolar, Dorotea. "Social Networking for Academics and Scholars."


**Upload:**

First Draft Annotated Bibliography
Mon. August 22  Social Media Discussion 6

Read:

Wihbey, John, and Leighton Walter Kille. "Internet Harassment and online Threats Targeting Women: Research Review."

Izzy I. "The State of Online Harassment: Decentering Whiteness and Colonization."

Starr, Terrell Jermaine. "The Unbelievable Harassment Black Women Face Daily on Twitter."

Upload:
Reading Journal 2

Tues. August 23

Social Media Discussion 7: First Draft Social Media Plan

Wed. August 24  No work due

Thurs. August 25  No work due

Fri. August 26

Upload:
Final Draft: Annotated Bibliography
Final Draft: Social Media Plan